

## **Job description for: National Delegate.**

### **Job title:**

Delegate.

### **Substitute:**

In case of absence the National Society has to look for a substitute within their own society.

### **Main purpose of job:**

To be the link between the EFSHT and the National Society. His/her main aim is to be the face of their Hand Therapy Society. As such it is important that they represent the views of their country to the EFSHT council and in turn feedback the council's work (both from the annual meeting and from emails throughout the year) to their members by disseminating all the information.

### **Duties include:**

- To support the members of the Executive Committee in any work or advice.
- To have access to e-mails and able to reply rapidly, certainly within 2 weeks, preferably within 2 -3 days.
- Respond within the deadline when requested.
- To send responses to the secretary on all questions, requested surveys or reports, such as the annual National Education Report, National Congresses, finalization of the annual Action Points....
- To inform the EFSHT Secretary if they are going to be unavailable for several weeks. When a delegate doesn't respond to emails for over 3 months the EFSHT Secretary will communicate with the President of the National Society to re-establish contact and make sure all the information reaches the hand therapists.
- To be able to attend the Annual Council Meetings for at least 2-3 consecutive years.
- To be able and willing to participate in discussions at Council Meetings and in various initiatives e.g. committees.
- To be able to discuss important matters within own Committee other than at routine meetings, i.e. by phone, email etc.

- To handover their successor all relevant information, including information on the password procedure for the website delegates area, action points, etc.
- To forward their successor the journal until the journal mailing list is updated each autumn.
- To encourage National members to use EFSHT website and to promote the Journal and EFSHT generally.
- To be a Physical or Occupational Therapist who is active in their national society and knows who, within their Association, is doing specific research in a hand therapy field or has a sound knowledge and specialization in a specific sector that would enrich the European hand therapy population.
- To be able to contact these specialised therapists individually and urge them to participate in the European congresses by submitting abstracts etc.
- To be able to keep the EFSHT Secretary up to date with changes in the National Society and when available to implement these changes on the website of the EFSHT.
- To send an English translated version of the most recent national bylaws to the secretary of the EFSHT.
- To send the Annual Membership Report to the EFSHT Treasurer in December every year.
- To receive, together with the national treasurer, the annual invoice each year and to ensure fees are paid on time.
- To send an update on a national certification procedure (finished or ongoing procedure) to the EC Chair. The latest 2 months before the CM.
- To arrange a substitute delegate in the case he/she cannot participate in the Council Meeting.
- To provide electronic votes, when requested, in case the national society cannot be represented during the CM, by the delegate or a substitute,
- To keep their password for the Delegates area secret and not to share with their members
- To keep actively looking for new nominees for the different EFSHT committees
- To pass on the list of executive members of the national society to the Nomination Committee of the EFSHT.
- To be familiar with EFSHT bylaws, regulations and the privacy declaration.

**Requirements:**

- Having proficiency knowledge of written and spoken English
- It is advisable but not obligated to have served a full period as President of the National Society.

**Formal information:**

This Job description has been revised in September 2018. It has to be re-assessed at the latest in September 2021 to adapt possible changes.



EUROPEAN FEDERATION  
OF SOCIETIES FOR HAND THERAPY