



International Association of Students  
in Agricultural and Related Sciences

# **START-UP** GUIDE

# Get to know

The structure of IAAS World

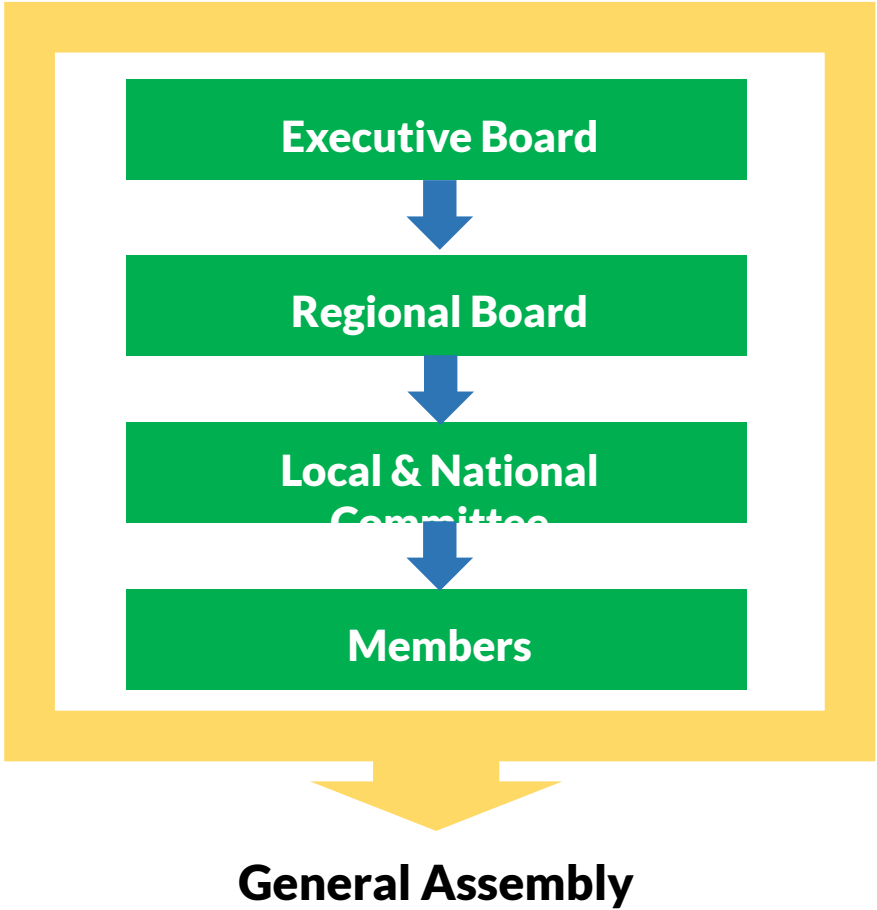


Our members are the foundation of our association. IAAS members are active in their Local Committee. If a country has only one Local Committees, this committee is the National Committee. If a country has several Local Committees, then one National Committee is working with all the Local Committees and organizes National Meetings. National Committees are encouraged to organize national and international activities in order to engage with the students from the whole IAAS network and fulfill the duties according to the mission of IAAS World.

All the National Committees are divided into 5 regions: Africa, America, Asia-Pacific, Europe, and MENA. Every region has its own default positions: Regional Director, Regional Exchange Coordinator, Regional Communication Coordinator, Regional Project Coordinator, Regional Finance Coordinator, and Regional External Relations Coordinator.

The Regional Boards bridge the National Committees and the Global Executive Board. The EB or Executive Board exists of a Global President, Global Vice President of Communication, Global Vice President of Exchange, Global Vice President of External Relations, and Global Vice President of Finance. Finally, the work of the EB is also supervised by the Global Control Board or CB in short.

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





# How to start

Your IAAS Committee in your country?

# Imagine as a tree.

Start with a group of interested students



**PLANT**

Get in contact with **IAAS World**



**GROWTH**

Fill in Application form and Develop your start-up plan



**STRONGER**

Attend the International IAAS Events



**BIGGER**

Organise International IAAS Events & Projects



**DEVELOPED**



# Membership

In IAAS, countries are members instead of every single committee in the country. There are 5 different categories of members in IAAS:

- Full Member
- Candidate Member
- Correspondent Member
- Honorary Member
- Frozen Member

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

## CORRESPONDENT MEMBERSHIP

Correspondent membership includes individuals or associations pursuing the same goals as IAAS and, therefore, in close contact with IAAS World. A Correspondent Member has the following rights:

- Participation in meetings, seminars, and other activities organized by IAAS members for a 50% higher fee
- Being added to the IAAS emailing lists.

## CANDIDATE MEMBERSHIP

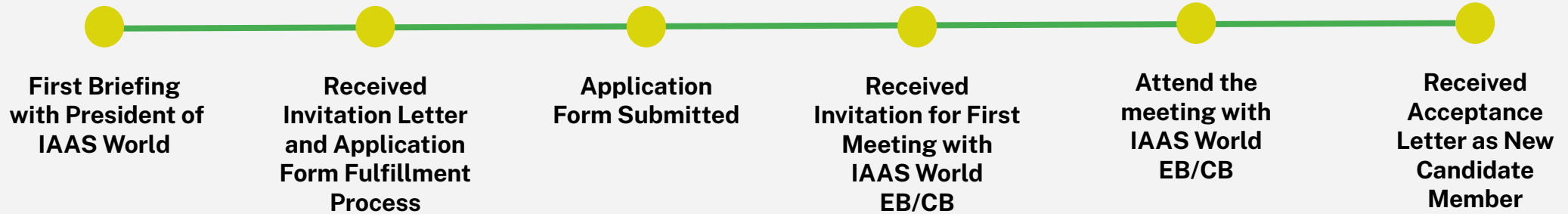
A Candidate Member country should have the intention to apply for full membership. **A country can only stay a candidate member for two years.** Therefore, an application for full membership needs to be handed in for voting at the General Assembly at least two years after the country has gained the status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

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

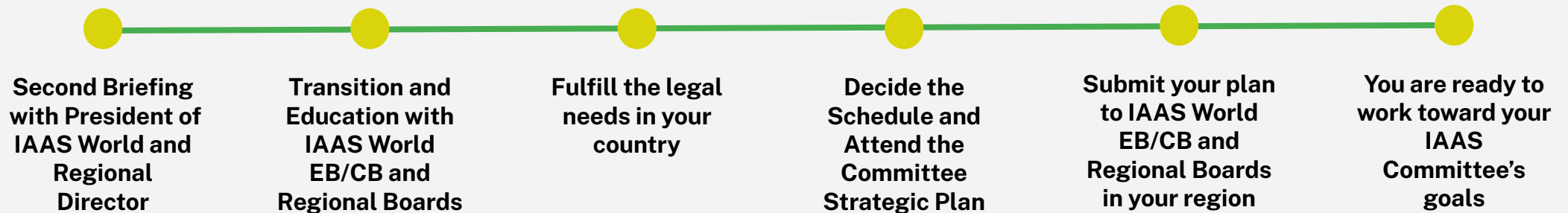
**Let's craft your  
new committee!**

# Application Timeline

## Phase 1



## Phase 2





# Application Checklist To-Do

- ❑ Receive an Official Invitation Letter from the President of IAAS World.
- ❑ Create a foundational team that meets the structure and positions needs.
- ❑ Plan to gather and find motivated students in your university.
- ❑ Take a group photo of your IAAS team.
- ❑ Create an IAAS committee logo of yours.
- ❑ Fill out and submit the New Committee Candidate (NCC) Application Form.
- ❑ Receive an Official Invitation Meeting from the President of IAAS World.
- ❑ Prepare a short presentation about your newly IAAS Committee.
- ❑ Attend the IAAS World Executive and Control Board Meeting meeting to present your new committee.
- ❑ Receive the Official Acceptance Letter from the President of IAAS World.

# Crafting your Team

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

- National Director **(MUST)**
- National Vice President of Exchange **(MUST)**
- National Vice President of Communication **(MUST)**
- National Vice President of External Relations **(CAN BE MERGED WITH NVPE)**
- National Vice President of Finance **(MUST)**
- National Vice President of Project and Science **(MUST)**
- National Vice President of Human Resources **(CAN BE MERGED WITH ND)**

These positions are crucial and must be available in order to deliver excellent organizational development at the beginning of your IAAS committee. Usually, the committees have elections for all of the positions. *In case you don't have any other person to take the rest of the position, you can merge the position that is still vacant with another position as mentioned (For example: National Director with VP Human Resources).* **Feel free to contact [president@iaasworld.org](mailto:president@iaasworld.org) if you need assistance with changes in those positions.**

Suppose you want to have more than one committee. In that case, you can create a **Local Committee** with positions that we already stated beside.

When you structure your committee, you always need to consider the laws of your country. Some countries have laws governing the structuring and registration of associations, so it is important to inform yourself about those.

# Ideal Organizational Structure.



# Job Description for each positions.

## National Director

- Responsible for furthering the objective of the association with their country.
- Responsible for managing all information about the association to the committees in their country.
- Responsible for the strategic creation, monitoring, and coordination of all association activities within their country.
- Responsible for any representation of their committee in any important external engagement activities with other organizations and partners as an official representative.
- Keep the Global Executive Board and the Regional Board continuously updated about the committee addresses and changes in the National Committees.
- Responsible for submitting the country report to the Regional Board three weeks before the start of the World Congress.
- Responsible for ensuring the membership fee of their country are paid in time.
- Responsible for the transition process to the next ND and providing proper transition, knowledge management, and handover documents.
- Responsible for ensuring the country page of their country at [iaasworld.org](http://iaasworld.org) is updated.
- Responsible for keeping the legality of their committee (depends on each country's regulations. An IAAS committee should hold an NGO status in their country.)

## National VP of Finance

- Manage the finances of the National Committee.
- Manage annual budgets, including all the revenues and the expenditures that took place during the year per category, and propose a budget for the following year.
- Establish a bookkeeping system where all the financial transactions are noted and archive each object and service bought or sold invoices.
- Ensure the annual Membership Fee (MF) can be paid.
- Implement and ensure the Finance Standard's implementation.
- Assist the National Vice President of Partnerships in finding financial sponsors and partners or do this himself if there is no National Vice President of Partnerships.
- Inform the Regional Finance Coordinator of their activity in a written form when requested quarterly (every 3 months).
- Promote the Development Fund and organize activities to fundraise for the Development Fund in that country.
- Responsible for the transition process to the next National VP of Finance and providing proper transition, knowledge management, and handover documents.

## National VP of Exchange

- Manage the Exchange Program operations in the National Committee.
- Responsible for the management of the Exchange Program application process for both incoming and outgoing applicants with the synergy of Local VP of Exchange and Regional Exchange Coordinator.
- Responsible for seeking and establishing Hosting Places (the internship provider) in their committee and updating the number of recognized Hosting Places that are partnered with their IAAS committee to the Regional Exchange Coordinator.
- Responsible for managing the relationship with the Hosting Places to ensure the availability of the internship opportunity over time.
- Responsible for promoting the Exchange Program opportunities both physically and digitally through National or Local IAAS Social Media with the synergy of National VP of Communication or by creating board members responsible for the marketing and promotional of IAAS Exchange Program.
- Responsible for the transition process to the next National VP of Exchange and providing proper transition, knowledge management, and handover documents.

## National VP of External Relations

- Manage the external relations and partnership activities within their committee.
- Responsible for the fundraising activities of the association with the support of the National Vice President of Finance.
- Responsible for sponsors' attraction plan, grant seeking, and foundations fund-seeking with the support of the National Vice President of Finance.
- Cooperate and help local committees attract sponsors for any IAAS programs and events.
- Responsible for documenting and maintaining the database for partners and sponsors for their National committee.
- Assist committees in preparing partnership documents for any IAAS activities if requested by the committee.
- Responsible for keeping in contact with other like-minded NGOs where the committee can engage with them to provide broad exposure for IAAS.
- Responsible for representing IAAS in their committee with or without National Director whenever needed.
- Responsible for synergizing with any stakeholders in National Committee to support the partnership and sponsorship of any IAAS programs and events in their committee.
- Responsible for the transition process to the next National VP of External Relations and providing proper transition, knowledge management, and handover documents.

# Job Description for each positions.

## National VP of Project & Science

- Responsible for the project management and development in their committee, including IAAS Global Projects (Women in Agriculture, No Food Waste, Village Concept Project) and any other national project initiatives with the assistance of the Global Project Development and Operations Quality Board under the President of IAAS World.
- Responsible for organizing IAAS Scientific Events in any format such as conferences, webinars, lectures, and any other methods with the assistance of the Global Scientific Event & Program Quality Board under the President of IAAS World.
- Manage and assist the Local VP of Project & Science
- Develop the programs and innovations regarding agriculture and related sciences on the national level.
- Responsible for the monitoring and evaluation of the programs in their committee, including their local committees.
- Responsible for the transition process to the next National VP of Project and Science and providing proper transition, knowledge management, and handover documents.

## National VP of Communication

- Responsible for establishing communication and marketing operations of IAAS on the national scale.
- Responsible for managing and maintaining any IAAS national committee communication platforms such as national website and social media platforms.
- Maintain the communication and accountability with the Regional Communication Coordinator and Global VP of Communication.
- Implement the excellent practice of IAAS branding according to the IAAS Brand Book on any platform.
- Responsible for educating the Communication and Marketing Knowledge in IAAS such as Quality Board of Communication, Local VP of Communication, and their Local Member in their committees.
- Responsible for submitting monthly activities report of their committees to the Global VP of Communication for Annual Review and Bi-Monthly Newsletter purpose.
- Collaborate with other National VPs to produce necessary communication and marketing materials for any purposes.
- Manage the global campaign of IAAS to be implemented at national and local level according to the direction of the Global VP of Communication.
- Responsible for the transition process to the next National VP of Communication and providing proper transition, knowledge management, and handover documents.

## National VP of Human Resources

- Responsible for monitoring the human resources management of their IAAS committee by implementing the IAAS Human Resources Management Guidelines at the national level.
- Responsible for managing the implementation and coordination of IAAS Human Resources Management to the Local VP of Human Resources.
- If the national committee doesn't have any Local Committee yet, the implementation of IAAS Human Resources Management should be implemented and coordinated at the national level.
- Responsible for membership recruitment, membership onboarding, and membership development.
- Ensure the membership retention of their committee in order to keep the continuity of their committee for the next generation of the national and local committee.
- Responsible for providing necessary capacity-building, training, learning, and development program to support the membership development in their committee.
- Facilitate the implementation of members' personal development plans to ensure the member leadership development throughout their journey in IAAS.
- Responsible for the transition process to the next National VP of Human Resources and providing proper transition, knowledge management, and handover documents.

# Tips on developing your new committee

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

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

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

Seek support and assistance from another experienced country committee in developing their committee. You can grow your international relations with them immediately.

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

Start any IAAS Global Projects or Scientific Events by asking assistance to the Global EB of IAAS World.

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

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

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

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



# Membership Fee

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

As a Correspondent Member or Candidate Member, you don't pay for membership. When National Committee becomes a Full Member (maximum two years after becoming a Candidate Member), a yearly Membership Fee needs to be paid.

This Membership Fee is based on the World Bank Rankings of a country's economic status. All member countries are divided into six financial categories. The countries with the relatively lowest national income will pay the lowest Membership Fee. In IAAS, countries in category A will pay the lowest Membership Fee until the last category, called category F, will pay the highest Membership Fee according to World Bank Rankings. And the category B, C, D, and E are between A and F. In addition, the amount of Membership Fee depends on how many Local Committees (LC) exist in that country.

Next to the Membership Fees, individual IAAS members will need to travel too and participate in meetings, seminars, and others IAAS international activities. To make our important international events more accessible for members of A and B Category Countries, IAAS started the Development fund where members from these countries can apply for funding from IAAS.

NB: Country categories are determined by the GNI per capita of your country, please note that the only source of relevant information for this matter is the website of the World Bank Organisation using the Atlas method in current US\$: <https://data.worldbank.org/indicator/NY.GNP.PCAP.CD?view=map>

| Country Category | Membership Fee (€)                  |
|------------------|-------------------------------------|
| A                | 0                                   |
| B                | $150 + 10 \times (N^{\circ}LC - 1)$ |
| C                | $250 + 10 \times (N^{\circ}LC - 1)$ |
| D                | $350 + 10 \times (N^{\circ}LC - 1)$ |
| E                | $400 + 10 \times (N^{\circ}LC - 1)$ |
| F                | $450 + 10 \times (N^{\circ}LC - 1)$ |

| Category                                       | A                         | B                                     | C                                      | D                                       | E                                       | F                          |
|--|---------------------------|---------------------------------------|--|---|---|----------------------------|
| According to the IAAS Constitution and By-Laws | GNI per capita < 1000 USD | GNI per capita $\geq$ [1000:7940] USD | GNI per capita $\geq$ [7940:18640] USD | GNI per capita $\geq$ [18640:33690] USD | GNI per capita $\geq$ [33690:53190] USD | GNI per capita > 53190 USD |

# Benefits of joining IAAS



## **Activating Leaderships**

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



## **Solution Oriented**

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



## **Exchange Knowledge**

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



## **Global Mindset**

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



## **Personal Development**

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



## **Networking and Connection**

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

# Our values



## Thrive for Excellence

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



## Team Focused

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



## Innovation

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



## Leadership

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



## Diversity

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



## Sustainable Action

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

# Acknowledgement



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2021/2022

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If you have any questions, please send them to the President and VP  
Communication email at once.