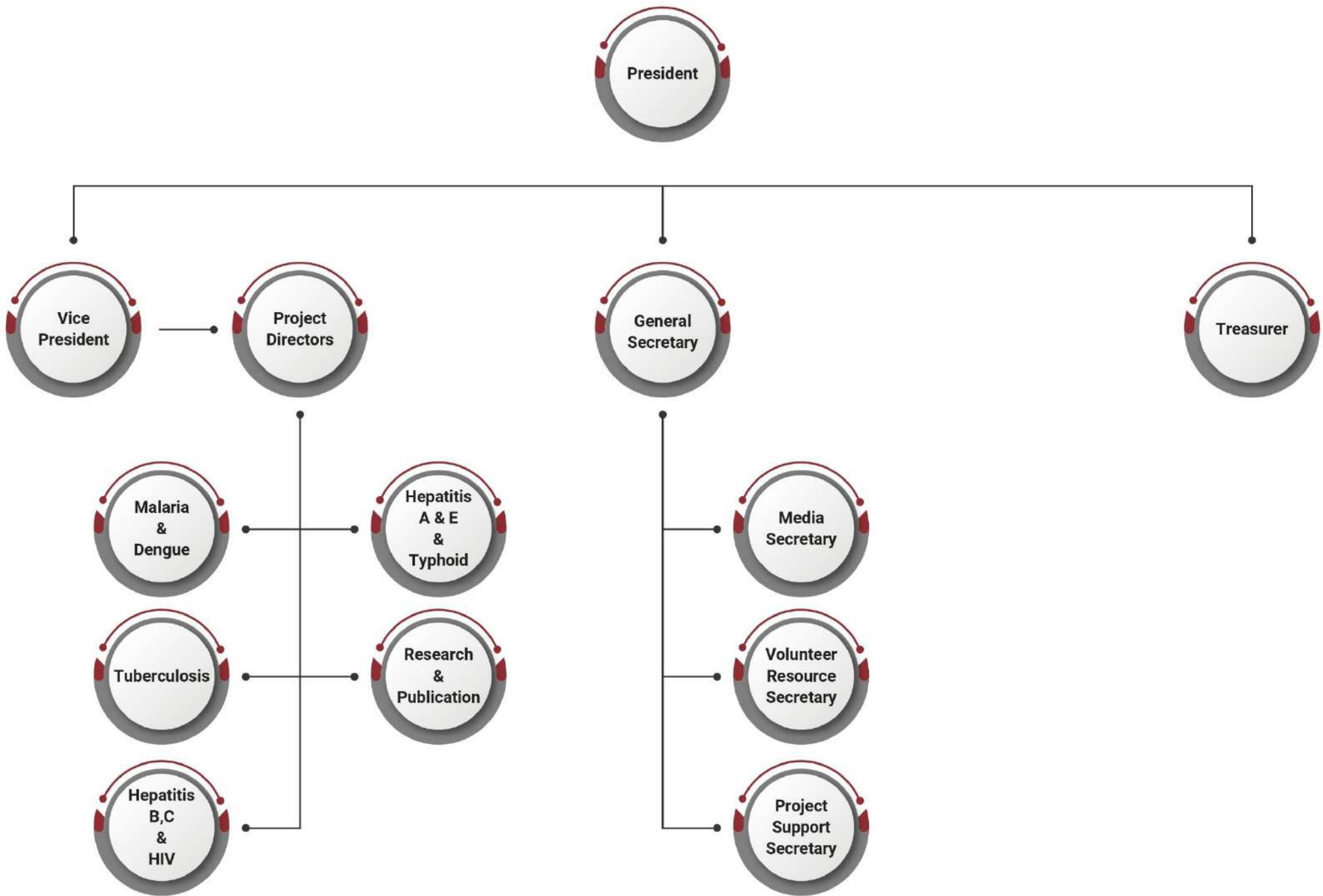




# LOCAL COUNCILS<sup>7</sup>

## GUIDELINES 2024





## Executive Body (Advisory + National Council)

<b>Eligibility Criteria</b>	<ul style="list-style-type: none"> <li>• 3rd, 4th, and final year student of MBBS\ BDS\ Allied Health Sciences (4 or 5-year degree program).</li> <li>• 3rd or 4th-semester students (biomedical sciences).</li> <li>• The chief organizer or head of an organizing committee of an annual event of VFAHT.</li> <li>• 1-2 experience of working in a managerial position in any student/volunteer organization.</li> <li>• Able to give at least 4 hours per week for volunteer work.</li> <li>• Must know how to use basic video conferencing apps in addition to Microsoft office.</li> <li>• Must not be the President of any other student body or society.</li> </ul>
<b>Post Title</b>	<b>Duties</b>
<b>President</b>	<ul style="list-style-type: none"> <li>(i) Student head of the local chapter.</li> <li>(ii) Ensure execution of annual activity calendar 2024.</li> <li>(iii) Approval of project proposals submitted by the local council and forward to staff president for final approval.</li> <li>(iv) Submit project proposal and project summary for each local event to national council VFAHT for approval, review, and record, within 03 days of the activity.</li> <li>(v) Call monthly meetings of the Local Council.</li> <li>(vi) Preside organizing committee meetings for each local event.</li> <li>(vii) Report to your respective National Council President with a brief progress summary of your monthly activities by the second week of every month.</li> <li>(viii) Coordinate and communicate with your respective National Council President regarding any queries and assistance.</li> </ul>
<b>Vice President</b>	<ul style="list-style-type: none"> <li>(i) Will assist the president in the functioning of the Local Council.</li> <li>(ii) Will oversee all project directors in the functioning of the Local Council.</li> <li>(iii) Must organize one local event for that session year.</li> <li>(iv) Call monthly progress meetings of project directors.</li> <li>(v) Assist the president with the brief progress summary.</li> </ul>

<b>Post Title</b>	<b>Duties</b>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>(i) Create a budget sheet according to the project proposal.</li> <li>(ii) Procure and purchase material from the market according to the budget sheet.</li> <li>(iii) Prepare an expenditure sheet according to expenses incurred.</li> <li>(iv) Maintain lists of surplus items for each event.</li> <li>(v) Keep receipts of items bought in the record.</li> <li>(vi) Submit monthly progress reports to president VFAHT Pakistan.</li> </ul>
<b>General Secretary</b>	<ul style="list-style-type: none"> <li>(i) Will assist the president in the functioning of the Local Council.</li> </ul>
<b>Project Division</b>	
<b>Post Title</b>	<b>Duties</b>
<b>Project Director Hepatitis B &amp; C and HIV</b>	<ul style="list-style-type: none"> <li>(i) Design and execute a local event.</li> <li>(ii) Submit project proposals to the Local Council president for review and approval.</li> <li>(iii) Must organize one local event for that session year.</li> <li>(iv) Ensure the participation of all team members.</li> <li>(v) Call a monthly meeting of the team.</li> <li>(vi) Evaluate the performance of the team.</li> <li>(vii) Report to vice president.</li> </ul>
<b>Project Director Malaria and Dengue</b>	
<b>Project Director Tuberculosis</b>	
<b>Project Director Hepatitis A &amp; E and Typhoid</b>	
<b>Project Director Research and Publications</b>	

## Secretarial Division

Post Title	Duties
<b>Volunteer Resource Secretary</b>	<ul style="list-style-type: none"><li>(i) Maintain the record of the availability of volunteers in the council in an excel sheet.</li><li>(ii) Is responsible for providing required volunteer resources in all events.</li><li>(iii) Keep the attendance record of all volunteers in the event.</li></ul>
<b>Project Support Secretary</b>	<ul style="list-style-type: none"><li>(i) Assist in organizing a local event (specific to one project division).</li><li>(ii) Provide support to all project directors in planning an event.</li><li>(iii) Keep the record of all official documents in the provided online drive.</li><li>(iv) Prepare monthly event report and submit it to the general secretary.</li></ul>
<b>Media Secretary</b>	<ul style="list-style-type: none"><li>(i) Handle social media outlets of local council Facebook pages, Instagram.</li><li>(ii) Manage to cover local and national events through photography and videography team members.</li><li>(iii) Upload and share awareness content on all socialmedia platforms of the local council.</li></ul>

## Recruitment & Membership Fee Structure 2024

Sr.	VFAHT Positions	Number of Positions	Membership Fee (PKR)
1.	National Council	16	1000
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 of 01 year only

### Membership package will include

Organization's Cap	Membership card/certificate
Volunteer Vests	Subscription to Quarterly Newsletter
Announcement posters for National Council and Local Council Presidents	

### Bank Account Details

Account Title	INFECTION PREVENTION AND CONTROL FOUNDATION
Bank Title	MCB Islamic Bank
IBAN Number	PK82MCIB1631004005030004

**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.

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