



## The Delegate's Role

The Delegate is the link between the EFSHT and the National Society. His/Her main aim is to be the face of their Hand Therapy Society. As such it is important that they represent the views of their country to the EFSHT council and in turn feed back the council's work (both from the annual meeting and from emails throughout the year) to their members by disseminating all the information.

### The Requirements of a Delegate are:

- 1) Reasonable written and spoken English
- 2) To have access to emails and able to reply rapidly, certainly within 2 weeks, preferably within 2 -3 days. To acknowledge receipt of emails instantly
- 3) To be able to attend the Annual Council Meetings for at least 2-3 consecutive years
- 4) To be able and willing to participate in discussions at Council Meetings and in various initiatives e.g. committees.
- 5) To be able to discuss important matters within own Committee other than at routine meetings, i.e. by phone, email etc.
- 6) To handover to their successor all relevant information, including Password etc and to forward the journal to them until the journal mailing list is updated each autumn
- 7) To encourage National members to use the website and to promote the Journal and E.F.S.H.T. generally. The delegate should be someone who is active in their group and knows who, within their Association, is doing specific research in a hand therapy field or has a sound knowledge and specialization in a specific sector that would enrich the European hand therapy population, they should be able to contact these therapists individually and urge them to participate in the European congresses by submitting abstracts etc.
- 8) To be able to keep the EFSHT Secretary up to date with changes in the National Society
- 9) To send the Annual Membership Report to the EFSHT Treasurer in December every year and to ensure fees are paid on time
- 10) To arrange for a substitute delegate in the case he/she cannot participate in the Council Meeting. To send a written report with all the activities of the National Society during the past year to be read during the Council Meeting in the case of no representation at all. To vote by postal ballot in the case of any elections.
- 11) To keep their password for the Delegates area secret and not to share with their members To inform the EFSHT Secretary if they are going to be unavailable for several weeks. When a delegate doesn't respond to emails for over 3 months the EFSHT Secretary will communicate with the President of the National Society to re-establish contact and make sure all the information reaches the hand therapists.