

IFSHT Job Description IFSHT Appointed Co-Chair, Scientific Program Committee

Office: Co-Chair, Scientific Program Committee

- Application for Co-Chair is vetted by President and Secretary General
- Selected by Executive Committee
- Term: from date of agreement until close of Congress

Reports to: IFSHT President

Requirements

- Occupational or Physio/Physical therapist from countries other than where the congress is being held
- Member of a society with Full membership in IFSHT
- Strong recommendation from member's society.
- Resume or CV supporting experience in organizing large educational event(s)
- Strong international connections in order to be able to recruit an international slate of speakers and establish a Scientific Program Committee with broad international representation
- Ability to attend the IFSHT the Congress. at own expense. (May apply for Congress Grant funds for partial funding)

Job Tasks and Duties of Co-Chairs (one appointed by local host and one by IFSHT): Note local host (co-chair has been selected, and the IFSHT appointed Co-Chair must be from a full member country other than the host country of the congress.

Per IFSHT By-laws, the Scientific Program Co-Chairs will appoint a committee consisting of qualified therapists from IFSHT member countries that reflect IFSHT diversity of membership and educational needs.

Co-chairs lead the Scientific Program Committee to:

- Create the hand therapy instructional program with scientific as well as clinical focus for the IFSHT triennial congress.
- Provide a program with up to date and most recent research and clinical findings in a variety of topics in a variety of plenary sessions, more in-depth focus sessions, posters and workshops.
- Provide platform at the IFSHT triennial congress for exchange of research, free paper sessions - oral presentations as well as poster presentations
- Secure key-note speaker(s) to present on topic(s) of broad interest and great importance for the hand therapy community
- Planning to include:
 - recruiting a committee, with assist from IFSHT EXCO
 - gathering ideas
 - creating a schedule for the program

- recruiting chairs and speakers for the sessions
- evaluating the abstracts
- allocating accepted abstracts to either free paper slots in the program or to presentation as a poster
- include space in the program for IFSHT events that are part of the congress

Skills Required

- Strong leadership and organizational skills
- Ability to correspond virtually and run the committee by way of a virtual office platform provided by IFSHT
- Understanding of the abstract review process
- Ability to organize a complex program involving a large number of international speakers and attendees
- Ability to collaborate with multiple stake holders. Host therapy and surgeons societies and possibly a management company
- Ability to communicate by email, with the expectation of a timely response (typically within 48 hours)

Time Commitment

- Varies each month, with increased commitment as Congress draws nearer.
- Some weeks may be 2 hours/week and during busier times may be up to 10 hours/week.
- Attendance at the Congress is required (at your own expense although some grant money may be available), and Co-Chairs will be very busy during the Congress week