

CSHT Executive Position Descriptions

President

- Organize executive meetings and agenda
- Ongoing development of the society with emphasis on improving recognition nationally and internationally
- Liaise with IFSHT delegate and professional groups (e.g. ASHT, MANUS)
- Public relations activities
- Provide President's Message for the newsletter
- Organize and run the Annual General Meeting
- Liaise with Conference Chair

Vice-President

- Maintain and update membership database
- Market membership (update membership form, provide membership applications at all venues)
- Assume duties of President in his/her absence
- Provide current email list of members for newsletter
- Provide current mailing list of members as required
- Liaise with webmaster relating to membership forms and online member registration
- Maintain registration of CSHT as a not-for-profit society
- Attend and provide report for executive meetings and for the Annual General Meeting
- Distribute Journal of Hand Therapy registration information to new members
- Act as legal contact for CSHT
- Recruit regional representatives as required

Treasurer

- Open and maintain financial accounts of the CSHT with an appropriate financial institution
- Act as one signing authority for the CSHT
- Responsible for financial transactions on behalf of CSHT
- Develop budget for the CSHT
- Maintain accurate CSHT records and accounts of the CSHT, including all monies received and payable by CSHT
- Arrange and participate in yearly auditing of the accounts of the CSHT
- Provide an annual report of the financial status of the CSHT to members at the Annual General Meeting
- Monitor budget of the Annual Conference
- Responsible for the financial transactions on behalf of the Conference Committee
- Attend and provide report for executive meetings and for the Annual General Meeting

Secretary

- Record, copy and distribute minutes of the executive meetings

- Fielding, responding to communication (including email), correspondence, delegating correspondence as necessary
- Receive requests regarding upcoming courses, educational opportunities, job postings, IFSHT news flashes and arrange to have them posted on the CSHT website
- Keep website up to date, ensure information is current
- Monitor website for necessary changes, postings, and revisions
- Communicate with the webmaster
- Record, copy and distribute minutes (or arrange for same if unable to attend) of the Annual General Meeting
- Attend and provide report for executive meetings and for the Annual General Meeting

Communication Director

- Responsible for layout, and publication of the *Canadian Hand Therapists - In Hand* newsletter 4 times per year (Winter, Spring, Summer and Fall)
- Responsible for maintaining contact with regional representatives to encourage contributions to newsletter and providing deadline dates for submissions
- Communicate with the membership to request contributions to the newsletter
- Contact vendors to offer opportunities for paid advertisement in the newsletter
- Attend and provide report for executive meetings and for the Annual General Meeting