EFSHT

EUROPEAN FEDERATION
OF SOCIETIES FOR HAND THERAPY

Job description for:
Chair Scientific Committee EFSHT

Job title:
Chair Scientific Committee EFSHT.
The Chair is an appointed Member within the Scientific Committee.

Substitute:
None.

Main purpose of the job:
To lead the Scientific Committee (SC).

Duties include:
- To act as a point of contact and answers to the Executive Committee through the past-president (ExCom).
- To initiate and delegate work within the committee according to the SC regulations.
- To lead and participate in the SC meetings.
- To inform the past-president (ExCom) on their ongoing matters.
- To write an annual report.
- To archive the created SC documents (word-files when available) on the digital desk.
- To make sure that the financial activities of the committee are in accordance to the SC regulation.
- To provide the ExCom with necessary financial documentation.
- To keep track of the term of appointment of the SC-members.
- To welcome and inform new SC member about rules, regulations and procedures of EFSHT.
- To inform and supply the members with the official documents of EFSHT.
- To inform all applicants about the election outcome.

The SC committee communicates regularly via e-mails, meets via skype and can have one face to face meeting per year if necessary.
The committee meets face to face in conjunction with the CM during the triennial EFSHT congresses.

Financial Competences:
None.

Authority to sign:
None.

Professional Secrecy:
To keep their password for the Delegates area of the EFSHT website secret.
The office holder is bound to professional discretion regarding information about people, data and procedures in accordance to the EFSHT privacy declaration.

Requirements:
- Having proficiency in the English language
- Having knowledge and experience in scientific work.

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

Signature

Office holder   **President EFSHT**