



IAAS BANGLADESH IUBAT

Dhaka, Bangladesh

EST. 2024



**OUR
MEMBERS,
OUR PRIDE**

MEMBERSHIP HANDBOOK





MESSAGE FROM

Membership Officer

Welcome to the Membership Handbook of IAAS Bangladesh IUBAT. Being a member of IAAS is more than being part of an organization it is an opportunity to learn, lead, connect, and create meaningful impact. This handbook will help you understand your membership, responsibilities, opportunities, and the values we share. I encourage every member to actively participate, take initiative, explore new opportunities, and support fellow members. Your enthusiasm, commitment, and contribution are essential to building a stronger and more dynamic Local Committee. Make every opportunity count, step beyond your comfort zone, and grow with IAAS. Together, let's learn, connect, lead, and make a difference.

**MD. AHNAF
TAHMID**

Membership Officer
IAAS Bangladesh IUBAT



MESSAGE FROM

Local Director

When I first joined IAAS, I saw it as an organization full of opportunities. With time, I realized it was much more a platform that challenged me to think beyond the classroom, take responsibility, and turn ideas into action. My journey has taught me that leadership is not about a position or title; it is about service, responsibility, and the courage to create opportunities for others. This handbook is more than a guide it reflects the values, standards, and spirit of IAAS Bangladesh IUBAT. Read it with an open mind, understand your responsibilities, and make every opportunity count. Be curious, take initiative, learn from every experience, and never be afraid to step beyond your comfort zone. Your contribution will define your IAAS journey.

**SHAHRIAR
MANNAN IMON
TALUKDER**

Local Director
IAAS Bangladesh IUBAT



MESSAGE FROM

Editor in Chief

My journey in IAAS has taught me that meaningful change does not happen by simply having ideas it happens when we are willing to work for them. Through my experience as Editor-in-Chief and Research & Project Development Officer, I have learned to turn ideas into publications, projects, and opportunities while working with people who challenge me to grow. There were moments of pressure, mistakes, and uncertainty, but every challenge taught me something valuable: consistency matters more than perfection, and action speaks louder than intention. IAAS gives you the space to experiment, create, collaborate, and lead. Use this opportunity to build something meaningful, learn through work, and contribute beyond yourself. Dream with purpose, work with commitment, and leave something better than you found it.

**SOURAV
KANTI BALA**

RPDO

IAAS Bangladesh IUBAT



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Our Vision



To promote the exchange of experience, knowledge, and ideas, and to improve the mutual understanding between students in the field of agriculture and related sciences all over the world.

Peace to the world

Progress in the world

Stability for the world



With our vision, we want to create a better world by cultivating the 3 foundational values above with our vision. By exchanging experiences, knowledge, and ideas and increasing multicultural understanding in agriculture and related sciences around the world, we can realize peace, progress, and stability in the world.

- The three values are based on the IAAS foundational values **since 1957**.
- The context of the IAAS foundation values itself is no longer the same as its initial context. But **peace** here means a world that is free from any conflict and **peace** inside of every young people who wants to make **progress** in the world to achieve **stability** for the world.

Our Values



Thrive for Excellence

IAAS acts toward high-quality performance and impact within our network by providing training and achieving high-quality performance, inspiring and empowering future generations to accomplish a meaningful impact. We strive to mobilize our contribution and be innovative while aiming for excellence.



Team-Oriented

We provide an exceptional platform to spread and exchange knowledge, experiences, ideas, and values. We develop with our members worldwide. We are inclusive by respecting and actively encouraging contributions from 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 to increase understanding and open 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 at various levels. We encourage leadership by allowing youth to take meaningful action and empowering them to inspire others and attract positive change.



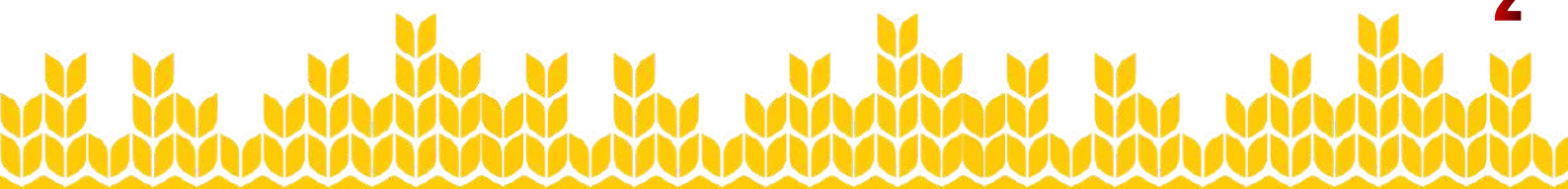
Diversity

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



Sustainable

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



Our Product / Service



At IAAS Bangladesh IUBAT, we provide a dynamic platform that empowers students of agriculture and related sciences to learn, lead, connect, and grow. As a Local Committee of IAAS Bangladesh at the College of Agricultural Sciences, IUBAT, we bridge academic learning with practical experiences through local initiatives, national engagement, and global opportunities.

We believe that future agricultural leaders are developed through meaningful experiences, collaboration, and international exposure. Through our activities, members gain knowledge, skills, networks, and opportunities that prepare them to contribute to sustainable agricultural development and become changemakers in their communities and beyond.

What We Offer



Global Exposure & Cross-Cultural Understanding

As part of the worldwide IAAS network, members connect with students and young professionals from over 50 countries. Through exchanges, international meetings, webinars, and collaborative projects, members develop intercultural competence and a global perspective on agriculture.



Leadership Development

IAAS Bangladesh IUBAT provides opportunities for students to lead projects, organize events, manage teams, and represent their institution at national and international levels. These experiences help members develop confidence, communication skills, and professional leadership abilities.



Professional & Academic Development

Through seminars, workshops, training sessions, field visits, industrial tours, research initiatives, and knowledge-sharing activities, members gain practical insights that complement their academic studies and prepare them for future careers.



Networking & Community Building

Members become part of a diverse network of students, academics, industry professionals, alumni, and partner organizations. These connections create opportunities for collaboration, mentorship, and professional growth.



Innovation & Project Experience

IAAS Bangladesh IUBAT encourages students to transform ideas into action through projects, campaigns, competitions, and community engagement initiatives. Members learn project management, teamwork, problem-solving, and innovation while creating positive impacts in society.

Our Personality

We are **Global** , **Independent** , **Non-Profit** , **Non-Political** ,
and **Non-Governmental** student society.



We do not discriminate on the basis of race, color, religion, gender, gender expression, sexual orientation, national origin, disability, ethnic, or social origin.

Global

Our presence in over 50 countries and territories across the globe makes us global.

Independent

We are independent from the decisions made during the international meeting in Paris (1957) as a collection of people who organize to pursue a charitable goal at local, national, and global levels.

Non-Profit

All money earned by or donated to IAAS is used in pursuing the organization's objectives and keeping the operational running.

Non-Governmental

IAAS is never guided by, nor does it support or participate in, any political party, ideology, personality, or doctrine.

Non-Governmental

Our mission and activities are not directly relating to any political or motivated by government, and it's pure to influence the society. This is why we are Non-Governmental Student Society.



Foundation IAAS Bangladesh IUBAT



The establishment of IAAS Bangladesh IUBAT represents a significant milestone in the development of agricultural student organizations in Bangladesh. While IAAS Bangladesh had traditionally been composed of public agricultural universities, the inclusion of the International University of Business Agriculture and Technology (IUBAT) marked a new chapter by introducing the first private university into the national IAAS network.

The foundation of IAAS Bangladesh IUBAT was laid on 14 November 2024 through the collective efforts of a group of visionary students from the Bachelor of Science in Agriculture program. Recognizing the importance of connecting agricultural education with leadership, innovation, and international collaboration, these students initiated the process of establishing a Local Committee under the constitutional framework of IAAS Bangladesh.



The committee was formally inaugurated on 24 December 2024, becoming the 16th Local Committee of IAAS Bangladesh and the first private university-based Local Committee in the country. During the same year, IAAS Bangladesh IUBAT was admitted as a Candidate Local Committee, initiating its pathway toward full membership within the national organization. Recognized by the IUBAT Registrar's Office, IAAS Bangladesh IUBAT operates under the guidance of a 10-member Advisory Board, led by the Dean of the College of Agricultural Sciences and supported by nine distinguished faculty members. This advisory structure provides

strategic direction, academic mentorship, and institutional support to the committee's activities and long-term development.

The committee's dedication, organizational excellence, and active participation in national and international IAAS activities were further recognized during the National Congress and General Assembly of IAAS Bangladesh in 2026, where IAAS Bangladesh IUBAT was granted Full Local Committee Membership. This achievement officially established IUBAT as a full-fledged member of IAAS Bangladesh and reflected the remarkable progress made by the committee within a short period of time.

Today, IAAS Bangladesh IUBAT serves as a dynamic platform for agricultural students, promoting leadership development, scientific engagement, international exchange, community service, and sustainable agricultural innovation. Guided by the vision “Think Globally, Act Locally,” the committee continues to empower future agricultural leaders while contributing to the advancement of agriculture and rural development in Bangladesh and beyond.

Founding Members



Shahriar Mannan Imon
Talukder



Shahoriar Sabbir Tulon



Sourav Kanti Bala



Md. Atikuzzaman Shuvo



Kamrul Hassan Rabbi



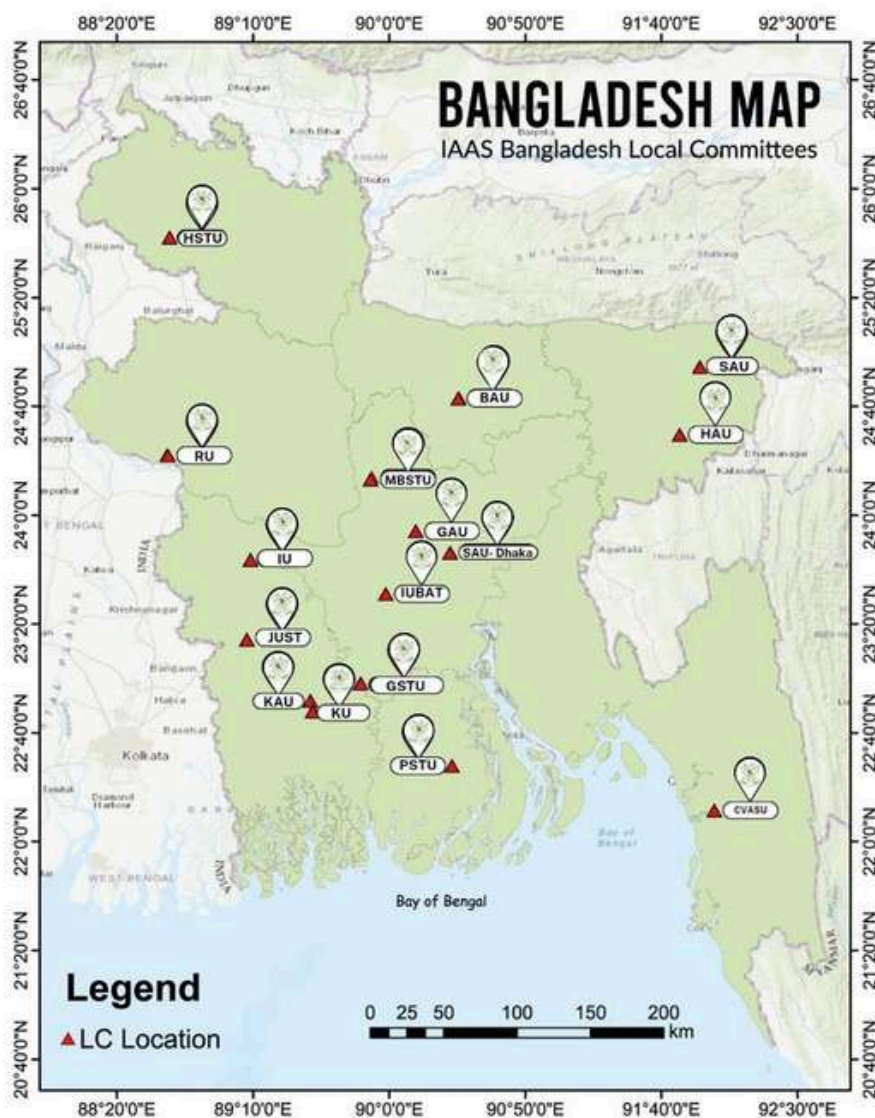
Md. Ahnaf Tahmid



Rokhsana Alal Maria

LC

IAAS Bangladesh



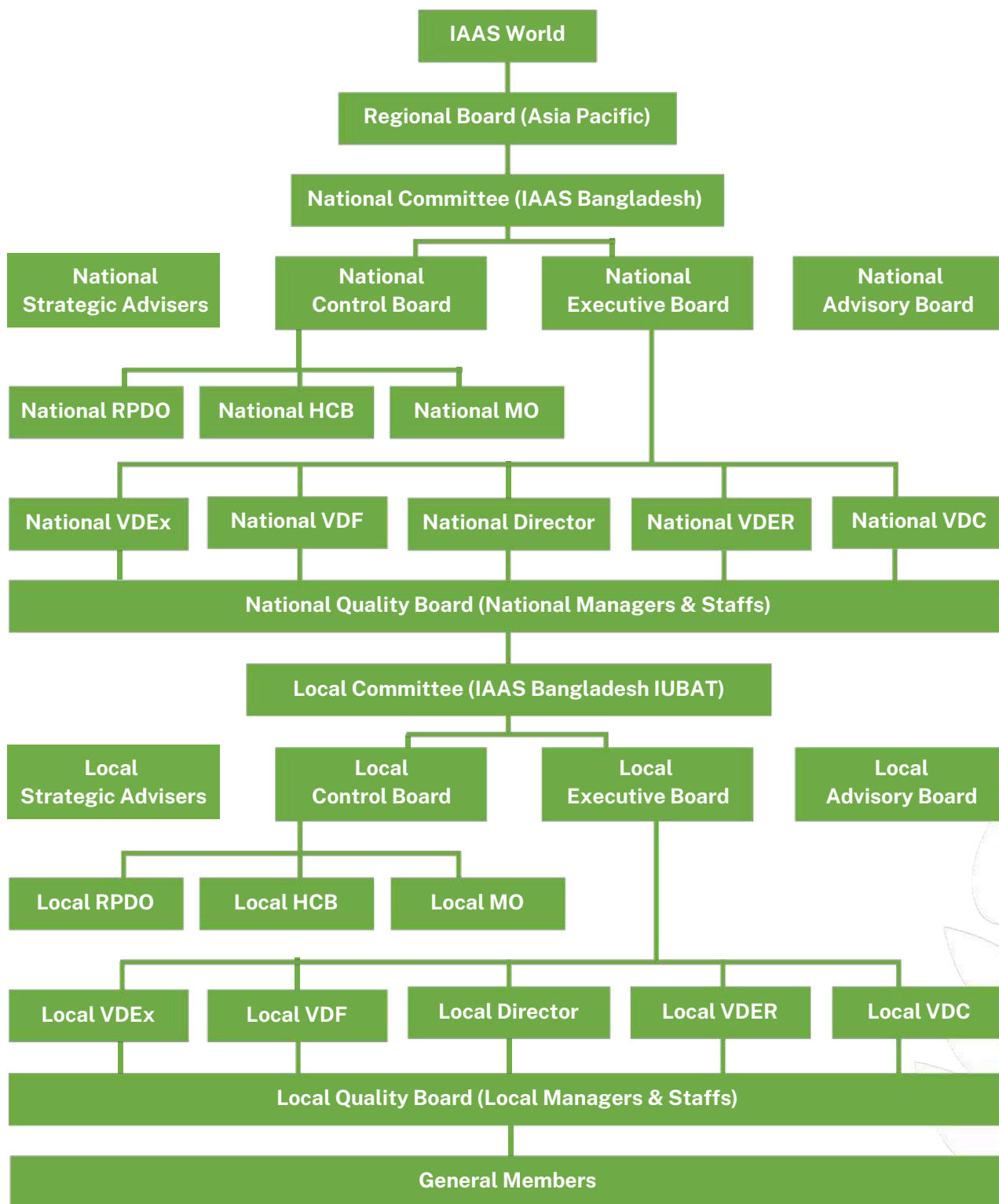
19 Local Committees of IAAS Bangladesh :

1. KUAAS
2. IAAS Bangladesh PSTU
3. IAAS Bangladesh SAU-Dhaka
4. IAAS Bangladesh JUST
5. IAAS Bangladesh IU
6. IAAS Bangladesh HSTU
7. IAAS Bangladesh SAU
8. IAAS Bangladesh MBSTU
9. IAAS Bangladesh RU
10. IAAS Bangladesh BAU
11. IAAS Bangladesh GSTU
12. IAAS Bangladesh KAU
13. IAAS Bangladesh CVASU
14. IAAS Bangladesh GAU
15. IAAS Bangladesh HAU
16. IAAS Bangladesh IUBAT
17. IAAS Bangladesh BRUR
18. IAAS Bangladesh TU
19. IAAS Bangladesh DIU

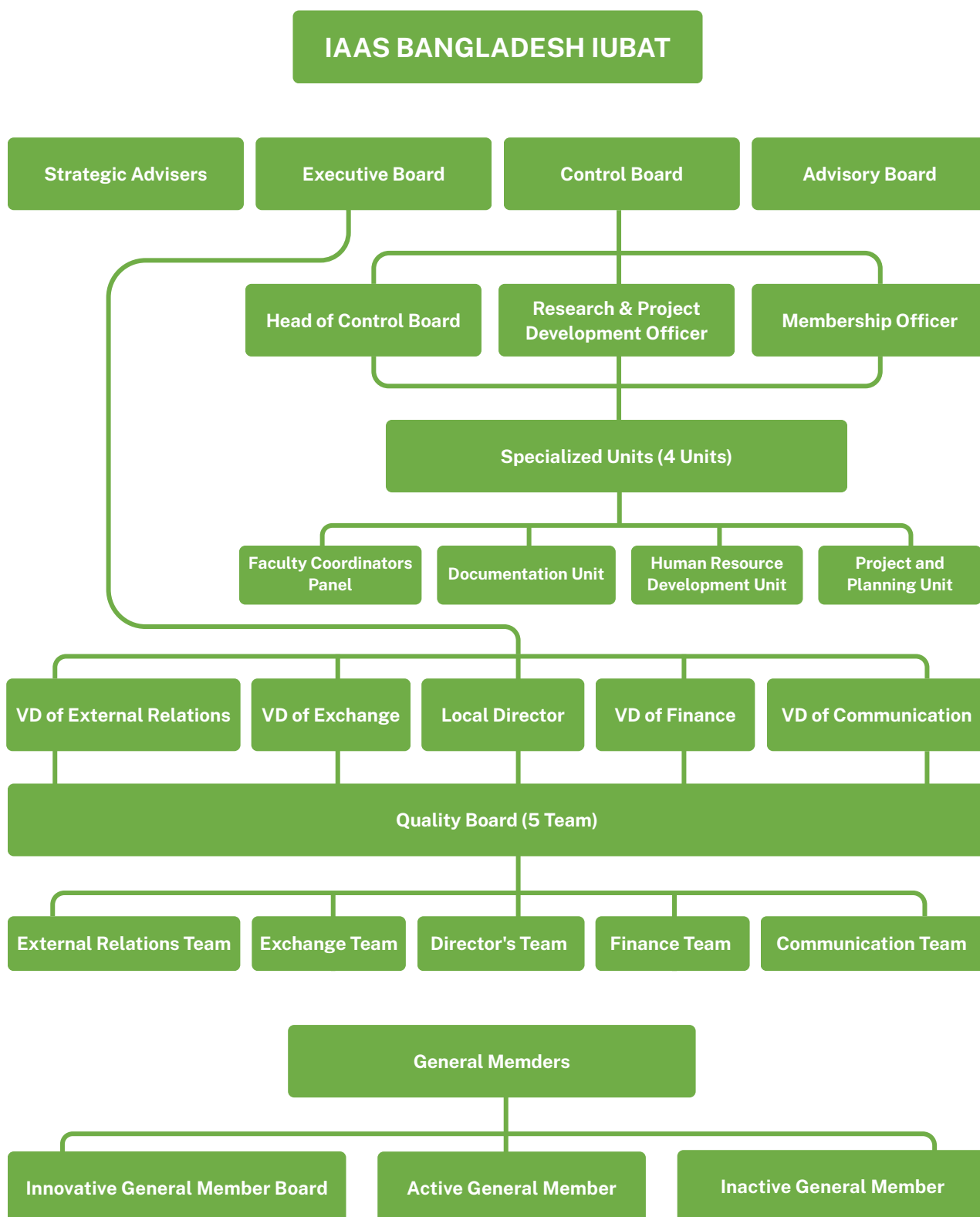


Structure

IAAS



Local Committee Structure



Membership

A member of IAAS Bangladesh IUBAT is considered an individual of a local committee who is an undergraduate, graduate, or postgraduate student in the field of agricultural and related sciences or who has completed a study in this field from IUBAT-International University of Business Agriculture and Technology, according to the Gazette Book of IAAS Bangladesh IUBAT. All members must strictly adhere to and show respect for the Constitution and By- Laws of IAAS Bangladesh.

Criteria for General Membership

A student can be granted general membership in a local committee based on the following criteria:

- The student must be enrolled in a Bachelor's or Master's program at IUBAT-International University of Business Agriculture and Technology, which hosts the IAAS Bangladesh IUBAT Local Committee.
- The student must be studying Agricultural and Related Sciences. However, based on specific requirements and approval by the Executive Board and Control Board, the IAAS Bangladesh IUBAT Local Committee may also accept students from other departments who demonstrate a strong interest in agriculture and related sciences.
- The student must not have any **illegal or unethical** records.

Membership Recruitment Period

General membership recruitment for the IAAS Bangladesh IUBAT Local Committee will take place three times a year:

- The first phase will be in **February-March**.
- The second phase will be in **June-July**.
- The third phase will be in **October-November**.

The local committee may recruit up to a maximum of **200 general members per year**.

If the IAAS Bangladesh IUBAT Local Committee wishes to recruit additional members beyond this limit or outside the designated recruitment periods, the Local Membership Officer must submit a formal request to the National Membership Officer for prior approval.

Application for Membership

A prospective individual must submit a formal application following the process outlined by IAAS Bangladesh IUBAT.

The application must include all required documents and information as specified in the recruitment call.

Incomplete or inaccurate applications will not be considered.

The application process may involve an **interview or additional screening** as determined by the Membership Officer.

Admission of Members

- The recruitment process will include a basic viva (interview) conducted either online or offline by the local committee.
- The admission of members is subject to approval by the Membership Officer and EB/CB.
- Candidates who meet the eligibility criteria and pass any necessary evaluations will be granted membership.
- The association reserves the right to reject any application that does not meet its standards.
- Newly admitted members must fulfill all membership obligations upon acceptance, including dues and participation in LC activities.
- Upon completion of the recruitment, the Local Membership Officer must submit the membership list along with all necessary details to the National Committee for verification and validation of membership.

Information Submission to the National Membership Officer

After recruitment, the Local Membership Officer must submit the following details of general members to the National Membership Officer for validation:

1. Full Name of the General Member
2. Gender
3. University Student ID
4. National ID Card Number
5. Email Address
6. Phone Number & WhatsApp Number
7. Discipline/Department/Faculty
8. Year & Semester
9. Date of Birth
10. Blood Group
11. Permanent Address
12. Passport-sized Formal Photo
13. Passport Number for Foreign Students

Unique Membership Identification Number (MID)

ASSIGNMENT OF MID:

Each duly registered member of the IAAS Bangladesh IUBAT Local Committee shall be assigned a Unique Membership Identification Number (hereinafter referred to as "MID") upon successful enrollment and verification.

STRUCTURE OF MID:

The MID shall follow the standardized format: YYLLNNN, where:

- YY denotes the member's year of admission (e.g., '24' for the year 2024), LL indicates the official number assigned to the local committee (e.g., '16' for IAAS Bangladesh IUBAT Local Committee), and
- NNN represents the member's serial number in the order of registration (e.g., '001' for the first member).
- Example: MID 2416001 indicates a member admitted in 2024, registered under Local Committee No. 16, and assigned serial number 001.

PURPOSE AND APPLICATION:

The MID shall serve as the official and permanent identifier of the member within IAAS Bangladesh. It shall be used for all administrative, legal, and organizational purposes including, but not limited to:

- Maintaining accurate membership records.
- Verifying member status and legitimacy.
- Facilitating participation in national and international IAAS activities.
- Ensuring traceability in case of any internal or external correspondence.
- All members of IAAS Bangladesh IUBAT shall be assigned a Unique Membership Identification Number (MID); however, only members of the Executive Board (EB), Control Board (CB), and Quality Board (QB) shall be eligible to receive a physical MID Card.

AUTHORITY AND INTEGRITY:

Only the Local Membership Officer, shall have the authority to generate and assign MIDs. Any tampering, duplication, or unauthorized use of the MID shall be considered a breach of organizational policy and shall be subject to disciplinary action.

General Membership Fee

The general membership fee shall range from a minimum of 100 BDT to a maximum of 200 BDT, payable on an annual basis.

Upon expiration of membership validity, members must renew their status by paying the annual fee to the Local Membership Officer to be considered Active Members.



Failure to renew within the prescribed period shall result in the member being classified as an Inactive Member.

Inactive Members shall be ineligible to access the rights, benefits, and opportunities provided by IAAS Bangladesh IUBAT, IAAS Bangladesh and IAAS World.

Status of a Member

The LC members present are divided into five groups according to their respective roles within the association.

1. Executive Board Member
2. Control Board Member
3. Quality Board Member
4. General Member/Newly Recruited Member
5. Honorary Member

Honorary membership may be conferred upon individuals who have significantly contributed to the goals and achievements of IAAS Bangladesh IUBAT Local Committee.

Classification of General Members

The General Members of the organization shall be classified into the following three (03) special categories based on their contributions, membership status, and level of engagement with the organization:

1. Innovative General Member Board
2. Active General Member
3. Inactive Member

INNOVATIVE GENERAL MEMBER BOARD:

- Members who have demonstrated exceptional dedication and have made significant contributions to the organization through its activities, projects, events, and overall development shall be eligible for inclusion in the Innovative General Member Board.
- The authority to nominate and approve members for the Innovative General Member Board shall rest with the competent authority of the organization.
- Members of the Innovative General Member Board shall be given priority consideration in all organizational opportunities, including but not limited to projects, training programs, representative delegations, special activities, and other relevant organizational benefits.

ACTIVE GENERAL MEMBER

- Any General Member whose membership is valid and remains within its official term shall be recognized as an Active General Member.
- Active General Members shall be entitled to receive all services, privileges, and opportunities designated for General Members of the organization.

- Active General Members shall enjoy all rights and benefits associated with their membership status in accordance with the organization's policies and regulations.

INACTIVE MEMBER

- Any member whose membership term has expired and who has failed to renew their membership within the prescribed period shall be classified as an Inactive Member.
- Inactive Members shall not be entitled to any membership-related services, privileges, or participation rights in organizational activities reserved for members.
- An Inactive Member shall no longer be recognized as an active member of the organization and shall be regarded as a Non-IAASer unless and until their membership is renewed or reinstated in accordance with the organization's membership policies.

FINAL PROVISION

These classifications shall be effective in accordance with the organization's constitution, bylaws, and decisions of the competent authority. The organization reserves the right to amend, modify, or supplement these provisions whenever deemed necessary.

Responsibilities and Code of Conduct

- All members shall act in alignment with the mission and values of IAAS Bangladesh IUBAT, IAAS Bangladesh & IAAS World to further the objectives of the association.
- The association's hierarchy must be respected, and communication must follow the proper channels
- Members are required to adhere to the Gazette Book issued by the Executive and Control Boards.
- Active involvement in all official association meetings, events, and initiatives is obligatory.
- Members must maintain a respectful and professional attitude in all association-related matters.
- Communication within the association and with external parties must be conducted with clarity, respect, and professionalism.
- Members are obligated to complete any assigned duties or tasks in a timely manner.
- Members must inform the board in advance if unable to fulfill duties or attend an event and promptly notify in case of emergencies or unforeseen circumstances.
- Confidential association information must not be shared with individuals outside of the association.
- Members are responsible for the proper use and care of the organization's assets, both physical and intellectual.

- Members must avoid conflicts of interest and disclose any potential conflicts when they arise.
- In case of disputes, members must seek resolution through the board or relevant unit heads.
- Members must maintain transparency in all dealings with association finances, and any financial contributions required by the organization must be submitted by the specified deadlines.
- Members must respect the diverse opinions and backgrounds of others within the association.
- Any form of discrimination, harassment, unethical behavior, or violations of the association's principles is strictly prohibited and must be reported to the Executive Board & Control Board.
- Engaging in any activity that damages the reputation of IAAS Bangladesh IUBAT is grounds for disciplinary action.
- Unauthorized use of the IAAS Bangladesh IUBAT name or logo for personal purposes is forbidden.
- Members are expected to attend at least 60% of official meetings & events and must attend at least one association-organized training or workshop per year unless excused by the board.
- Members must renew their membership annually, meeting performance and attendance criteria, and pay membership fees as determined by the EB/CB Board.
- Members must obtain Administrative Board approval for public statements, adhere to the conflict-of-interest policy, and seek Executive Board approval for external agreements on behalf of IAAS Bangladesh IUBAT.
- Members must respect and adhere to the policies of partner organizations when representing the organization externally.

Rights of the Members

- Membership in IAAS Bangladesh IUBAT is open to students pursuing degrees in agricultural and related sciences at IUBAT.
- All members have the right to attend the association's meetings, events, training programs, workshops, and activities organized by IAAS Bangladesh IUBAT.
- Members have the right to use the organization's facilities, materials, and resources as per the association's resource allocation policy.
- Members have the right to access meeting minutes, reports, and other official documentation unless marked confidential.

- Members can propose initiatives, projects, or events and suggest operational improvements to the Executive Board and propose amendments, subject to Control Board approval.
- Members have the right to seek advice from the Human Resource Development Unit for personal or professional growth and request assistance from the organization for academic or professional development.
- Members have the right to access resources and support provided by the association for skill-building and networking.
- Any member may resign from the association by submitting a written notice to the Executive Board & Control Board.
- A member's voluntary withdrawal from the association will not affect their eligibility for future participation as an alumni member.
- Members have the right to receive certificates of participation, recognition, or testimonials for their contributions to the organization.
- Members have the right to request funding support for projects that align with the organization's goals.
- Members can request a reduction in membership fees due to economic hardship, with the amount determined by the EB-CB based on a financial report, subject to General Assembly approval, and capped at a maximum of 30%.
- Members may be eligible for travel grants or sponsorships when representing the organization.
- All general members are eligible to apply for leadership positions in any units, panels, or boards within the organization.
- The Executive Board may impose additional responsibilities on members, subject to their consent, for specific projects or initiatives.
- A member's personal data shared with the association will be protected under the association's privacy and confidentiality policies.
- The association reserves the right to organize exclusive events for specific categories of members.
- The association reserves the right to review and revise membership policies, with changes communicated to members in advance.
- The association reserves the right to evaluate member performance for renewal and to terminate membership for policy violations or failure to meet performance standards.
- Any grievances or disputes between members must be resolved through the Control Board's mediation process.

- Members have the right to request a review or appeal against any disciplinary action taken against them.
- The association reserves rights to any intellectual property developed by members during club-related activities.

Frozen Status

- A member with frozen status shall be in contact with the Executive Board. A member with frozen status can take part in activities after consultation with and approval of the Executive Board & Control Board.
- A member with frozen status should pay the annual membership fee, participate in the association's activities, and tackle all concerns that keep them from full membership.
- Individuals with the frozen status cannot be elected for any position in the association.
- A member under Frozen Status shall not have the right to vote in the General Assembly.

Resignation

- Any member may submit their resignation by notifying the Executive Board & Control Board via email at least one month prior to the intended resignation date, stating the reason for resignation.
- Upon receiving the resignation notice, the Control Board (CB) shall call an emergency General Assembly (GA) to discuss the resignation.
- The General Assembly shall conduct a vote to decide on the acceptance of the resignation.
- The Executive Board (EB) or Control Board (CB) shall officially notify the member via email whether the resignation has been accepted or rejected.

Termination of Membership

- The association reserves full authority to evaluate performance before renewal and terminate membership for violations.
- Failure to meet performance standards or policy breaches shall result in immediate termination of membership.

A member's membership may be revoked for the following reasons:

- Disrupting the operations of the local committee.
- Engaging in activities detrimental to the committee or organization.
- Failure to fulfill responsibilities as assigned.
- Engaging in dishonest practices.
- Committing sexual harassment.
- Failing to follow the chain of command.
- Engaging in corruption.
- Serious misconduct towards senior or junior members.
- Intentionally hurting or insulting religious sentiments.

Opinion of Members

Members' activities and opinions are personal and do not necessarily reflect or represent the official views or stance of the association.

Local Committee Membership Fee

- The IAAS Bangladesh IUBAT Local Committee shall pay an annual membership fee to IAAS Bangladesh National Committee, amounting to One Thousand Five Hundred Taka (1500 BDT). This payment must be completed no later than fifteen (15) days prior to the National Congress.
- A designated Executive Board (EB) member of IAAS Bangladesh IUBAT shall act as the head of each board. Delegated tasks executed by any Local Board may qualify for a reduction in membership fees (including debts), subject to the submission and approval of a financial report.
- The Executive Board and the Control Board of IAAS Bangladesh National Committee determine the amount of the reduction based on the report. The decision Shall approved in the General Assembly of the National Congress.
- IAAS Bangladesh IUBAT Local Committee shall be eligible for an additional five percent (5%) reduction in the annual membership fee if it successfully organizes a minimum of three (3) Exchange Programs, including the establishment of at least one (1) local exchange site within a membership year.

Executive Board

The Executive Board (EB) of IAAS Bangladesh IUBAT shall be entrusted with the day-to-day administration, operational management, and strategic decision-making of the association. It shall comprise duly five (5) elected members, each responsible for specific portfolios, ensuring the effective execution of the association's strategic plans, programs, and activities in alignment with its objectives.

Executive Board 2025- 2026



IAAS Bangladesh IUBAT



The Executive Board shall act as the official representative of the association in all external engagements and institutional affairs. It shall provide leadership, direction, and oversight to guide the Local Committee towards fulfilling its mission, upholding the values of IAAS, and contributing to the advancement of agricultural sciences and youth development.

Duties of the Executive Board

- To serve as the official representatives of the local committee of IAAS in its relation to other organizations.
- To perform such duties as instructed by the General Assembly.
- To submit the reports of its activities to the General Assembly and to the National Committee.
- To initiate contacts for co-operation with other international, governmental, non-governmental and student organizations.

- To prepare the agenda for the General Assembly.
- To keep the Control Board continuously updated about their work and the financial situation of the association.
- To take over the duties of the other members of the Executive Board whenever it is necessary.
- To be responsible for the publishing of the IAAS Guides and Handover documents whenever an update is necessary.
- To assist any member in organizing activities, running projects or any other matter related to the association.
- To be responsible for maintaining continuity of the Executive Board and Control Board by assuring candidatures for all the positions. In order to this, the Executive Board may use the tools described in the Membership handbook.
- The Executive Board shall ensure continuous communication with the Quality Board members and promote the enhancement of their work efficiency.
- The Executive Board shall prepare the monthly report of the overall work of the committee and duly submit it in a timely manner to IAAS Bangladesh and IAAS World.
- The Executive Board shall ensure the highest level of organizational integrity, maintaining strict vigilance to prevent any form of corruption, nepotism, or disorderly conduct within the association.
- To update before the end of the term the standard operating procedures and make sure that they are available to the next Executive Board and Control Board.
- Responsible for collecting opportunities and relevant information important for the association's development and sharing it with the members of IAAS via the communication channels.
- The Executive Board shall organize meetings with the Strategic Advisors at intervals of every two months.
- The Executive Board shall establish communication with various levels of IAAS committees and ensure they are duly informed about the activities of the local committee, including but not limited to the National Committee, Regional Board, and IAAS World.
- The Executive Board shall assist the Control Board in organizing weekly meetings, monthly Quality Board sessions, and the General Assembly.
- Every four (4) months, the Executive Board, together with the Control Board, shall inform the university authority about the activities of the association through the submission of monthly reports and shall maintain regular communication with the university administration.

Duties of the Local Director

- To serve as the principal official representative of and responsible for all activities of the Local Committee in its relation to other organizations.
- To keep the National Director continuously updated about the activities of his/her committee.
- To initiate and direct the work of the Executive Board and coordinate all the activities in his/her committee.
- To initiate contacts for cooperation with other student organizations.
- Responsible for coordinating with the other board members and to create a timeline of the board activities for his/her/their term when needed.
- Responsible for the Activity Plan and Strategic Plan in cooperation with the Advisory board and follow up.
- Responsible for preparing a proposed agenda of the National Congress and Directors Meetings together with the National Director.
- Responsible for preparing and printing the annual overview at the end of the year.
- Responsible for preparing the EB report and including the individual contributions from other EB members.
- On the 1st of December the Local Director shall inform every LC member and the National Director about the status of the Committee.
- To be responsible for coordinating the projects of the association with the help of Local Exchange Coordinator and the Research and Project Development Officer.
- Responsible for IAAS participation in other activities of higher education or to delegate the task to an EB member that meets the requirement of the contact.
- To be responsible for informing all IAAS members about events of importance organized by partners and other organizations and form a delegation by setting up an open-call.
- To hand in an assessment report which should consist of an overview of the LC's Challenges, suggestions to amend these challenges on request from the national Executive Board and, or the Control Board. The final report is also presented prior to the National Congress.
- To share and to delegate tasks in order to increase the activities of the association.
- To chair and compose the Local Director's Quality Board.
- To submit the LC report to the National Control Board three weeks before the start of the National Congress.

- To ensure that the membership fee of his/her committee is paid in time.
- Maintaining and updating the database of the Local Committee.
- To coordinate the opinions of the Executive Board (EB), Control Board (CB), and Quality Board (QB) and undertake appropriate actions for the effective functioning of the committee.
- To maintain regular communication with the university administration and ensure the highest level of security and protection for the association.
- To maintain regular liaison with the Strategic Advisor and Advisory Board, keeping them informed of committee activities and duly considering their advice.
- To educate the next LD and ensure a proper transition and handover documents.
- Organize the annual Local Congress, support the Local Control Board in holding the General Assembly, and promote compliance with IAAS Bangladesh IUBAT's Gazette Book regulations.

Duties of the Vice Director of Finance

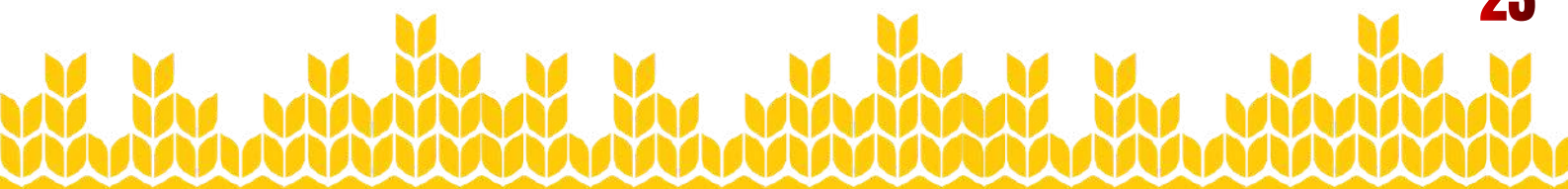
- To administer the finances of the association and act as the treasure. To be responsible for the bank and cash accounts of the local committee and accounting.
- To chair and compose the Local Finance Quality Board.
- To make annual budgets including all the revenues and the expenditures that took place during the year per.
- Read and understand the Finance Standard and create a financial strategy for the local committee with the help of an Advisory board (target local struggles related to financial issues and create a strategy to approach them).
- Establish a bookkeeping system where all the financial transactions are noted and archive the invoices of each object and service bought or sold.
- To update the financial database and operational documents (membership due report, event registration database, petty cash ledger, statement of financial position, -cash flow,- financial policy and review, doner record, invoice and receipt, bookkeeping, financial risk assessment report, reserve fund statement).
- To help the committees with financial issues, such as budgets, fundraising by providing advice and recommendations for the funding of events (e.g. budget templates, sponsorship document).
- To support the Vice Director of External Relations in fundraising activities and searching for grants and foundations of the association.



- To organize workshops about the different aspects of finances and organization in IAAS Committees.
- To prepare a 'mid-term' financial report from the 1st of January until the 30th of June (together with the previous Vice-Director of Finance).
- To prepare an annual financial report for the GA from 1st of January until the 30th of November with invoices before the end of the financial year.
- To maintain a transparent communication in the form of a report from the Vice Director of Finance to the HCB on a bimonthly basis.
- Updating the VD of Exchange and the VD of External Relations about the received from participants, sponsors and partners.
- Update the Membership Officer of the Control Board about the received payments of the Membership Fees.
- To maintain a separate database of the Exchange Program fees and to coordinate with LD the usage of the funds that are in the database.
- To promote the Development Fund and organize activities to fundraise for the Development Fund.
- Grant and decline of the development fund.
- Make sure the annual Membership Fee (MF) can be paid.
- To educate the next VDF and ensure a proper transition and handover documents.

Duties of the Vice Director of External Relations

- Be responsible for the fundraising and external relations activities of IAAS Bangladesh IUBAT Local Committee, in close collaboration with the Local Vice Director of Finance.
- Attract, engage, and secure sponsorships from individuals, organizations, and companies; apply for grants and funding opportunities to support IAAS activities, with the support of the Local Vice Director of Finance.
- Develop and maintain a structured database of current and potential partners, sponsors, and donors who may contribute to the growth and sustainability of IAAS Bangladesh IUBAT.
- Draft, prepare, and maintain all formal partnership documentation such as proposals, MOU drafts, sponsorship agreements, and related documents as required by the Local Committee and approved by the National Committee.
- Coordinate with the Local Vice Director of Finance (LVDF) to manage event budgets, sponsorship fund usage, and payments related to external partnerships.



- Coordinate with government institutions, NGOs, corporate entities, and international organizations to explore partnership and collaboration opportunities relevant to the mission of IAAS.
- Assist in organizing and promoting IAAS Bangladesh IUBAT events (seminars, exchange programs, conferences, agricultural expos, and other outreach events), ensuring all partnerships and sponsorships align with IAAS values and goals.

Duties include:

- 1.Coordinating the event with the Organizing Committee and Local VDC. Preparing promotional materials and partnership toolkits.
 - 2.Finding and confirming speakers, sponsors, and collaborators.
 - 3.Promoting events through the IAAS Bangladesh IUBAT social platforms, national and international IAAS networks.
 - 4.Ensuring visibility and branding of all sponsors and partners in coordination with the media/publicity team.
 - 5.Handling participant communication, sponsorship, benefits, and confirmations.
- Inform applicants, participants, and stakeholders regarding updates, changes, or cancellations of events or collaborations, ensuring transparency and effective communication.
 - Support the implementation of programs like the IAAS Study Abroad Program or Exchange Program by securing external support and collaboration as necessary.
 - Submit trimester reports and a year-end report on external relations activities, summarizing progress, partnerships formed, funds raised, and recommendations for future efforts.
 - Initiate new partnership concepts, project collaborations, or campaigns that support IAAS Bangladesh IUBAT's objectives and enhance student engagement, visibility, and impact.
 - Ensure smooth transition by training and mentoring the next appointed Vice Director of External Relations and handing over all documentation and contact networks.

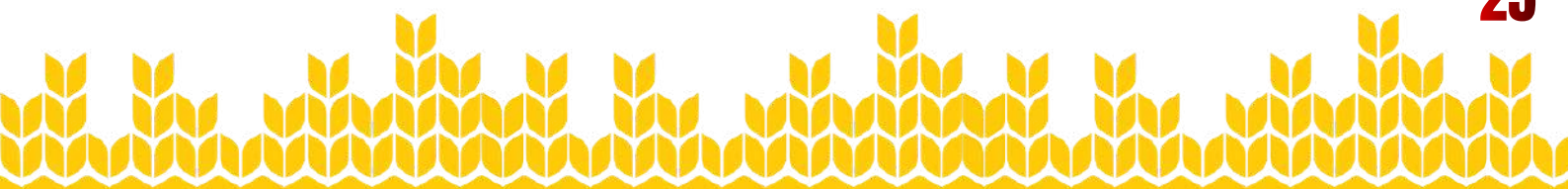
Duties of the Vice Director of Exchange

- Act as chief Local Exchange Coordinator of IAAS Bangladesh IUBAT Exchange program.
- To govern the IAAS Bangladesh IUBAT Exchange Program and be in frequent touch with the National Exchange Coordinators.
- To chair and compose the Local Exchange Quality Board.
- To be able to place and send students within the Local Exchange Program sites.
- To provide the necessary information to the Vice-President of Finance for the ExPro invoices.

- To have regular meetings with Local Exchange site stakeholders.
- To find out exchange opportunities with other IAAS Bangladesh LCs, Local NGOs, Farms, Government Bodies , Corporate and Voluntary Organizations.
- Attend the regional and global training programs, meetings, workshops and assemblies corresponding to the Exchange program.
- Responsible for the organization of the Exchange Program at the local level and to assist the National Exchange Coordinator in his/her duties.
- To collect a detailed update of the Exchange Program held in different places and organizations and update the Exchange Database and other exchange booklets.
- Assist the Local Vice Director of Communication to create exchange related content With in one tenure, the Vice Director of Exchange (VDEx) shall be required to organize a minimum of four (4) online Exchange Programs in collaboration with at least four (4) Local Committees (LCs), including both domestic and international Local Committee's.
- To prepare and submit trimestral reports and a comprehensive annual report, duly supported by proper documentation.
- All financial transactions and ExPro invoices related to exchange activities shall be accurately recorded and attached to the reports.
- To ensure all exchange-related documents are properly archived for accountability and future reference.
- It shall be the responsibility of the VDEx to educate the next Vice Director of Exchange and ensure a complete transition, including the formal handover of all operational and financial records.

Duties of the Vice Director of Communication

- The VDC shall be responsible for maintaining and regularly updating the IAAS Bangladesh IUBAT website and all official social media platforms, including but not limited to Facebook, Instagram, LinkedIn, and Twitter.
- To prepare and implement a Strategic Communication and Marketing Plan for IAAS Bangladesh IUBAT, which shall include SMART goals and periodic evaluations.
- To improve and facilitate efficient internal communication and information flow within the Local Committee (LC), in close coordination with the Executive Board (EB), Control Board (CB), Quality Board (QB), strategic advisors, alumni, and general members.
- To be responsible for collecting Monthly Activity Reports from all board members and preparing the Annual Report in collaboration with the Local Director.



- The VDC shall, together with the Control Board, remind the EB members of their assigned duties and responsibilities in accordance with the Gazette Book of IAAS Bangladesh IUBAT.
- To assist the EB and CB members in the preparation of various reports and documents required for organizational purposes.
- To maintain active communication and cooperation with the National Vice Director of Communication.
- To be responsible for collecting relevant information, opportunities, and resources, and redistributing them to the members through official communication channels, including social media and internal groups.
- To coordinate the preparation and publication of the Annual Review, Newsletters, and other official publications of IAAS Bangladesh IUBAT.
- To manage and oversee all official IAAS Bangladesh IUBAT email communications.
- To supervise and guide the Content Team to ensure high-quality and timely content creation and dissemination.
- To educate and guide the Quality Board members responsible for supporting and facilitating internal and external communication processes.
- To ensure that the IAAS Bangladesh IUBAT Local Committee page on the IAAS Bangladesh Website is regularly updated with accurate and relevant information.
- To maintain proper digital documentation and archives of all communication materials, publications, and correspondence for future reference.
- To coordinate the visibility and outreach campaigns of IAAS Bangladesh IUBAT to strengthen the external presence of the Local Committee.
- To monitor and ensure adherence to the Communication and Branding Guidelines of IAAS World in all media outputs.
- To work towards enhancing the professional image of IAAS Bangladesh IUBAT through innovative communication strategies.
- To be responsible for ensuring a smooth transition by educating and properly handing over all communication-related documents and responsibilities to the next Vice Director of Communication.

Control Board

The Control Board shall be an independent body comprised of three (3) elected members, entrusted with the compliance, transparency, and accountability of IAAS Bangladesh IUBAT. It shall monitor the activities of the Executive Board, ensuring all actions strictly adhere to the Constitution & Statutes of IAAS Bangladesh and IAAS World, and shall audit financial reports to present its findings to the General Assembly.

Control Board 2025- 2026



IAAS Bangladesh IUBAT



The Control Board shall safeguard the sovereignty of IAAS Bangladesh IUBAT, enforce the proper implementation of the IAAS Bangladesh IUBAT Gazette Book provisions, and ensure strict internal security and discipline within the committee at all times.

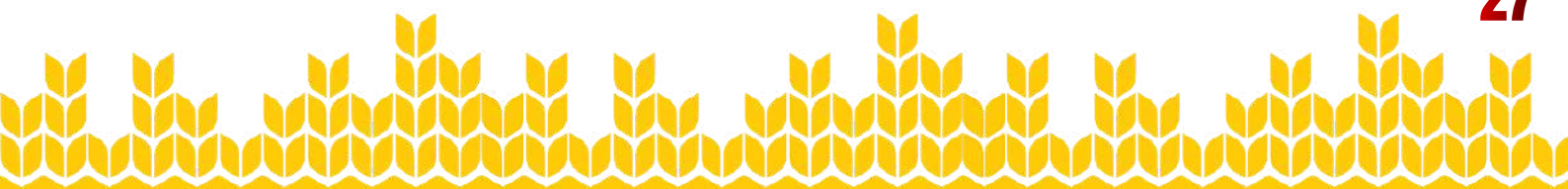
Duties of the Control Board

Examination of Proposals and Gazette Book

The Control Board (CB) shall examine, where feasible, all proposals submitted to the General Assembly prior to their presentation, with the objective of preventing any unintended conflicts, inconsistencies, or redundancies in relation to the standing legislation of IAAS Bangladesh IUBAT. The CB shall be entrusted with maintaining the coherence and integrity of the Gazette Book. Accordingly, the CB is authorized to introduce modifications pertaining to grammar and spelling without requiring prior approval from the General Assembly, provided that such changes do not alter the substance or intent of the legislative texts.

Review of General Assembly Decisions

The Control Board shall review all decisions adopted by the General Assembly and shall report any



evident contradictions or inconsistencies between newly adopted legislation or decisions and existing standing legislation to the subsequent session of the General Assembly.

Oversight of the Executive Board

The Control Board shall oversee the Executive Board and ensure that:

- The Executive Board implements the resolutions and decisions of previous General Assemblies.
- The Executive Board operates in strict compliance with the established Gazette Book.
- The quality of work delivered by the Executive Board is duly evaluated and this evaluation is presented to the General Assembly during the Annual Congress or equivalent assembly.

Strategic Oversight and Guidance

In relation to the Executive Board, the Control Board shall:

- Ensure adherence of the Executive Board to the IAAS Bangladesh IUBAT Local Strategy.
- Supervise the primary activities of the Executive Board, assessing its performance against predefined objectives outlined in the Executive Board's Annual Activity Plan.
- Provide strategic recommendations and advisory opinions based on performance assessments and operational results.
- Advise on and guide the structural organization of the Executive Board team for optimal functionality.
- Facilitate sustainable expansion of IAAS Bangladesh IUBAT's network through guidance, referrals, and recommendations.
- Monitor the formulation and execution of the Executive Board's external communication strategies and overall communication framework.

Financial Oversight

The Control Board shall review and examine all financial records, including bookkeeping, fundraising activities, and the annual budget prepared by the Vice Director of Finance. The CB shall further advise on significant investments and extraordinary expenditures, encompassing all accounts related to special funds or projects initiated by the association.

Oversight of the Executive Board

The Control Board shall routinely monitor the official correspondence of the Executive Board and review all publications issued by the association, including their frequency and compliance with the organizational mission.

Oversight of Membership Affairs

In relation to the Executive Board, the Control Board shall:

- Verify the credentials of delegations participating in the General Assembly.
- Conduct membership reviews upon request by the General Assembly.
- Examine and advise on the reinstatement of membership status for members under suspension or frozen status.
- Assess and provide recommendations regarding applications for candidacy and full membership.
- Report on the performance of the Executive Board to the General Assembly, providing constructive recommendations where necessary.
- Ensure that the General Assembly is duly informed of the roles and responsibilities of the Control Board.

Contractual Oversight

The Control Board shall oversee matters concerning the contractual agreements of Executive Board.

Reporting Obligations

The Control Board shall submit comprehensive reports on its activities and evaluations to the General Assembly and the Annual Congress or Directors Meetings

Moderation Responsibilities

The Control Board shall hold the authority to moderate sessions of the Executive Board as required.

Advisory Role to IAAS Bangladesh IUBAT

The Control Board shall convene as necessary to provide ongoing feedback and recommendations to IAAS Bangladesh IUBAT with the objective of enhancing organizational outcomes and overall performance.

Strategic Input and Specialized Support

- The Control Board shall provide expert input and advice concerning the core activities and developmental directions of the association.
- The Control Board shall offer specialized support in designated operational areas as needed.
- The Control Board shall uphold and safeguard the Gazette Book in all organizational matters.

Collaboration with the Advisory Board

The Control Board shall maintain active and constructive collaboration with the Advisory Board, serving as an independent evaluative body. This collaboration shall include the submission of detailed performance evaluations of the Executive Board, with a particular focus on critically assessing the extent to which the Executive Board has effectively implemented the Strategic Plan and the Monthly Activity Plan. The Control Board shall provide comprehensive analysis, highlighting key achievements, identifying areas of underperformance, and recommending necessary corrective actions to ensure that the Executive Board remains aligned with the overall mission, objectives, and strategic goals of IAAS Bangladesh IUBAT during their respective term of office.

Duties of the Head of Control Board

- The Head of Control Board (HCB) shall be responsible for leading and coordinating all activities of the Control Board during their term of office.
- To be directly responsible for ensuring the fulfillment of all assigned tasks and responsibilities of the Control Board.
- To set the timeline of the Control Board, oversee the execution of its activities and projects, and ensure the timely completion of all objectives.
- To organize, set the agenda, and preside over the monthly Quality Board Assemblies, as well as the weekly internal meetings between the Executive Board (EB) and the Control Board (CB).
- To act as the primary liaison to ensure clear, transparent, and constructive communication between the Executive Board and the Control Board.
- To ensure the necessary assistance and cooperation of the Executive Board towards the Control Board in all relevant matters when required.
- To oversee the transparency, regularity, and active workflow of the Executive Board, ensuring adherence to established regulations.

- To guarantee that General Assemblies, including the IAAS Bangladesh IUBAT Local Congress, are conducted in full compliance with the Gazette Book of IAAS Bangladesh IUBAT.
- To follow up on and scrutinize the correspondence and communications of the Executive Board, monitoring and ensuring the progress of all boards.
- To be responsible for preparing an organizational assessment report in collaboration with the Executive Board, providing a comprehensive evaluation of the term's activities.
- To compose and supervise the Election Committee and oversee all election proceedings in a fair and impartial manner.
- To supervise the candidate evaluation process prior to the elections, in cooperation with relevant members of the Executive and Control Boards.
- To report to board meetings regarding the performance of the Executive Board and present recommendations whenever deemed necessary.
- To ensure the strict protection, preservation, and proper implementation of the Constitution of IAAS Bangladesh at the Local Committee level.
- To guarantee the safeguarding and enforcement of the Gazette Book of IAAS Bangladesh IUBAT Local Committee, upholding its full integrity.
- To supervise the activities of specialized unit (the Documentation Unit).
- To be responsible for ensuring the highest level of protection, integrity, and operational functionality of the IAAS Bangladesh IUBAT Local Committee.
- To oversee and ensure the regular update and maintenance of all official documents and records of the committee.
- The HCB, along with the Executive and Control Boards, shall submit a formal report every four (4) months to the University Authority, updating them on the committee's progress and activities.
- To maintain regular communication with the National Head of Control Board and to duly inform them regarding the activities and operations of the committee.
- To be responsible for initiating proper investigations and convening formal judicial sessions in cases of any allegations of corruption, nepotism, or violence within the organization, presiding over such sessions to ensure justice.
- To assist in resolving any internal disputes or crises arising within or between the Executive Board and Control Board.
- To be responsible for providing proper training to the next Head of Control Board and ensuring the handover of all necessary documents, reports, and official records in a transparent and orderly manner.

Duties of the Research and Project Development Officer

- The RPDO shall be responsible for publishing at least one (1) comprehensive research paper on the challenges and scope of IAAS Bangladesh IUBAT to support the development of improved operational strategies.
- To be responsible for planning and organizing local programs in close cooperation with the Executive Board.
- To supervise the Project and Planning Unit and assist in all research-related operations and initiatives.
- To serve as the Event Coordinator and provide leadership in all online and offline events of the Local Committee whenever necessary.
- To create, maintain, and regularly update a comprehensive database of all current projects, ensure consistent follow-up in cooperation with Executive Board members and project coordinators, and publish a project booklet twice (2) a year to promote ongoing projects and encourage the initiation of new projects.
- To provide assistance and guidance to Local Directors in matters related to the projects of the association.
- To be responsible for planning and researching Local, National, and International events on behalf of the Local Committee.
- To initiate at least one (1) new project for the Local Committee during their term of office.
- To cooperate with the Local Vice Director of Finance (LVDF) to submit project budget proposals to national and international project competitions & fundraising.
- To assist the Head of Control Board (HCB) in fulfilling all assigned tasks of the Control Board.
- To supervise the operations and publication activities under the IAAS Bangladesh IUBAT Publication House.
- To actively encourage Local Committee members to build a research-oriented community through regular guidance and motivation.
- With joint approval of the Executive Board and Control Board, the RPDO shall take leadership roles in national or international project competitions organized by IAAS Bangladesh, IAAS World, or any other national or foreign institutions.
- To ensure the successful implementation of all ongoing projects under the Local Committee.
- To assist the Local Committee in organizing both online and offline research-focused programs, including workshops, training, and seminars.

- To maintain regular communication with the National Research and Project Development Officer (NRPDO) and keep them informed about the activities and progress of the Local Committee.
- To perform the duties of Central Coordinator of the Local Quality Board, as outlined in Article 2.2, Clause 2.2.6, if duly elected.
- To ensure proper training and mentorship for the succeeding Research and Project Development Officer and ensure the transparent handover of all official documents, reports, and materials.

Duties of the Membership Officer

- The Membership Officer shall be responsible for conducting membership reviews prior to the General Assembly of IAAS Bangladesh IUBAT and whenever deemed necessary.
- To organize General Member recruitment at least three (3) times annually, in accordance with Article 3.3, Clause 3.3.1, and shall represent the Local Committee in all associated procedures, including obtaining permissions from university authorities, conducting classroom promotions, setting up and managing recruitment booths, providing instructions to the VDC for social media promotions, and undertaking all relevant activities.
- To recommend necessary disciplinary actions to the LD, including termination or appropriate sanctions, in cases where General Members are found guilty of misconduct, corruption, violation of the Directives, or prolonged inactivity.
- To act as the first point of contact for General Members subjected to any form of corruption, nepotism, or violence, and shall ensure transparent reporting of such matters, recommending appropriate measures in accordance with the established rules of the Gazette Book.
- To examine and recommend whether a member with frozen status may be reinstated to active membership by the General Assembly.
- To examine the review reports submitted by the Quality Board in cooperation with Executive Board members and take actions based on such assessments.
- To ensure active and equitable participation of General Members in the activities of the LC, identify operational and strategic issues, and initiate corrective or motivational measures to resolve them.
- To be responsible for preparing the Annual Membership Development Plan in collaboration with the Advisory Board and shall monitor its effective implementation.
- To supervise the Human Resource Development Unit of IAAS Bangladesh IUBAT and ensure its effective functioning for the growth and engagement of members.
- To formulate and periodically update the official policy guidelines for General Member recruitment in consultation with the Advisory Board.



- To create opportunities and facilities for the development of General Members, assisting the LC in organizing meetings, seminars, trainings, and competitions for their academic and professional growth.
- To provide advice and assistance to the LD on matters pertaining to the development and welfare of General Members.
- To establish, regularly update, and verify the General Members' database, ensure the issuance and activation of Membership Identification (MID), and safeguard the confidentiality and security of all member-related data.
- To oversee the annual membership renewal process, including assisting the VDF in the collection of annual membership fees, and maintain regular communication with the National Membership Officer, keeping them informed about the Local Committee's membership activities.
- To prepare a comprehensive membership report prior to the National Congress, ensuring its submission to the National Membership Officer at least fifteen (15) days in advance, and shall ensure proper training and handover of all relevant documents to the next Membership Officer.



Authority and Board Administration

Supremacy of the Constitution and Authority

- The CB shall act as the facilitator of committee activities. The CB may call an emergency meeting, including the Executive Committee and the Advisory Board, if there is any allegation against any EB/CB committee member or general member of IAAS Bangladesh IUBAT.
- The CB shall ensure transparent communication based on the CBL (Control Board Laws).

Contract

The Executive Board members sign the contract approved by the General Assembly of IAAS Bangladesh IUBAT Local Committee as soon as possible after their selection.

Lawsuits

The Executive Board shall act on behalf of the Association as a claimant or a defendant in case of lawsuits and shall be represented by the Executive Board member who is appointed by the Executive Board.

Term of Office

The IAAS Bangladesh IUBAT Local Committee shall hold office for a minimum period of twelve (12) months and a maximum period of eighteen (18) months from the date of its formation. However, the Committee is strongly encouraged to complete all its responsibilities within the minimum tenure of twelve (12) months and to effect a proper transfer of authority to the succeeding Committee.

Ceasing of Office

If any member of the Executive Board or Control Board fails to perform their assigned duties or engages in conduct that results in hostility, disrespect, or disrupts the cooperative environment within the organization or towards Local Committees (Article 3.14), they may be dismissed from their position. Such dismissal shall be decided through a collective resolution of the remaining members of the Executive Board and Control Board. Additionally, if it is determined that the responsibilities of the dismissed member cannot be properly managed by redistribution among the remaining board members, the dismissal shall be carried out to safeguard the effective functioning, stability, and integrity of the organization.

Resignation

Any Executive Board or Control Board member wishing to resign shall give written notice by email to the other Executive Board members, the Control Board, and Local Advisory Board. And must follow The Gazette Book Article 3.13 Resignation.

Vacancies

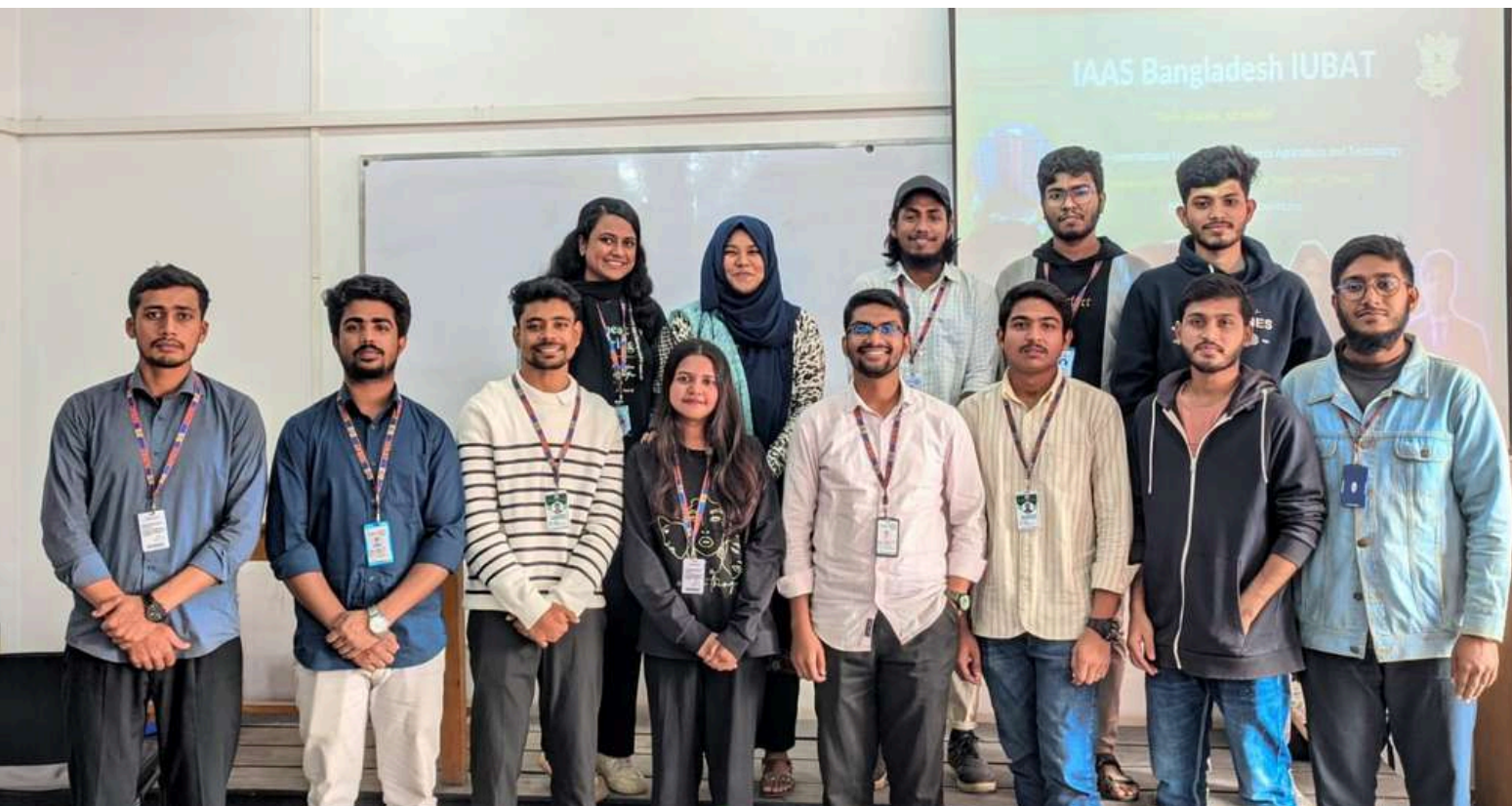
In the event of a vacancy arising within the Executive Board or Control Board due to resignation, dismissal, or any other reason, the remaining members of the respective board, with the joint approval of the other board and the previous committee, shall unanimously appoint a suitable replacement. The appointed individual shall serve in the vacant position until the next General Assembly, at which point a formal election or confirmation process shall be conducted.

Severe Situations in Local Committee

In the case of severe situation, a committee comprising an odd number of members shall be constituted to resolve the matter. The committee shall include one uninvolved representative from each of the concerned parties and, if applicable, shall be balanced with members from the Executive Board (EB), Control Board (CB), and Organizing Committee (OC).

Quality Board

The Quality Board (QB) operates as a supporting body under the Executive Board (EB) of the IAAS Bangladesh IUBAT Local Committee. It does not follow a fixed structure in terms of the number of positions or specific titles. The composition, titles, and number of roles within the Quality Board are determined solely according to the responsibilities and requirements identified by the Executive Board and the Control Board. The authority to establish the Quality Board and appoint its members rests exclusively with the Executive Board.



Composition

The Quality Board shall be organized into five (5) distinct teams, each under the direct leadership of one (1) Executive Board (EB) member. These teams shall be designated as follows:

1. Local Director's Team
2. Finance Team
3. External Relations Team
4. Exchange Team
5. Communication Team

Each team shall be tasked with executing responsibilities that align with the specific functional domain of the corresponding EB representative, ensuring operational efficiency and targeted support.



Not with standing structural flexibility, the Quality Board shall maintain a minimum of thirty (30) active members at all times.

Structure of The Quality Board

Head Of The Team	Positions
Director's Team Head: Local Director	• Local Operational Officer • Documentation Officer • Local Event Coordinator • Alumni Coordinator • Research Coordinator • Program and Project Manager • Editor in Charge • Content Coordinator • Human Resource Manager • Executive Member (Male) • Executive Member (Female)
Finance Team Head: Vice Director of Finance	• Finance Manager • Finance Database Officer • Assistant Finance Officer • Assistant Documentation Officer
External Relations Team Head: Vice Director of External relations	• Sponsorship Officer • Media Partnership Officer • Study Abroad Program Coordinator • Liaison Officer for NGO's • Project Manager Partnership • Documentation Officer
Exchange Team Head: Vice Director of Exchange	• Database Officer • Expro Promoter • Companies and Firms Coordinator • Exchange Administration Officer
Communication Team Head: Vice Director of Communication	• Local Networking Officer • Social Media Manager • Content Writer • Content Creator • Content Manager • Graphics Designer • Video Grapher • Video Editor • Voice Artist • Web Development Manager

Recruitment Process

- Within one (1) month of the formation of a new Committee, the Executive Board (EB) and Control Board (CB) shall jointly issue an official announcement regarding the recruitment of the Quality Board.
- An Interview Board shall be constituted, comprising members of both the Executive Board and Control Board.
- Any member of IAAS Bangladesh IUBAT who meets the eligibility criteria as defined in Chapter 3 of the Local Committee Gazette Book shall be deemed qualified to apply for a position in the Quality Board.
- Applicants must submit a duly filled application form along with a motivation letter and an IAAS Focused Curriculum Vitae (CV).
- The Interview Board shall thoroughly verify information provided by the applicants and shall notify shortlisted candidates via email regarding the schedule and details of the interview (viva). The interview may be conducted either online or offline; however, offline interviews are highly encouraged.
- During the interview, the respective Director of the team for which the applicant is being interviewed must be present along with the Interview Board.
- Any act of unethical behavior, partiality, or nepotism, if proven, shall render the respective recruitment process null and void.
- Members shall be discouraged from serving in the Quality Board for more than two (2) consecutive terms.

Duties of the Director's Team Members

Duties of the Local Operational Officer

- The Operational Officer shall be responsible for formulating, implementing, and overseeing operational plans related to the activities of the Local Committee, including but not limited to events, workshops, and exchange programs.
- To supervise, coordinate, and support the members of the Local Committee in the execution of their respective responsibilities and shall ensure the smooth and timely implementation of all assigned duties.
- To allocate and manage resources required for events and projects, including the maintenance of inventories and the efficient handling of logistics.
- To organize a Strategic Operational Meeting every two months under the direction of the Local Director, in accordance with Article 7.8 of the Gazette Book.

- To prepare comprehensive reports on all executed projects and events, and shall maintain accurate records of operational activities for the purpose of transparency and institutional memory.
- To address any operational challenges arising in the execution of events or within the committee structure, and shall propose timely and effective solutions to uphold efficiency and integrity.
- To foster continuous development by proposing innovations and supporting activities aligned with IAAS goals and values.

Duties of the Documentation Officer

- The Documentation Officer shall serve as the Chief Documentation Officer of the IAAS Bangladesh IUBAT Local Committee.
- To assist the Local Director in the preparation of all types of official documents related to the Local Committee.
- To ensure the preparation, collection, compilation, preservation, and protection of all documents pertaining to the Local Committee.
- To develop and maintain standard templates and formats for all types of certificates, official letters, presentations, and proposals required by the Committee.
- To coordinate with other teams to collect necessary information and data for documentation purposes.
- To regularly update documents and assist the Local Director in the preparation of reports for the National Strategic Operational Meeting.

Duties of the Local Event Coordinator

- The Local Event Coordinator shall represent and manage all types of events organized by the IAAS Bangladesh IUBAT Local Committee.
- To represent the Local Committee in all event-related matters and take responsibility for event organization under the directives of the Executive Board (EB) and Control Board (CB).
- To manage events by forming organizing committees and ensuring efficient task delegation and execution.
- To take all necessary steps to ensure the successful implementation of all programs and functions of the Local Committee.

- To be responsible for all phases of event management, including:
 - Preparation of event budgets
 - Resource allocation and management
 - Volunteer coordination and supervision
 - Development of event schedules
 - Effective and timely execution of the event plan
- To assist the EB/CB in decision-making processes concerning the resolution of any issues, obstacles, or challenges that may arise before or during an event.

Duties of the Alumni Coordinator

- The Alumni Coordinator shall be responsible for overseeing all activities related to the IAAS Bangladesh IUBAT Alumni Association under the jurisdiction of the IAAS Bangladesh IUBAT Local Committee.
- To be tasked with the formation, maintenance, and regular updating of the Alumni Database.
- To maintain active and consistent communication with the alumni to explore opportunities, gather valuable advice, and foster mutual collaboration for the benefit of the committee.
- To endeavor to organize at least one Alumni Get-Together annually, preferably in an offline setting. In the event that an offline arrangement is not feasible, an online alternative shall be pursued with full effort.
- To provide necessary support to the Local Director in organizing job-related sessions for current members with the involvement of alumni.

Duties of the Research Coordinator

- The Research Coordinator shall work in close collaboration with the Research and Project Development Officer (RPDO) and provide necessary support in all research-related activities.
- To be responsible for conducting all preliminary research activities related to proposed projects under the Local Committee.
- To assist the RPDO in the preparation and publication of at least one research paper annually.
- To advise and assist the Local Director in organizing research-related sessions, workshops, or events as needed.

Duties of the Program and Project Manager

- The Program and Project Manager shall serve as the associate of the RPDO and shall be



- responsible for planning and executing all project implementation activities under the Local Committee.
- To assist in the design, planning, and execution of all projects initiated by the committee.
- To be responsible for the allocation and management of resources required for project implementation.
- To coordinate and mobilize members, encouraging active participation and teamwork in the execution of project tasks.
- To closely monitor and supervise all project activities for timely execution.

Duties of the Editor in Charge

- The Editor in Charge shall be primarily responsible for all editorial and publication-related activities under the IAAS Bangladesh IUBAT Local Committee.
- To provide full support to the RPDO and the VDC in all publication-related initiatives.
- To play a leading role in the editing, designing, and formatting of all materials published by IAAS Bangladesh IUBAT, including but not limited to booklets, magazines, newsletters, research papers, and official documents.
- To ensure close monitoring and supervision of the entire publication process to guarantee quality, accuracy, and timely release.
- To be responsible for the promotion and dissemination of all publications, ensuring their effective online circulation among all members.

Duties of the Human Resource Manager

- The Human Resource Manager shall work in coordination with the Membership Officer (MO) to promote the development and advancement of General Members within the IAAS Bangladesh IUBAT Local Committee.
- To assist the Membership Officer in the planning and execution of General Member recruitment activities.
- To be responsible for creating and regularly updating the General Member database.
- To act as a primary liaison in ensuring General Members receive access to all facilities, benefits, and opportunities provided by the LC.
- To receive and review all complaints, requests, or disciplinary issues involving General Members, including violations of organizational policies, and shall report such matters to the Executive Board (EB) and Control Board (CB) for further action.

- To support the LC in the planning and implementation of skill development sessions and programs for the capacity building of General Members.

Duties of the Executive Member (Male & Female)

- Two individuals, one male and one female, shall be appointed to the post of Executive Member and shall serve as constant associates to the Local Director in carrying out committee responsibilities.
- To serve as constant associates to the Local Director, assisting in all official duties, meetings, and activities of the leadership team.
- To assist in the drafting and preparation of official documents, plans, and administrative records under the direction of the Local Director.
- To support the dissemination of committee benefits and opportunities to General Members, ensuring inclusive access and participation.
- To assist in the implementation of events and initiatives, actively contributing to coordination and execution.
- To uphold and promote gender-inclusive participation, ensuring equitable representation in all programs and activities of the Local Committee.

Duties of the Finance Team Members

Duties of the Finance Manager

- To assist the Vice Director of Finance in the preparation of the Annual Budget for the Local Committee and in conducting the annual and semi-annual financial reports and audits.
- To oversee and maintain accurate records of all expenses and receipts, ensuring all financial documents are properly collected, organized, and preserved.
- To support the planning of event budgets, including preparation of sponsorship and fundraising budget proposals as needed.
- To ensure regular communication with other departments regarding budget allocations, financial obligations, and fund utilization.

Duties of the Finance Database Officer

- To build and maintain the Finance Database of the Local Committee, ensuring it is regularly updated and securely stored.



- To track all income, expenditure, membership fees, and fundraising contributions and enter them accurately into the database.
- To generate periodic financial data reports as requested by the Vice Director of Finance for audit or administrative purposes.
- To support the documentation and digital archiving of all receipts, vouchers, and financial records in coordination with the Finance Manager.
- To maintain accurate financial records of all project-related funds.

Duties of the Assistant Finance Officer

- To assist in the collection of monthly fees from EB, CB, and QB members, ensuring transparency and timely deposits.
- To support the collection of annual membership fees from General Members during recruitment, and membership renewal fees after one year of enrollment.
- To help coordinate fundraising activities, managing logistics, tracking contributions, and ensuring proper fund recording.
- To aid in the monitoring and proper maintenance of the IAAS LC bank account, under the guidance of the Vice Director of Finance.

Duties of the Assistant Documentation Officer

- To assist in the collection, documentation, and preservation of all financial records, including receipts, expense logs, and payment confirmations.
- To ensure all financial documentation is properly organized, categorized, and easily accessible for internal review and audit purposes.
- To support the preparation of financial reports by providing necessary documents and ensuring all files are up to date.
- To maintain coordination with the Finance Manager and Finance Database Officer in order to verify and validate financial data entries.

Duties of the External Relations Team Members

Duties of the Sponsorship Officer

- To identify, approach, and engage potential sponsors from corporate, academic, and social sectors for supporting events, publications, and special initiatives of the Local Committee.



- To prepare comprehensive sponsorship proposals and financial budget plans, customized to align with the interests and objectives of target sponsors.
- To negotiate terms of sponsorship agreements, ensuring mutual benefit and long-term partnership potential, subject to review and approval by the Executive Board.
- To maintain accurate and up-to-date records of all sponsorship deals, including communication logs, signed agreements, and fund disbursement timelines.
- To submit post-event sponsorship reports to all sponsoring entities, including visibility metrics, acknowledgments, and utilization breakdowns.

Duties of the Media Partnership Officer

- To establish formal media partnerships with print, digital, and broadcast media outlets for promoting IAAS Bangladesh IUBAT events and campaigns.
- To prepare and propose media coverage plans outlining press release schedules, interview opportunities, event highlight priorities, and branding placements.
- To negotiate and finalize media contracts for televised or streamed coverage of major events, subject to approval by the Vice Director of External Relations.
- To ensure consistent and accurate representation of IAAS branding and messaging across all partnered media content.
- To compile and preserve all media coverage records, including press releases, video footage, news links, and publication clippings, for documentation and reporting purposes.

Duties of the Study Abroad Program Coordinator

- To research and build partnerships with international education agencies, scholarship bodies, and academic institutions offering study-abroad opportunities.
- To develop and implement Study Abroad Orientation Programs, exchange briefings, and resource sessions tailored for student members.
- To assist students with verified information on application processes, eligibility criteria, visa procedures, and institutional reputations.
- To facilitate collaborative programs or MoUs with study-abroad organizations for internships, short courses, or academic mobility.
- To maintain a structured database of study-abroad contacts, opportunity timelines, alumni feedback, and program outcomes.

Duties of the Liaison Officer for NGOs

- To actively identify and establish mutual cooperation opportunities with local and international NGOs, development agencies, and youth organizations.
- To draft and propose partnership frameworks or MoUs, ensuring alignment with IAAS's goals and the partner organization's mission.
- To coordinate joint events, outreach campaigns, or knowledge-sharing platforms in partnership with NGOs on topics such as agriculture, sustainability, education, and innovation.
- To represent IAAS Bangladesh IUBAT in NGO consortium meetings, youth consultations, and collaborative platforms as designated.
- To document all NGO engagements, meeting notes, partnership proposals, and progress reports for internal use and future reference.

Duties of the Project Manager

- To work in constant collaboration with the RPDO to ensure effective planning, coordination, and supervision of all project management activities.
- To assist in the preparation of project budgets and take necessary steps for resource allocation in accordance with approved financial guidelines.
- To support the RPDO in the execution of project implementation plans, ensuring that timelines, objectives, and deliverables are met.
- To contribute to the preparation and periodic updating of project guideline booklets, including documentation for both new and ongoing projects.
- To mobilize human resources and materials necessary for project execution, ensuring the availability and coordination of team members and resources.

Duties of the Partnership Documentation Officer

- To prepare, draft, and format all Memoranda of Understanding (MoUs), partnership letters, and collaboration agreements in line with organizational protocol.
- To maintain a centralized and secure archive of all signed partnership documents, including versions, amendments, and expiration timelines.
- To ensure legal and procedural compliance in all documentation related to external partnerships, in consultation with the Executive and Control Boards if required.

- To assist all External Relations team members in the review and editing of external communication, proposals, and institutional agreements.
- To prepare and submit periodic partnership documentation summaries and status reports to the VDER for evaluation and strategic planning.

Duties of the Exchange Team Members

Duties of the Database Officer

- To develop, maintain, and periodically audit a comprehensive and secure database of all local, national, and international exchange program stakeholders, including but not limited to academic institutions, research organizations, NGOs, and agro-based firms.
- To collect, verify, and categorize exchange-related data, such as participant records, host institution profiles, contact directories, and historical exchange reports, ensuring accessibility and reliability.
- To integrate data-driven insights into the planning and assessment of IAAS Exchange Programs, facilitating evidence-based decision-making for the Vice Director of Exchange.
- To collaborate with the Exchange Administration Officer in updating internal databases with logistical records of ongoing and completed exchange activities.
- To ensure data privacy, compliance with IAAS standards, and regulatory protocols regarding the collection, storage, and usage of sensitive or third-party information.

Duties of the Expro Promoter

- To identify, evaluate, and promote national and international exchange program opportunities through active communication with external organizations, including agricultural institutions, youth bodies, and research centers.
- To design and implement strategic promotional campaigns – digital and physical that raise awareness and increase student participation in IAAS Exchange Programs.
- To represent IAAS Bangladesh IUBAT in exchange-related conferences, fairs, and forums to establish partnerships and visibility in academic and professional circles.
- To prepare and distribute promotional materials such as brochures, program handbooks, and social media content aligned with IAAS branding standards.
- To collaborate with the Companies and Firms Coordinator in jointly marketing internship and training opportunities sourced through private-sector engagement.



Duties of the Companies and Firms Coordinator

- To initiate and formalize professional relationships with agricultural companies, agribusinesses, research-based enterprises, and governmental agencies for exchange-related collaboration.
- To conduct needs-based assessments of companies and organizations for identifying mutual areas of cooperation in educational visits, internships, and joint research initiatives.
- To draft, review, and assist in the negotiation of Memoranda of Understanding (MoUs), Letters of Intent (LoIs), and institutional agreements aligned with IAAS objectives.
- To facilitate communication between IAAS Bangladesh IUBAT and external firms, ensuring regular follow-up on active collaborations and exploring long-term engagement models.
- To prepare monthly reports on the status of corporate partnerships and submit strategic recommendations for future partnership development to the Vice Director of Exchange.

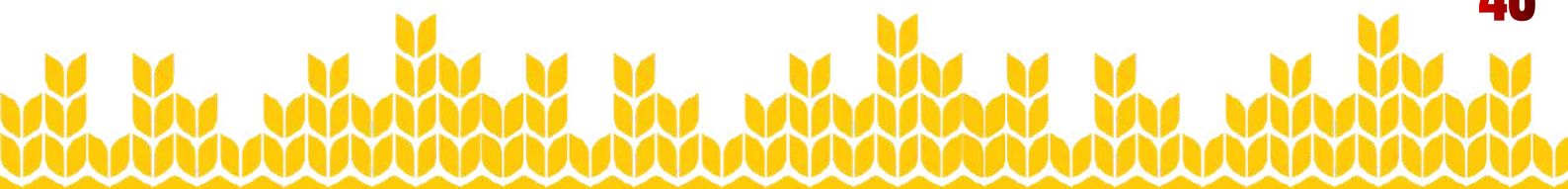
Duties of the Exchange Administration Officer

- To oversee the administrative workflow of exchange-related activities, including application processing, participant coordination, pre-departure briefings, and post-program evaluations.
- To maintain a master calendar of all exchange programs, educational visits, workshops, seminars, and internship opportunities, ensuring timely implementation.
- To draft and update operational manuals, guidelines, and policy documents for IAAS exchange and internship programs in alignment with global IAAS standards.
- To provide administrative support in coordinating meetings, maintaining documentation, and ensuring compliance with procedural requirements for both domestic and international exchanges.
- To coordinate with the QB Database Officer to ensure all administrative records are accurately archived and retrievable for institutional reporting and audit purposes.

Duties of the Communication Team Members

Duties of the Communication Team Members

- To ensure effective liaison with university students, stakeholders and external communication points.
- To disseminate relevant opportunities from IAAS Bangladesh IUBAT, IAAS Bangladesh and



- IAAS World to members.
- To coordinate local outreach campaigns aligned with institutional goals.
- To maintain consistent internal networking to strengthen member bonding.

Duties of the Social Media Manager

- To manage and update all official social media platforms in line with IAAS branding guidelines.
- To schedule, monitor, and evaluate social media campaigns to increase reach and engagement.
- To ensure timely publication of announcements, achievements, and press releases.
- To collaborate with content and design teams for creative consistency.

Duties of the Content Writer

- To produce accurate, engaging, and grammatically sound written content for official platforms.
- To prepare event descriptions, captions, press releases, and newsletters as required.
- To align content with IAAS values, messaging, and scientific tone.
- To revise and proofread all written materials for clarity and impact.

Duties of the Content Creator

- To conceptualize and produce multi-format content that supports outreach and awareness.
- To develop creative ideas aligned with IAAS objectives and campaigns.
- To support social media strategy with trend-based, educational, and event-specific content.
- To ensure originality and relevance in every piece of content produced.

Duties of the Content Manager

- To oversee the curation, scheduling, and organization of all content assets.
- To ensure content meets branding and communication objectives across platforms.



- To maintain a structured content calendar in coordination with the VDC.
- To review and approve content drafts before final publication.

Duties of the Graphics Designer

- To design visually consistent promotional materials in adherence to IAAS branding guidelines.
- To create templates, posters, brochures, and digital graphics for events and campaigns.
- To collaborate with writers and managers for integrated visual messaging.
- To maintain an organized digital archive of all graphic materials.

Duties of the Videographer

- To record, capture, and document events, interviews, and media materials in high quality.
- To coordinate video production logistics for both field and studio environments.
- To ensure technical quality in lighting, sound, and framing during shoots.
- To preserve raw footage for future documentation or editing purposes.

Duties of the Video Editor

- To edit and produce high-quality videos for social media, reports, and promotional use.
- To align video output with IAAS communication tone and branding standards.
- To insert graphics, subtitles, voiceovers, and animations as necessary.
- To deliver finalized videos within stipulated deadlines and formats.

Duties of the Voice Artist

- To provide professional voiceovers for educational videos, event announcements, and presentations.
- To maintain clear diction, appropriate tone, and consistent audio quality.
- To collaborate with editors and content creators to ensure narrative flow.



- To support multilingual delivery when applicable for wider reach.

Duties of the Web Development Manager

- To develop, manage, and maintain the IAAS Bangladesh IUBAT official website.
- To ensure the website is updated with accurate content, event information, and media.
- To provide seamless access to digital services for members and visitors.
- To implement data security, user experience optimization, and technical troubleshooting.

Authority

All decisions regarding the recruitment, total number, and designation structure of the Quality Board (QB) shall be vested in the Executive Board (EB) of the IAAS Bangladesh IUBAT Local Committee. The EB reserves the right to increase or decrease the number of positions within the Quality Board as deemed necessary for operational efficiency. Notwithstanding any other provision, the Quality Board shall not be constituted with fewer than thirty (30) members at any given time.



Specialized Units

Specialized Units shall refer to internal specialized bodies established under the supervision of designated Executive Board Members of IAAS Bangladesh IUBAT Local Committee, with the purpose of ensuring effective execution of specialized functions and promoting operational efficiency within the Local Committee structure.

The following Specialized Units shall be established under the authority of the respective Board Members of the IAAS Bangladesh IUBAT Local Committee:

1. **Faculty Coordinators Panel**, under the supervision of the Local Director.
2. **Documentation Unit**, under the supervision of the Head of Control Board
3. **Human Resource Development (HRD) Unit**, under the supervision of the Membership Officer
4. **Project and Planning Unit**, under the supervision of the Research and Project



All units shall be constituted under the jurisdiction of the five Executive Board (EB) members of the Quality Board (QB), with direct supervision vested in the respective Executive Boards (EB) and Control Boards (CB).

Members of each specialized unit shall be appointed from general members and quality board members based on their motivation, dedication, and specialized skills in the relevant areas. Appointments shall be made through a review process led by the respective supervising officer.

Each specialized Unit shall consist of specific positions that contribute towards the achievement of specific goals and objectives set by the association's leadership.



Faculty Coordinators Panel

AIM:

To strengthen relationships between the association and the university faculties, ensuring seamless collaboration in academic and co-curricular activities.

ACTIVITIES:

- Liaising with faculty members for academic support.
- Coordinating association activities within academic departments.
- Facilitating faculty engagement in association events and initiatives.
- Organizing joint academic projects and seminars.
- Managing internal communication between faculty advisors and the association.

POSITIONS:

1. Faculty Liaison Officer.
2. Academic Project Coordinator.
3. Administrative Officer.

Documentation Unit

AIM:

To ensure systematic documentation of all association activities, maintain official records, and safeguard organizational history through accurate and timely reporting.

ACTIVITIES:

- Preparing and preserving minutes of meetings and official monthly reports.
- Managing archival records of all events, workshops, and official proceedings.
- Collecting and compiling publications, newsletters, and media releases of the association.
- Ensuring proper filing and classification of documents in both physical and digital formats.
- Coordinating with other units to gather relevant documentation.
- Preparing official certificates, letters, and necessary documentation for association programs and member recognition.

POSITIONS:

1. Documentation Officer.
2. Centerl Database Officer
3. Record Management Coordinator.
4. Publication and Archive Assistant.



Human Resource Development (HRD) Unit

AIM:

To foster the personal and professional development of members through training, mentorship, and internal capacity-building initiatives.

ACTIVITIES:

- Organizing leadership and soft-skills training sessions.
- Conducting mentorship programs.
- Coordinating onboarding processes for new members.
- Hosting team-building activities and workshops.
- Facilitating communication and feedback among members.

POSITIONS:

1. Onboarding Specialist.
2. Training Coordinator.
3. Mentorship Program Designer.
4. Seminar and Workshop Coordinator.
5. Skills Development Officer.

Project and Planning Unit

AIM:

To design and plan strategic initiatives, projects, and research-related activities that align with the association's mission and objectives.

ACTIVITIES:

- Developing project proposals and implementation plans to support organizational goals and ensure effective program execution.
- Designing research-based programs and field activities focused on practical learning, community engagement, and knowledge dissemination.
- Coordinating funding and resource allocation for projects.
- Monitoring and evaluating project outcomes.
- Collaborating with external partners for joint research initiatives.

POSITIONS:

1. Project and event Planner
2. Research Coordinator
3. Field Activity Organizer
4. Resource Manager
5. Monitoring and Evaluation Officer





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