



## **IFSHT JOB DESCRIPTION CHAIR PUBLICATIONS COMMITTEE 2022-2025**

### **OFFICE: CHAIR PUBLICATIONS COMMITTEE**

- Application for Chair is vetted by Nominations Committee
- Elected by voting members of the IFSHT Triennial Congress
- Term of office is 3 years, beginning at the close of the IFSHT Triennial Congress

### **REPORTS TO:**

- Information Officer
- Executive Council of IFSHT

### **JOB TASKS & DUTIES**

#### Communication

- Volunteer member applications are reviewed and approved by Chair.
- Oversees the strategic development, effective organisation, and interrelatedness of the IFSHT publications such that they contribute to the overall mission of the Society.
- Monitor the value and relevance of the IFSHT publications.
- Develop strategies to increase international distribution, reach and impact.
- Review (develop) publication strategies and editorial policies to support IFSHT publication goals and make recommendations to the Executive Committee and Council (including but not limited to peer review processes).
- Takes responsibility for the IFSHT publications including “REACH. The IFSHT Newsletter” and Hand Therapy Contributions (to EZINE). This includes sourcing contributions for considerations towards publication.
- Manages the members of the publication committee ensuring allocation of tasks and timeliness of submissions.

## IFSHT Triennial Congress

- Prepares a written report to the Secretary General for review and distribution to delegates sixty (60) days prior to Triennial Council Meeting

## **SKILLS REQUIRED**

- Previous experience in publication and peer review processes.
- Computer skills regarding various forms of electronic communication
- Fluency in both written and spoken English.
- Ability to utilise project management virtual office software.

## **COMMITMENTS REQUIRED**

### Time

- Participate in scheduled Publications Committee calls, initial schedule of twice per annum.
- Participation in committee activities may require 5 – 10 hours per month.
- Address emails and other communication timeously.
- Commitment to a three-year term