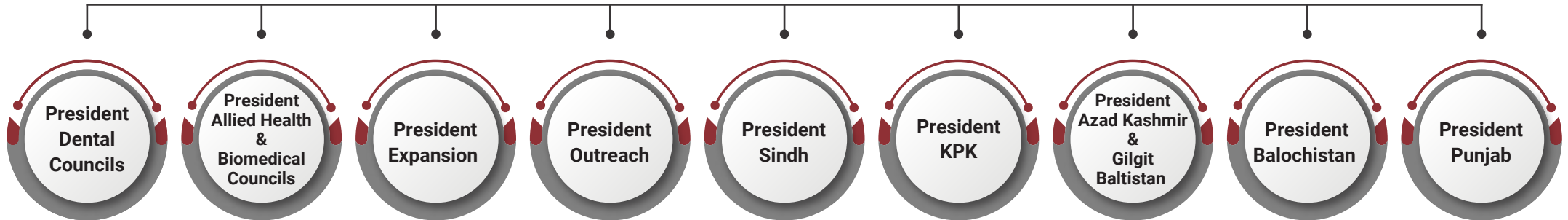




2023

NATIONAL COUNCIL GUIDELINES



Executive Body

Eligibility Criteria

1-2 experience of working in a managerial position in any student/volunteer organization.

Speaker at national, international, Medical, Dental or any Conference.

Able to give at least 4 hours per week for volunteer work.

Must know how to use basic video conferencing apps in addition to Microsoft Office.

Must not be the president of any other student body or society.

Post Title

Education & Experience

Roles

President VFAHT Pakistan

- 4th, and final year student of MBBS (5-year degree program)
- Past president/vice president/general secretary of a student body other than VFAHT.
- The chief organizer or head of an organizing committee of an annual event of VFAHT.
- Presented or authored at least one (1) original research article/review article/case report at national, international, Medical, dental or any conference or in PMDC indexed journals.

- (i) Head the national council and all local councils of VFAHT.
- (ii) Coordinates the development of the 1-year strategic plan of action with the national council member.
- (iii) Monitor the execution of the annual activity calendar.
- (iv) Increase positioning of VFAHT among the health and human services sector.
- (v) Approval of project proposals submitted by national council (for national activities) and local councils (for local activities).
- (vi) Preside monthly and quarterly meetings of national and local councils.
- (vii) Coordinates the executive board and the national council.
- (viii) Maintains contacts with VFAHT Alumni.
- (ix) Evaluate the progress and performance of the local councils and volunteers.
- (x) Indulge the selection process of next year's National and Local councils' presidents.

Post Title	Education & Experience	Roles
<p>Vice President VFAHT Pakistan</p>	<ul style="list-style-type: none"> • 4th, and final year student of MBBS (5-year degree program) • Past president/vice president/general secretary of a student body other than VFAHT. • The chief organizer or head of an organizing committee of an annual event of VFAHT. • Presented or authored at least one (1) original research article/review article/case report at national, international, Medical, dental or any conference or in PMDC indexed journals. 	<ul style="list-style-type: none"> (i) Assist the President in heading the National Council and all Local Councils of VFAHT. (ii) Work with the President in coordinating the development of the 1-year strategic plan of action with the National Council members. (iii) Monitor the performance of the regional Vice Presidents. (iv) Assist in monitoring the execution of the annual activity calendar. (v) Increase positioning of VFAHT among the health and human services sector (expansion in general). (vi) Preside in the absence of the President in the monthly and quarterly meetings of National and Local Councils. (vii) Collaborate with the President in coordinating the executive board and the National Council. (viii) Maintain contacts with VFAHT Alumni. (ix) Support the President in evaluating the progress and performance of the local councils and volunteers. (x) Work with the President in the selection process of next year's National and Local councils' presidents.

Post Title	Education & Experience	Roles
President Dental Councils	<ul style="list-style-type: none"> • 3rd, and final year student of BDS (4-year degree program) 	<ul style="list-style-type: none"> (i) Establish and supervise new local councils in the division. (ii) Develop a mechanism of functioning of the local councils.
President Allied Health & Biomedical Councils	<ul style="list-style-type: none"> • 3rd, or 4th, final year student, 4th, or final-year students. 	<ul style="list-style-type: none"> (iii) Must follow timeline and annual activity calendar. (iv) Organize campus and community activities. (v) Create educational manuals for the division. (vi) Responsible for divisional content of newsletter, website, and blog. (vii) Submit monthly progress reports to president VFAHT Pakistan.
President Sindh	<ul style="list-style-type: none"> • 4th, and final year student of MBBS (5-year degree program). • Past president/vice president/general secretary of a student body other than VFAHT. 	<ul style="list-style-type: none"> (i) Implement collaborations and partnership strategies in the region. (ii) Coordinates outreach to new external partners in the region.
President KPK		<ul style="list-style-type: none"> (iii) Execute PR strategies and marketing campaigns for the events. (iv) Prepares and sends out invitations, provisional agenda, and other relevant information of events. (v) Develops mechanisms to measure the impact of VFAHT projects.
President Baluchistan		<ul style="list-style-type: none"> (vi) Develops and maintains a monitoring and evaluation system to ensure the quality of activities and resources. (vii) Coordinates the communication between the regional presidents, national council, and VFAHT-office.
President Punjab		<ul style="list-style-type: none"> (viii) Responsible for regional/divisional content of newsletter, website, and blog. (ix) Submit monthly progress reports to president VFAHT Pakistan.

Post Title	Education & Experience	Roles
Vice President Interior Sindh	<ul style="list-style-type: none"> • 3rd, 4th, and final year student of MBBS (5-year degree program). • Past president/vice president/general secretary of a student body other than VFAHT. 	<ul style="list-style-type: none"> (i) Assist the regional president in the functioning of the local councils in the region. (ii) Coordinate mechanisms to expand local chapters of VFAHT in the region. (iii) Supervise the activities in the region. (iv) Monitoring and evaluation of the local councils and presidents in the region. (v) Is responsible for minuting meetings of the executive body and national council. (vi) Submit a monthly report to the regional president.
Vice President Karachi & Hyderabad		
Vice President Central Punjab		
Vice President North Punjab & ICT		
Vice President South Punjab		
President Outreach	<ul style="list-style-type: none"> • 3rd, 4th, and final year student of MBBS (5-year degree program). • Past president/vice president/general secretary of a student body other than VFAHT. 	<ul style="list-style-type: none"> (i) Assist the National Council in the functioning of the local councils in the region. (ii) Work primarily to expand the reach of VFAHT to different colleges and universities. (iii) Guide the newly formed councils and address their queries regarding the VFAHT protocols and activities' plans. (iv) Manage liaison of the newly formed councils with the existing ones and ensure inter-council coordination and affiliation. (v) Generate funds and bring in CSR partnerships for collaborative efforts towards Public Awareness domain.
President Expansion		

Recruitment & Membership Fee Structure 2023

Sr.	VFAHT Positions	Number of Positions	Membership Fee (PKR)
1.	National Council	15	1,000
2.	Local Council Executives	15	500
3.	Local Council Associates	10	250
4.	General Volunteers	-	100

* The funds generated from the annual membership shall be utilized in covering the monetary costs of the Public Awareness Campaigns to be carried out by VFAHT throughout the year. This shall ensure the sustainability of the program.

The duration of the membership shall be valid for 01 year only

Membership package will include

Organization's cap | Membership card/certificate | Announcement posters for National Council and Local Council Presidents | Subscription to Quarterly Newsletter

Bank Account Details

Account Title	INFECTION PREVENTION AND CONTROL FOUNDATION
Bank Title	MCB Islamic Bank
IBAN Number	PK66MCIB1631004005030004

Note:

The LC Presidents are to collect the registration fee from the general volunteers and maintain an excel sheet with their details. After collection, the LC President of every council is to deposit the collected amount in the aforementioned account.

+92 311 777 8710

| vfaht.org

| [vfaht_pk](#)

| mehmil@ipacfoundation.org

| admin.vfaht@ipacfoundation.org