



## **IFSHT JOB DESCRIPTION SECRETARY GENERAL**

### **POSITION SUMMARY**

The Secretary General facilitates communication to enhance the mission of IFSHT; assists EXCO Officers to achieve their objectives; maintains a record of all IFSHT endeavours and decisions; communicates with delegates; and, responds to all questions from colleagues and the public.

### **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

- Chairs the Membership Committee
- EXCO liaison to Bylaw Committee
- Assists in the long term planning of the society

### Communication

- Acts as secretary to the Executive Committee
- Shall keep a record of proceedings of all Society, Council, and EXCO meetings
- Provides communication between delegates, potential members, Executive Committee, and outside entities
- Responds to all requests sent through IFSHT website/Contact Us
- Provides Information Officer with ideas, suggestions, and articles for publication

### Representative for IFSHT

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

### IFSHT Triennial Congress

- Assists President with Call for Proposals for future Triennial Congress locations
- Coordinate with local host in planning Triennial Congress
- Prepares a written Annual Report to the Triennial Congress Council Meeting
- Receive and review all committee reports and distribute to member delegates 60 days prior to Council Meetings
- Sends timely reminders, agenda, and event invitations to participants
- Assist EXCO in review of applications for Evelyn Mackin Congress Grant, and IFSSH/IFSHT Triennial Congress Grant
- Produce handouts, name cards, sign-in sheet, ballots, and all other materials for delegates and observers
- Coordinates voting by establishing quorum and having designated vote counters
- Prepares and sends minutes of IFSHT Council Meetings to all officers and delegates no later than sixty days following a Council Meeting
- Forward approved council minutes and current Bylaws, with all appropriate EXCO signatures, to Swiss Bank per non-profit guidelines

## Administrative

- Responds to emails in a timely manner
- Coordinates with webpage liaison for electronic voting by delegates
- Prepares EXCO meeting agenda and submits to President for approval
- Reviews and approves EXCO and Council minutes
- Submits reimbursable expenses with proper documentation to Treasurer
- Process applications for IFSHT membership, submit to EXCO and Council for vote
- Vets applications for IFSHT/IFSSH International Teaching Grants, compiles required documents, and forwards appropriately for review
- Process volunteer applications for committee roles
- Provides oversight of duties assigned to Administrative Secretary
- May serve as one of the signatories on all IFSHT bank accounts
- 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 Secretary General 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