



IFSHT JOB DESCRIPTION PAST PRESIDENT

POSITION SUMMARY

The Past President supports and advises the current President; recruits new members for elected positions; and, provides historical continuity to the EXCO and IFSHT organization.

OFFICE

- Assumes the office of Past President at the completion of Presidential term
- Term of office is for 3 years, beginning at the close of the IFSHT Triennial Congress

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

- Chair of the Nominating Committee
- Assists in the long term planning of the society

Communication

- Provides Information Officer with ideas, suggestions, and articles for publication

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 Past President is representative of IFSHT

IFSHT Triennial Congress

- Assists President with Call for Proposals for future Triennial Congress locations
- Submits a Nomination Candidate list to Delegates for vote at the Triennial Congress
- Prepares a written report to the Triennial Congress Council Meeting

Administrative

- Responds to emails in a timely manner
- Mentors all EXCO officers
- Reviews and approves EXCO and Council minutes
- Submits reimbursable expenses with proper documentation to the Treasurer
- May serve as one of signatories on all IFSHT bank accounts/investments
- Completes tasks as requested by the 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 Past President 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)