



# Guidelines for Allies of VFAHT 2024

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## **Volunteer Council - VFAHT**

### **Purpose:**

Volunteers who cannot officially announce the establishment of a VFAHT local council in their respective colleges or universities, due to administration policies, can become a part of VFAHT under the name of Allies of VFAHT.

### **Objectives:**

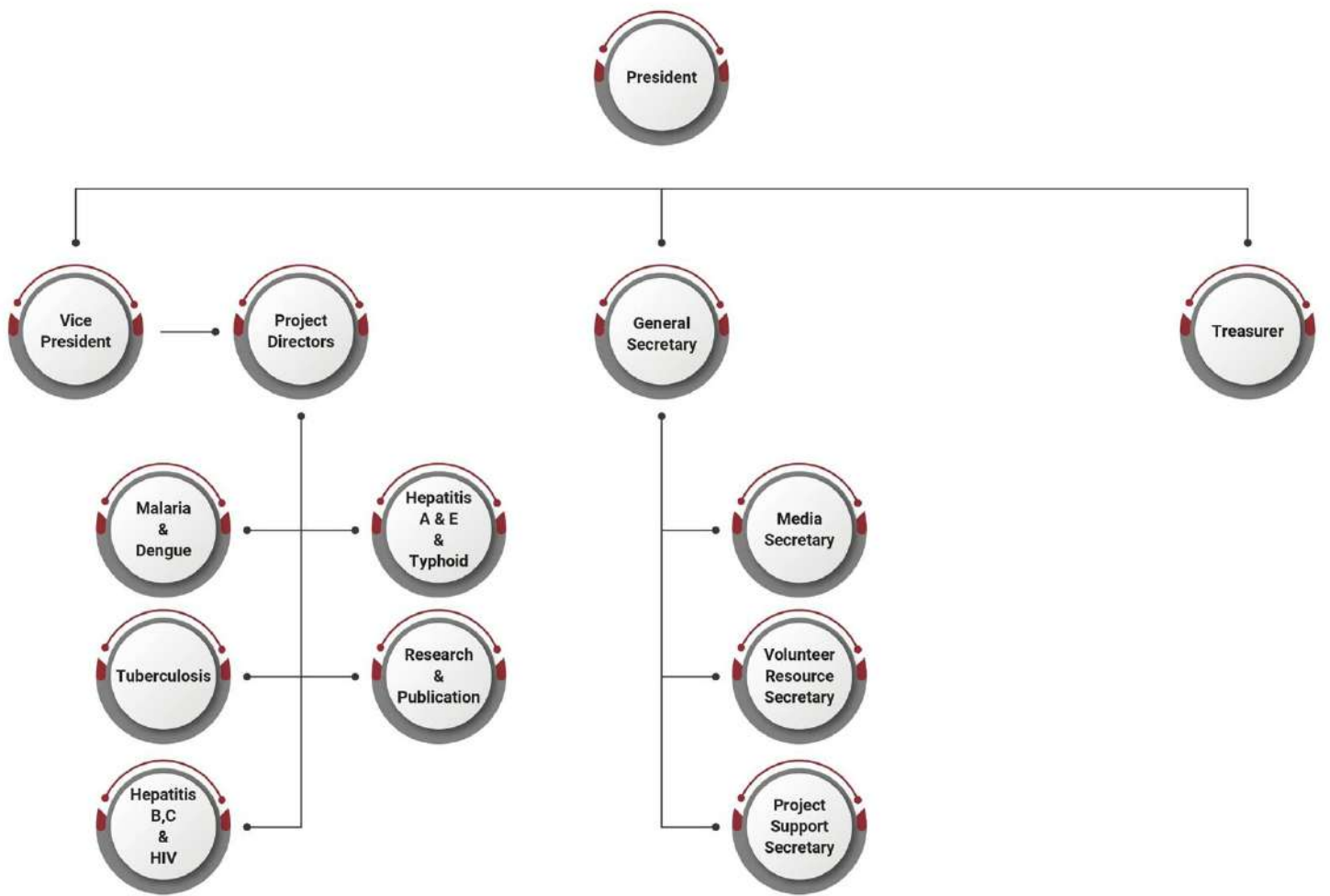
1. To create a platform for students to contribute to the community and make a positive impact.
2. To raise awareness about preventive health, education, and focus on a behavioral change within the community.
3. Mobilize funds for VFAHT activities to support their mission of improving health, education in the community.
4. To expand and diversify the scope and reach of VFAHT.

### **Responsibilities:**

- This council will **work outside their respective colleges or universities** and can actively organize or become a part of public awareness activities in the community.
- The council can also conduct or become a part of community health camps outside the university premises.
- The council can also work in collaboration with other established councils to conduct awareness activities and health camps.
- The council can promote the organization and contribute to its expansion efforts.
- The council can collect and gather various resources, including monetary contributions, in-kind donations, and engaging speakers, to support the goals and initiatives of the organization.

### **Benefits:**

- The council can attend the student-based events organized by VFAHT and IPAC Foundation.
- The council members will be eligible to apply for Letters of Recommendation and Certificates of Appreciation for their services to VFAHT.



## Executive Body

### Eligibility Criteria:

- 3rd, 4th, and final year student of MBBS\ BDS\ Allied Health Sciences (4 or 5-year degree program)
- 3rd or 4th-semester students (biomedical sciences).
- The chief organizer or head of an organizing committee of an annual event of VFAHT.
- 1-2 experience of working in a managerial position in any student/volunteer organization.
- 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

#### Roles

##### President

1. Student head of the local chapter.
2. Ensure execution of annual activity calendar 2024.
3. Approval of project proposals submitted by the local council and forward to staff president for final approval.
4. 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.
5. Call monthly meetings of the local council.
6. Preside organizing committee meetings for each local event.

#### Post Title

#### Roles

##### Vice- President

1. Will assist the president in the functioning of the local council.
2. Will oversee all projects in the functioning of the local council.
3. Must organize one local event for that session year.

Post Title	Roles
<b>Treasurer</b>	<ol style="list-style-type: none"> <li>1. Create a budget sheet according to the project proposal.</li> <li>2. Procure and purchase material from the market according to the budget sheet.</li> <li>3. Prepare expenditure sheet according to expenses incurred.</li> <li>4. Maintain lists of surplus items for each event.</li> <li>5. Keep receipts of items bought in the record.</li> <li>6. Submit monthly progress reports to president VFAHT Pakistan.</li> </ol>

Post Title	Roles
<b>Project Director</b>	<ol style="list-style-type: none"> <li>1. Design and execute a local event.</li> <li>2. Submit project proposals to the local council president for review and approval.</li> <li>3. Must organize one local event for that session year.</li> <li>4. Ensure the participation of all team members.</li> <li>5. Call a monthly meeting of the team.</li> <li>6. Evaluate the performance of the team.</li> <li>7. Keep the record of all official documents in provided online drive.</li> <li>8. Report to vice president.</li> </ol>

Post Title	Roles
<b>General Secretary</b>	<ol style="list-style-type: none"> <li>1. Will assist the president in the functioning of the local council.</li> <li>2. Will oversee all secretaries in the functioning of the local council.</li> <li>3. Must organize one local event for that session year.</li> <li>4. Call monthly progress meetings of secretaries</li> </ol>

## Secretary Division

### Media Secretary

1. Handle social media outlets of local council Facebook pages, Instagram.
2. Manage to cover local and national events through photography and videography team members.
3. Upload and share awareness content on all social media platforms of the local council.

### Volunteer Resource Secretary

1. Maintain the record of the availability of volunteers in the council *in an excel sheet*.
2. Is responsible for providing required volunteer resources in all events.
3. Keep the attendance record of all volunteers in the event.

### Project Support Secretary

1. Assist in organizing a local event (specific to one project division).
2. Provide support to all project directors in planning an event.
3. Keep the record of all official documents in the provided online drive.
4. Prepare monthly event report and submit it to the general secretary.

## RECRUITMENT AND MEMBERSHIP FEE STRUCTURE

Sr. no.	VFAHT Positions	Number of Positions	Membership Fee (PKR)
1.	Council Executives	15	500
2.	Council Associates	10	250
3.	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

The duration of the membership shall be valid for 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


<b>Account Title</b>	INFECTION PREVENTION AND CONTROL FOUNDATION
<b>Bank Title</b>	MCB Islamic Bank
<b>IBAN Number</b>	PK82MCIB1631004005030004


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

Registration

<https://form.jotform.com/233241175981457>

 [vfaht.org](https://www.facebook.com/vfaht.org)

 [vfaht\\_pk](https://www.instagram.com/vfaht_pk)

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 [marriam@ipacfoundation.org](mailto:marriam@ipacfoundation.org)

