

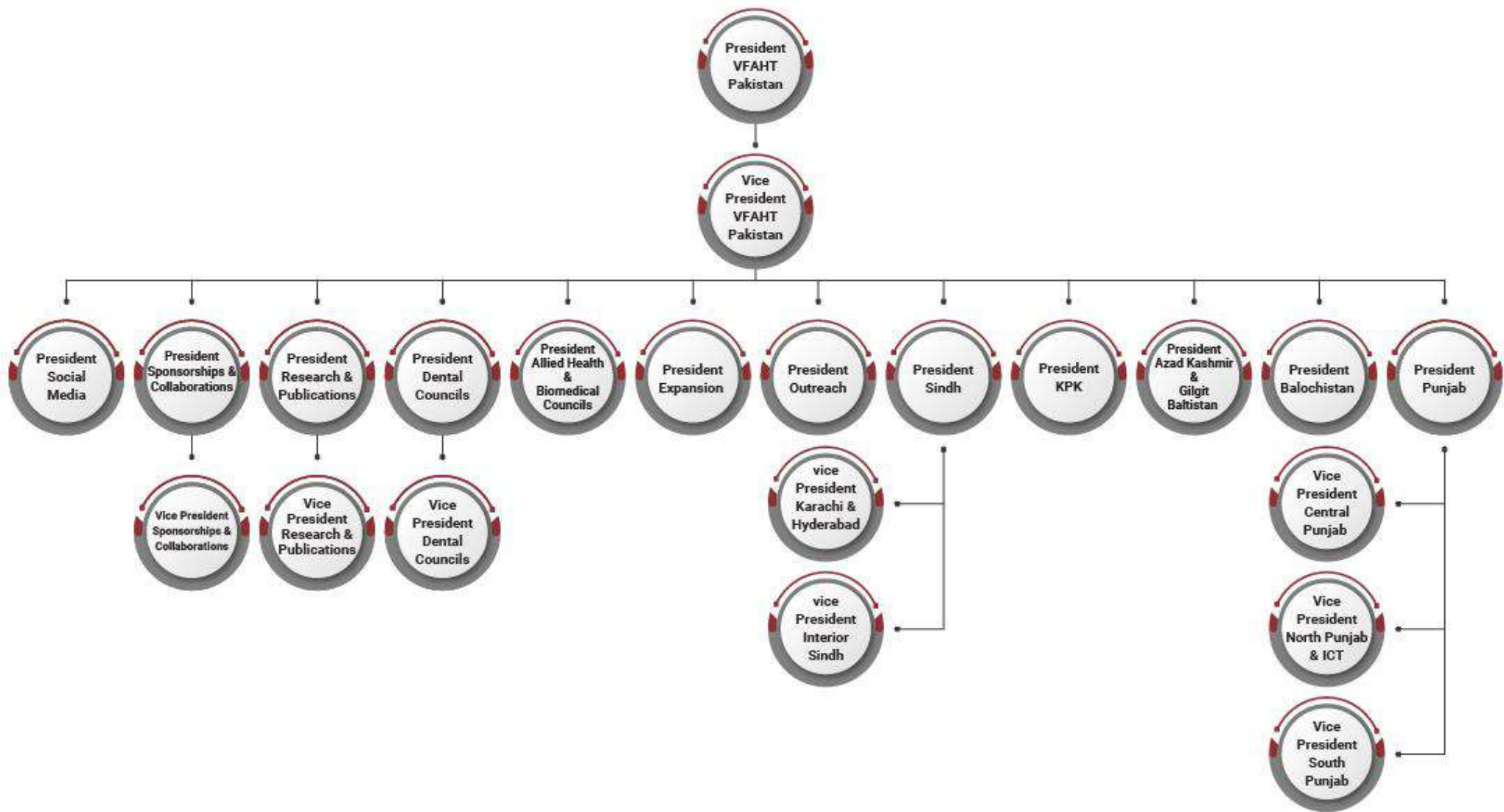


INFECTION  
PREVENTION  
AND CONTROL  
FOUNDATION



2025

# NATIONAL COUNCIL GUIDELINES



## Executive Body

<b>Eligibility Criteria</b>	<ul style="list-style-type: none"> <li>• 1-2 years' experience of working in a managerial position in any student/volunteer organization.</li> <li>• Speaker at any national or international medical or dental conference.</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>Education &amp; Experience</b>	<b>Duties</b>
<b>President VFAHT Pakistan</b>	<ul style="list-style-type: none"> <li>▪ 4<sup>th</sup>. and final year student of MBBS (5-year degree program).</li> <li>▪ Past president/vice president/general secretary of a student body other than VFAHT.</li> <li>▪ The chief organizer or head of an organizing committee of an annual event of VFAHT.</li> <li>▪ Presented or authored at least one (1) original research article/review article/case report at any national or international medical or dental conference or in PMDC-indexed journals.</li> </ul>	<ul style="list-style-type: none"> <li>(i) Head the National Council and all Local Councils of VFAHT.</li> <li>(ii) Coordinate the development of the 1-year strategic plan of action with the National Council members.</li> <li>(iii) Monitor the execution of the annual activity calendar.</li> <li>(iv) Increase positioning of VFAHT among the health and human services sector (expansion in general).</li> <li>(v) Approval of project proposals submitted by the National Council (for national activities) and local councils (for local activities).</li> <li>(vi) Preside monthly and quarterly meetings of National and Local Councils.</li> <li>(vii) Coordinate with the executive board and the National Council.</li> <li>(viii) Maintain contacts with VFAHT Alumni.</li> <li>(ix) Evaluate the progress and performance of the local councils and volunteers.</li> <li>(x) Indulge the selection process of next year's National and Local councils' presidents.</li> </ul>

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

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

Post Title	Education & Experience	Duties
Vice President Dental Councils	<ul style="list-style-type: none"> <li>▪ 3<sup>rd</sup>, 4<sup>th</sup>, and final year student of MBBS (5-year degree program).</li> <li>▪ Past president/vice president/general secretary of a student body other than VFAHT.</li> </ul>	<ul style="list-style-type: none"> <li>(i) Assist the regional president in the functioning of the local councils in the region.</li> <li>(ii) Coordinate mechanisms to expand local chapters of VFAHT in the region.</li> <li>(iii) Supervise the activities in the region.</li> <li>(iv) Monitoring and evaluation of the local councils and presidents in the region.</li> <li>(v) Is responsible for minuting meetings of the executive body and national council.</li> <li>(vi) Submit a monthly report to the regional president.</li> </ul>
Vice President Sponsorships & Collaborations		
Vice President Research & Publications		
Vice President Interior Sindh		
Vice President Karachi and Hyderabad		
Vice President Central Punjab		
Vice President North Punjab and ICT		
Vice President South Punjab		

Post Title	Education & Experience	Duties
President Outreach	<ul style="list-style-type: none"> <li>▪ 3<sup>rd</sup>, 4<sup>th</sup>, and final year student of MBBS (5-year degree program).</li> <li>▪ Past president/vice president/general secretary of a student body other than VFAHT.</li> </ul>	<ul style="list-style-type: none"> <li>(i) Assist the National Council in the functioning of the local councils in the region.</li> <li>(ii) Work primarily to expand the reach of VFAHT to different colleges and universities.</li> <li>(iii) Guide the newly formed councils and address their queries regarding the VFAHT protocols and activities' plans.</li> <li>(iv) Manage liaison of the newly formed councils with the existing ones and ensure inter-council coordination and affiliation.</li> <li>(v) Generate funds and bring in CSR partnerships for collaborative efforts towards Public Awareness domain.</li> </ul>
President Expansion		

### 1- Monthly Meetings

The initiative of monthly meetings (MMs) is introduced to improve and streamline communication between the Head Office, all members of National Council and Local Councils President and Vice President. The purpose of the meetings is to be updated with the ongoing activities and plans of each council.

Points mentioned below are the guidelines for the MMs.

- (1) Meeting with the Head Office will be scheduled by **every third week (weekday) of every month**.
  - (2) You must be communicating with your respective Local Councils president or vice president for updates before every meeting to present the overall progress.
  - (3) Ensure that the progress form is filled and saved with you before the meeting. The form links will be shared with you.
  - (4) It is **compulsory** for the National Council Members to attend.
  - (5) If, for any reason, you are unable to attend the meeting, then **you must** request any president or vice president from your respective local councils to represent your position in the meeting
- Meeting agenda will be provided prior to the meetings scheduled.

## Recruitment & Membership Fee Structure 2025

Sr.	VFAHT Positions	Number of Positions	Membership Fee (PKR)
1.	National Council	22	1000
2.	Local Council Executives	14	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

<b>Account Title</b>	INFECTION PREVENTION AND CONTROL FOUNDATION
<b>Bank Title</b>	MCB Islamic Bank
<b>IBAN Number</b>	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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| [vfaht\\_pk](#)

| [admin.vfaht@ipacfoundation.org](mailto:admin.vfaht@ipacfoundation.org)