



## **IFSHT JOB DESCRIPTION INFORMATION OFFICER**

### **POSITION SUMMARY**

The Information Officer establishes the organizations' identity through appropriate publication of information; manages website content; archives important documents; and, interacts with other affiliate organizations to promote exchange of professional information.

### **OFFICE**

- Elected by the Delegate Council
- Term of office is for 3 years, beginning at the close of the IFSHT Triennial Congress
- May run for second term of same office

### **REPORTS TO**

- The Executive Committee of IFSHT (EXCO)

### **VOTING RIGHT**

- Voting member of the Executive Committee
- Voting member of the Delegate Council

### **JOB TASKS & DUTIES**

#### Leadership

- Assists in the long term planning of the society
- EXCO liaison to Translation Committee and to Social Media Committee

#### Communication

- Solicits and edits therapy articles and IFSHT news for publication in quarterly IFSSH EZINE
- Provides communication related to IFSHT activities through the newsletter, IFSHT REACH

#### Representative for IFSHT

- Active in outreach to current and potential members of IFSHT
- Submits a written report to the EXCO following attendance at any meetings at which the Information Officer is representative of IFSHT

#### IFSHT Triennial Congress

- Prepares a written Annual Report to the Triennial Congress Council Meeting

#### Administrative

- Responds to emails in a timely manner
- Coordinates with webpage liaison for archiving of publications
- Maintains the historical archives of the Federation
- Liaise with Webmaster to maintain accurate and current information on the Federation website in coordination with sub-group working on the website.
- Submits reimbursable expenses with proper documentation to Treasurer
- Reviews and approves of EXCO and Council minutes
- Completes tasks requested by President.

#### **SKILLS REQUIRED**

- Oral presentations representing IFSHT at international meetings
- Computer skills regarding various forms of electronic communication
- Fluency in both written and spoken English

#### **COMMITMENTS REQUIRED**

##### Travel

- The office of Information Officer requires travel for IFSHT to:
  - IFSHT Triennial Meeting
  - Face-to-face EXCO Meetings (pre and post Congress, and interim meetings)
  - International Hand Therapy Meetings in lieu of President

## Time

- Participate in scheduled EXCO calls
- Address emails and other communication on a timely basis
- Travel time as representative of IFSHT (see above)
- Commitment to a three year term; may be renewed once