



International Association of  
Students in Agricultural and  
Related Sciences Bangladesh

# **START-UP GUIDE**

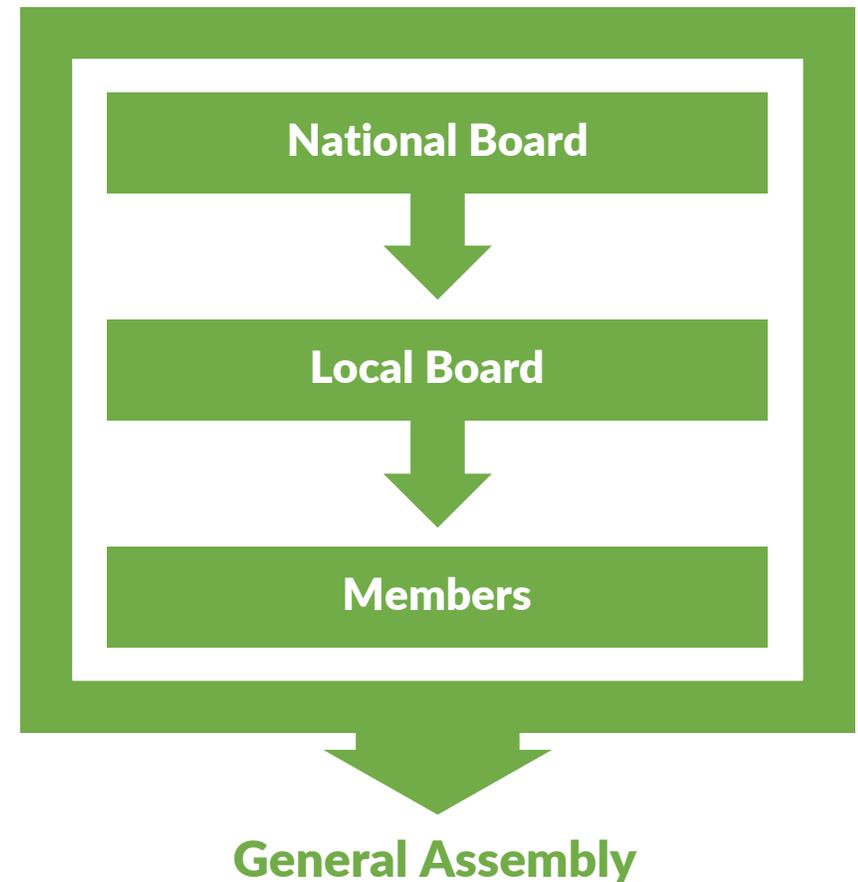
# Get to know

The structure of IAAS Bangladesh



Our members are the foundation of our association. In an IAAS Country, a National Committee should have the Local Committees under its supervision. There should be many Local Committees in the universities where the Agricultural and Related Sciences subjects are studied. The LCs are the base of the IAAS Body. Without being an LC member no members can go to other IAAS Bodies like National, Regional, and Global Boards. To become a member of IAAS one must join as a LC member through a recruiting process. The National Committee is divided into a few groups the National Board, National Adviser, National Strategic Adviser, and National Quality Board. Here the National Board is the main Policy maker and Controller of that IAAS Country. National Board consists of two boards which are National Executive Board and National Control Board. The executive board looks at the executive works of that country and executes all the works and projects. The positions are National Director, National Vice Director of Exchange, National Vice President of Finance, National Vice President of External Relations, and National Vice President of Communication. On the other hand, the control board is the controller of the constitution and looks at the EBs and their works which are done by maintaining the constitution or not. The positions are National Head of Control Board, National Research and Project Development Officer, and National Membership Officer. The Local Committees have the same structure as the National Committee like the Local Board consisting of EB and CBs, Local Advisers, Local Strategic Advisers, Local Quality Board and General Members. Local Board is crafted same as the National Board.

**Let's take your first step for starting your new committee!**





# How to start

IAAS Bangladesh Local Committee in your campus?

# Membership

In IAAS Bangladesh, university campus committees are members of the National Committee. There are 3 different categories of members in IAAS Bangladesh:

- Full Member
- Candidate Member
- Frozen Member

For new members, only the **candidate** membership is important. You can refer to the Constitution and By-Laws (CBL) on the Resources Page for information on other memberships.

## CANDIDATE MEMBERSHIP

A Candidate Member University should have the intention to apply for full membership. **A LC can only stay a candidate member for two years.** Therefore, an application for full membership needs to be handed in for voting at the General Assembly at least two years after the LC has gained the status of Candidate Member. As a Candidate Member, you have all the same rights as a Full Member **except being allowed to vote at the General Assembly or having Committee members elected in the Executive or Control Board.**

- Participate in meetings, seminars, and other activities organized by IAAS Bangladesh
- Organise events in the name of IAAS Bangladesh
- Participate in the Exchange Program
- Receiving IAAS Bangladesh Newsletters
- Being Added to the IAAS Bangladesh mailing lists

**Let's craft your new  
local committee!**

# Application Timeline

## Phases



**Send an Interest  
Email to IAAS  
Bangladesh  
Official Mail**

**(bangladesh@iaas  
world.org)**

**First Briefing  
with National  
Director**

**Received  
Invitation Letter  
and Application  
Form Fulfillment  
Process**

**Application  
Form  
Submitted**  
**([https://bit.ly/  
NewLCIAASBD](https://bit.ly/NewLCIAASBD))**

**Received  
Invitation for  
First Meeting  
with IAAS  
Bangladesh  
EB/CB**

**Attend the  
meeting  
with IAAS  
Bangladesh  
EB/CB and  
Craft your  
LC Team**

**Received  
Acceptance  
Letter as New  
Candidate  
Member and  
ANNOUNCEMENT**

# Application Checklist To-Do

- ❑ Send an Interest Email to IAAS Bangladesh Official Mail.
- ❑ Receive an Official Invitation Letter from the National Director of IAAS Bangladesh.
- ❑ Create a foundational team that meets the structure and position needs.
- ❑ Plan to gather and find motivated students in your university.
- ❑ Take a group photo of your IAAS Bangladesh LC team.
- ❑ Fill out and submit the New Candidate Committee (NCC) Application Form.
- ❑ Receive an Official Meeting Invitation from the National Director of IAAS Bangladesh.
- ❑ Prepare a short presentation about your new IAAS Bangladesh LC.
- ❑ Attend the IAAS Bangladesh Executive and Control Board Meeting to present your new committee.
- ❑ Receive the Official Acceptance Letter from the National Director of IAAS Bangladesh.

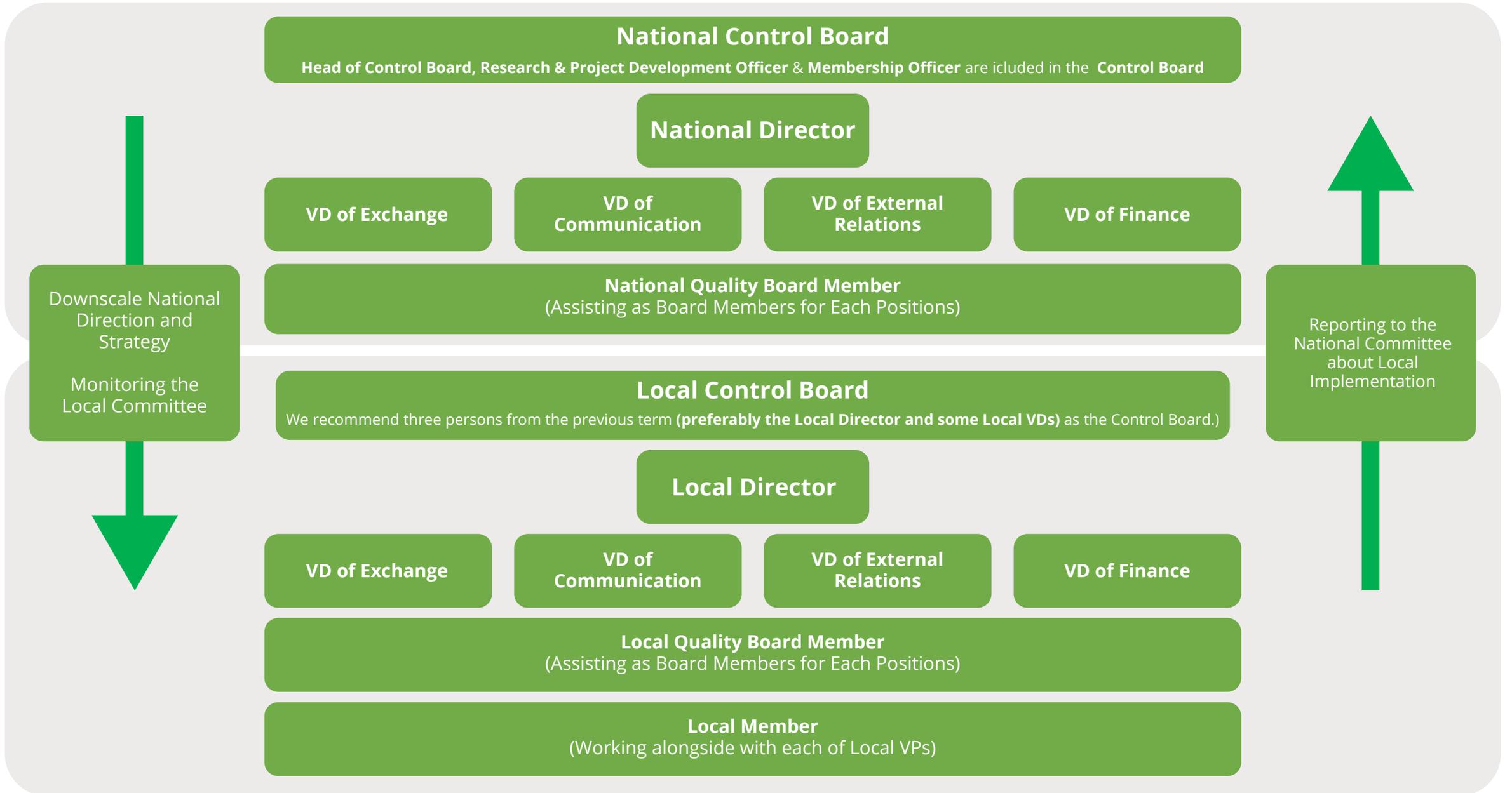
# Crafting your Team

If you are applying for candidate membership, you must create a committee. Here are the positions that you need to establish at the beginning of your committee:

- Local Director
  - Local Vice Director of Exchange
  - Local Vice Director of Communication
  - Local Vice Director of External Relations
  - Local Vice Director of Finance
  - Local Head of Control Board
  - Local Research and Project Development Officer
  - Local Membership Officer
- } Executive Board
- } Control Board

These positions are crucial and must be available in order to deliver excellent organizational development at the beginning of your IAAS Bangladesh Local Committee. Usually, the committees have elections for all of the positions. **Feel free to contact [bangladesh@iaasworld.org](mailto:bangladesh@iaasworld.org) if you need assistance to place someone in any position.** When you structure your committee, you always need to consider the rules and regulations of your university. Some universities have regulations governing the structuring and registration of clubs/organizations, so it is important to inform yourself about those.

# Ideal Organizational Structure.



# Job Description for each positions.

## Local Director

- 6.3.1 To fulfill the objective of the association with his/her committee.
- 6.3.2 To relay all information about the association to the students of their committee.
- 6.3.3 To be responsible for all activities of the association within their committee.
- 6.3.4 To keep the National Director continuously updated about the activities of their committee.
- 6.3.5 Coordinate the activities in his/her committee.
- 6.3.6 To share and delegate tasks to increase the activities of the association.
- 6.3.7 To ensure that the membership fee of his/her committee is paid in time.
- 6.3.8 To train his/her successor.

## Local VD of Finance

- 6.5.1 To administer the finances of the local committee.
- 6.5.2 To support the Local Vice Director of External Relations in fundraising activities of the local committee.
- 6.5.3 To support the Local Vice Director of External Relations to search for grants and foundations.
- 6.5.4 To be responsible for the bank and cash accounts of the local committee and accounting.
- 6.5.5 To help the local committee with financial issues, such as budgets, fundraising, and partners.
- 6.5.6 To prepare a financial report for the GA.
- 6.5.7 To prepare a 'mid-term' financial report.
- 6.5.8 To update the database of the Exchange Program reward fees and to coordinate with LD's the usage of their funds that are in the database.

## Local VD of Exchange

- 6.7.1 To be responsible for the fundraising activities of the local committee with the support of the local vice director of finance.
- 6.7.2 Attract sponsors and apply and search for grants and foundations with the support of the Local Vice Director of Finance.
- 6.7.3 Cooperate and help committees attract sponsors for International, National, and local meetings according to the financial division accepted by the AA of IAAS Bangladesh.
- 6.7.4 Prepare documents and maintain a database for partners and sponsors for his/her LC.
- 6.7.5 Responsible for contact with inter-governmental and private organizations where it could serve a purpose for LC.
- 6.7.6 Promoting the event through the IAAS network and with IAAS partners and their network in coordination with the Local VDC.
- 6.7.7 Providing the sponsorship document and all the necessary tools.
- 6.7.8 Accepting the participants.
- 6.7.9 Coordinates with the LVDF regarding the fee, budget, and payment of those fees.
- 6.7.10 Informs the applicants and members of IAAS in case of cancellation.

## Local VD of External Relations

- 6.9.1 To govern the Local Exchange Program and be in frequent touch with the chair and compose the Exchange Quality Board and the board of Local, National, Regional, and IAAS World Exchange Coordinators.
- 6.9.2 To be able to place and send students within the Exchange Program all over the network.
- 6.9.3 To have regular meetings with the National Exchange Coordinator and all Local Exchange Coordinators.
- 6.9.4 To provide a detailed update of the Exchange Program hosting place information on the website each month.
- 6.9.5 Encourage the LC members from his/her local committee to participate in the exchange program.
- 6.9.6 Enlight the LC members about the IAAS Exchange Program.
- 6.9.7 Look for potential Exchange Opportunities to add as Exchange Site for IAAS Bangladesh and update those to NExCos.
- 6.9.8 If a LExCo wants to arrange an exchange event, training session or other related activities with any local, national or regional committee, then he/she is encouraged to do so by informing the NExCo.

# Job Description for each positions.

## Local VD of Communication

- 6.11.1 Cooperate the NVDC to maintain and update the website monthly, social media platforms (page and official LC group different social media platforms), and other web presence of the association.
- 6.11.2 Improve the communication and information flow within the IAAS Bangladesh community together with LEB, LCB, VDCs, and members.
- 6.11.3 Responsible for reminding the local committee members of their duties together with the control board (as they are the upholder of the CBL).
- 6.11.4 Work with the IAAS Bangladesh Editor and NVDC in order to produce the Annual Review and other publications.
- 6.11.5 Responsible for collecting the bi-monthly reports on future and past events and relaying this information electronically to the members if asked to cooperate by the LHCB.
- 6.11.6 Responsible for collecting other information and opportunities and submitting them electronically to the local committee via the website and social media handles.

## Local Head of Control Board

- 7.3.1 HCB is the chairperson of the CB for that year.
- 7.3.2 Responsible for the fulfilling of tasks of CB.
- 7.3.3 Set the timeline and oversee CB's activities and projects.
- 7.3.4 Organize, set the agenda, and chair monthly CB meetings.
- 7.3.5 Responsible for good communication between the EB and CB.
- 7.3.6 Ensure assistance of the EB in any capacity when necessary.
- 7.3.7 Ensure the transparency of the work of the EB.
- 7.3.8 Ensure that General Assemblies on the IAAS Bangladesh National Congress and the Directors Meetings take place according to the Constitution and By-laws.

## Local Membership Officer

- Planning and researching Local, National, and International events for his/her local committee.
- Start a new project for his/her local committee.
- Research collaboration and publish at least one research paper from his/her local committee.
- Cooperate with LVDF for the submission of projects at international project competitions.

## Local Research & Project Development Officer

- Conduct a Membership review for his/her local committee.
- Examine and recommend whether a member with frozen status can be granted its previous status by the General Assembly.
- Examine and recommend the applications for new candidates of LC and full members of LC.
- Shall be responsible for performing the membership review prior to the GA of IAAS Bangladesh.

# Tips on developing your new committee

Seek people that are willing to shape new IAAS in your university.

Make sure to fulfill all of the Local positions. It's recommended to have all of those positions to kickstart a good start.

Focus on the development of the Local Committee. Then plan for expansion after the first year of the establishment.

Seek support and assistance from other experienced LCs in developing their committee. You can grow your relations with them immediately.

Engage and gain a relationship with your university and other organizations or like-minded people.

Start any IAAS Global Projects or Events by asking for assistance to the National EB of IAAS Bangladesh.

Engage with any IAAS Bangladesh events. You can always check IAAS Bangladesh social media to learn more.

Right after you create your committee, plan a strategic meeting with your new board and set your long-term vision and goals for your committee.

Implement every guideline that IAAS Bangladesh has provided for you. These guidelines will help you to shape your ideal committee.

Set someone that expert in organizational activities as your advisor. They can be your professor, lecturer, or even alumni of IAAS, if there's any.

# Membership Fee

## What does it cost to be member of IAAS BD?

As a Correspondent Member or Candidate Member, you don't pay for membership. When Local Committee becomes a **Full Member** (maximum two years after becoming a Candidate Member), a yearly Membership Fee needs to be paid. This Membership Fee is **1500 Taka** Yearly for every Local Committee yet to be paid before the end of every financial year specifically before the National Congress.

# Benefits of joining IAAS



## Activating Leaderships

By activating your potential through experimental learning, agricultural experiences, and amazing challenges in the organization.



## Solution Oriented

By giving opportunity for students to explore their ideas and innovation to solve any problems in agricultural and related sciences.



## Exchange Knowledge

By doing exchange of knowledge, experiences, ideas and information with all students from all around the world within agriculture and related sciences.



## Global Mindset

By doing Life Changing Experience with us to take the Global Challenges that IAAS contribute to solve it by doing our Global Project in IAAS.



## Personal Development

By having a lot of challenges that take yourself to improve your personal and professional development and unlocking your better version.



## Networking and Connection

With more than 10.000 active members and alumni from all over the world to become your network in IAAS and your further journey.

# Our values



## Thrive for Excellence

IAAS acts towards high quality of performance and impact within our network: by providing trainings, and achieving high quality performance, by inspiring and empowering future generations to accomplish meaningful impact. We strive to mobilize our members to take action and be innovative, while aiming for excellence.



## Team Focused

We provide an exceptional platform to spread and exchange the knowledge, experience, ideas, and values we develop with our members all around the world. We are inclusive by respecting and actively encouraging contributions by every individual.



## Innovation

IAAS is working to prepare future professionals to address the issues that affect agriculture and related sciences. Our projects and events aim at increasing the understanding and opening the conversation on sustainable innovation in our sector.



## Leadership

IAAS prepares youth to meet the challenges of their future work with a practical and global overview, by providing leadership positions on a variety of levels. We encourage leadership by giving youth the opportunity to take meaningful action and empowering them to inspire others and make an impact.



## Diversity

Our global network provides youth the opportunity to learn, experience, and grow in a multi-cultural setting. We value respect and equality.



## Sustainable Action

We act in a sustainable way for our organization and society. Our decisions take into account the needs of future generations.

# Imagine as a tree.

Start with a group of interested students



**PLANT**

Get in contact with **IAAS World**



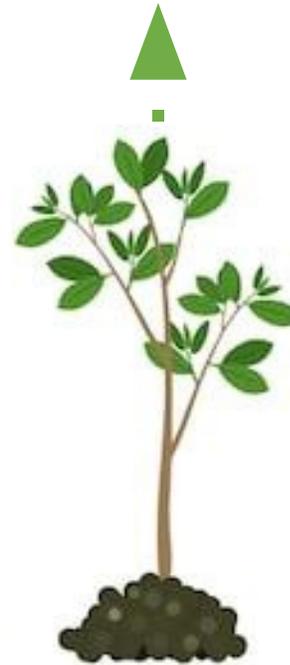
**GROWTH**

Fill in Application form and Develop your start-up plan



**STRONGER**

Attend the International IAAS Events



**BIGGER**

Organise International IAAS Events & Projects



**DEVELOPED**

# Acknowledgement

## Creator



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## Contact Information



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## Social Media



IAAS Bangladesh



iaas.bangladesh



iaas\_bangladesh



IAAS Bangladesh

## Website



iaasbangladesh.com

## Location (Head Office)



Agrotechnology Discipline,  
Khulna University  
Khulna-9208



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**#THINKGLOBALLYACTLOCALLY**