

Job description for: Member Website Committee EFSHT

Job title:

Member Website Committee EFSHT.

Substitute:

None.

Main purpose of job:

To update digital information available on the website and social media.

Duties include:

- To maintain and update of the website with information provided by the member countries.
- To create hand related posts for the EFSHT social media accounts. A link to the EFSHT website should be included in those posts that contain information also available on the website.
- To review submitted information. The Chair of the WebCom will act as a primary reviewer.
- To ensure that any of the published information is not in conflict with the EFSHT interests.
- To standardize posts.

The Website Committee has direct access to the website and to the social media accounts.

The Chair of the WebCom communicates with the webmaster.

The Website Committee is represented within the Executive Committee by the Chair. The Secretary of the EFSHT is the Chair of the Website Committee of the EFSHT.

The WebCom communicates regularly via e-mails and teleconferences.

The member is assigned for a 3-year term.

Financial competences:

None.

Authority to sign:

None.

Professional Secrecy:

The office holder must keep the 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 the use of social media.

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 EFSHT

EFSHT

EUROPEAN FEDERATION
OF SOCIETIES FOR HAND THERAPY