



## **IFSHT JOB DESCRIPTION PRESIDENT**

### **POSITION SUMMARY**

The President provides leadership to the IFSHT organization and to the Executive Committee; assures that all activities adhere to the IFSHT bylaws; keeps all activities focused on the organization's mission and with respect to the budget; and, professionally represents the organization to other affiliate groups.

### **OFFICE**

- Elected initially as President Elect by the Delegate Council
- Assumes the office of President at the completion of President-Elect term
- Term of office is for 3 years, beginning at the close of the IFSHT Triennial Congress
- Assumes the office of Immediate Past President at the completion of Presidential term

### **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

- Responsible for the general direction and implementation of IFSHT activities
- Coordinates EXCO job tasks & duties
- Presides at meetings of the Federation, Council, and Executive Committee
- Is an ex-officio member of all committees
- Shall make, with consent of Council, all appointments to Committees, except the Membership and Nominating Committees.
- Prepares EXCO agenda for calls and meetings with Secretary General
- Presides at EXCO calls and meetings
- Fills vacancies between the triennial meetings in consultation with the EXCO
- Chair of Awards Committee

## Communication

- Communicates with IFSSH and other outside parties
- Provides Information Officer with ideas, suggestions, and articles for publication especially related to the President's activities
- Prepares a written report to the Triennial Congress Council Meeting

## Representative for IFSHT

- Endeavours to represent IFSHT at national member Hand Therapy Meetings during the three year term of office, including:
  - European Federation of Societies for Hand Therapy
  - Asia-Pacific Federation of Societies for Hand Therapy
  - American Society of Hand Therapists
  - South American Hand Therapy Meeting (when feasible)
  - Other national meetings as requested / as financially feasible
- Submits a written report to the EXCO following attendance at any meetings at which the president is representative of IFSHT
- Represents IFSHT at the IFSSH Delegates Council Meeting
- Active in outreach to current and potential members of IFSHT

## IFSHT Triennial Congress

- Communicates Call for Proposal for future Triennial Meetings
- Reviews and signs contracts for Triennial Congress
- Appoints Scientific Program Chair(s)
- Coordinates upcoming Triennial Congress with local host organization and Scientific Committee Chair(s).
- Delivers a Presidential Address at the IFSHT Triennial Congress
- Prepares a written Report to the Triennial Congress Council Meeting

### Administrative

- Holds signature, along with Treasurer, on all IFSHT bank accounts/investments. The President may delegate this task to another member of EXCO if circumstances require so.
- Responds to emails in a timely manner
- Oversees the content and organization of the IFSHT website, in coordination with the sub-group working on the website and in coordination with the Information Officer.
- Reviews and approves EXCO and Council meeting agendas and minutes
- Serves as mentor to President Elect through sharing of files and insight related to presidency
- Submits reimbursable expenses with proper documentation to Treasurer

### **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 President requires frequent travel as an ambassador for IFSHT to:
  - IFSSH Council Meetings
  - National Hand Therapy Member Meetings
  - IFSHT Triennial Meeting

- Face-to-face EXCO Meetings (pre and post Congress, and interim meetings)

### Time

- Participate in scheduled EXCO calls
- Address emails and other communication on a timely basis
- Travel time as representative of IFSHT (see above)