

## **Job description for: President Elect**

### **Job title:**

President Elect

### **Substitute:**

In case of absence the President Elect will be replaced by the President.

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

To become familiarized with the work of the EFSHT and current issues.

### **Duties include:**

- To support the members of the Executive Committee in any work or advice.
- To be a link to the Education Committee.
- To attend (online) meetings with the Education Committee to ensure clear communication between the committees (Q&A). If required, attend the whole meeting.
- To check and respond to e-mails at least three times a week.
- To participate in Executive Committee teleconferences.
- To participate in EFSHT Council Meetings.

### **Financial Competences:**

The office holder could spend up to 200 Euros a year covered under the category Contingency in the annual EFSHT budget.

### **Authority to sign:**

The office holder is authorised to sign the general correspondence related to the Job.

### **Professional Secrecy:**

The office holder is bound to professional discretion regarding information about people, data and procedures in accordance to the EFSHT privacy declaration.

### **Requirements:**

- Having been a country delegate in the past or otherwise, is familiar with the EFSHT is desirable but not obligated.
- Having proficiency in the English language



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**Formal information:**

This Job description has been revised in September 2021. It has to be re-assessed at the latest by September 2024 to adapt possible changes.

**Signature**

**Office holder**

**President**



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