



IFSHT JOB DESCRIPTION PRESIDENT ELECT

POSITION SUMMARY

The President elect works closely as a mentee and advisor to the President; keeps informed on key issues in preparation for future role; and, acts in the absence of the President.

OFFICE

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

- Assumes leadership in event of resignation or incapacitation of current President
- Presides at the meetings of the Society, Council, or Executive Committee in absence of or at the request of the President

- Assists in the long term planning of the society
- According to Bylaws, may concurrently hold office of Secretary General, Information Officer, or Treasurer as needed
- EXCO liaison to Education Committee

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 President Elect is representative of IFSHT

IFSHT Triennial Congress

- Assists President with Call for Proposals for future Triennial Congress locations
- Coordinate with local host in planning Triennial Congress which will occur during President Elect term as President
- Prepares a written report to the Triennial Congress Council Meeting

Administrative

- Responds to emails in a timely manner
- Oversees the content and organization of the IFSHT website
- Submits reimbursement expenses with proper documentation to the Treasurer
- Collaborates with Treasurer in preparing the triennial operating budget
- Reviews and approves EXCO and Council minutes
- May serve as one of signatories on all IFSHT bank accounts/investments
- Complete tasks 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 President Elect 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 nine year term as President Elect (3 years), President (3 years), and Past President (3 years).