

**JOB DESCRIPTION**  
**IFSHT MEMBER COUNTRY DELEGATE**  
**NON-VOTING DELEGATE**

**NOMINATION AND APPOINTMENT TO OFFICE**

Term of office 3 years

**REPORTS TO**

The Executive Board of IFSHT

**AUTHORITY**

Is a non-voting member of IFSHT

**JOB RESPONSIBILITIES**

- The Delegate acts as the primary source of in-country contact for all information relating to IFSHT.
- The Delegate is encouraged to establish a hand therapy interest group or society in their country.

**JOB TASKS**

- Receives communication from IFSHT and assures this is distributed in a timely manner to interested Hand Therapists of their country
- Assures that IFSHT matters are dealt with in a timely fashion, including:

IFSHT Membership Fee Payment

Due in advance for a one-time triennial (3 year) period and submitted to the IFSHT treasurer

IFSHT Member Information

- Makes yearly updates to the IFSHT website member information
- Informs the IFSHT Secretary General of any change.

IFSHT UPDATE

Submits written information or articles to the IFSHT Secretary General to be included in the IFSHT UPDATE.

IFSHT Website

Posts ongoing events, conferences, educational and research opportunities to the

“upcoming educational events” section and international visitor opportunities to the “visitor program” section on the website

Other IFSHT Business / Information Requests

Responds to all requests for response or information in a timely fashion.

- May attend Triennial Council Meeting in person or virtually online as a guest with no voting rights.

**RESOURCES NEEDED**

- Active e-mail account
- Computer and software with dependable internet access

**SKILLS REQUIRED:**

- Ability to write, read, and speak English
- Computer skills to allow for various forms of electronic communication

**COMMITMENTS REQUIRED**

- Willingness to communicate with the IFSHT Secretary–General in a timely manner
- Willingness to organize a hand therapy interest group or society in their country

