



HOW TO GET YOUR MO STARTED

Have you just been accepted as a new MO (Member Organization), and are you maybe a little bit lost? Don't worry - the MOD team gives you some advices for your first steps!

Build a strong team

It is lot of work to build, organize and run a new association in a school and you will need some people to help you. Maybe for the moment you just have in your board a president and an EO... Start to make it bigger and share tasks. Find some students who want to be involved in something, who are interested in sharing with other students all over the world and point out IVSA advantages like internship abroad.

What positions should there be in a MO?

It's compulsory to have at least a President and an Exchange Officer + one extra person when starting a new MO. Apart from that, there are some other official positions that are nice to have when forming the board of your MO. These are:

- Vice President
- Junior EO
- Secretary
- Treasurer
- Information or public relations coordinator
- Sponsorship director
- Event manager

If a lot of people are motivated to have an official position within your MO, you can always make new positions. Once a year your MO should have elections, where all of your members will elect the official members of the board.

What does the President do?

You have to manage your team, be sure that everyone in your team does their job and coordinate the different members of your team. You also have to have an overview of everything going on in both your local MO as well as in IVSA Global.

Very important is it, that you're also responsible for being in contact with the MOD and ExCo together with the the EO of your MO. This is mainly done through the official email account, so make sure to link this account to your MOs email account.





Apart from that, you also have other tasks including, but not limited to:

- Be part of the Facebook page: "IVSA EOs & Presidents" for the current year.
- Check your official email often!
- Make sure that the membership fee gets paid.
- Be aware of what's going on in your MO and try to activate your members.
- Attend the IVSA Congress and Symposium and participate in the General Assemblies. If you're unable to attend these events, please encourage other members of your MO to attend.
- Keep yourself updated about international events, opportunities and benefits your members can get through IVSA, and spread your knowledge about all of this to your members.
- Contact your school administration and try to get some help from them.
- Make sure that the handover of all the official positions runs smoothly at the end of your term. You especially have to make sure that the new president and EO have access to the official email account.

What does the Exchange Officer (EO) do?

You are the first person other MOs may contact, in order to do an exchange with your MO, or to ask information about internships, externships and individual exchanges.

You're also responsible for being in contact with the MOD and ExCo together with the the President of your MO. This is mainly done through the official email account, so make sure to link this account to your MOs email account.

Apart from that, you also have other tasks including, but not limited to:

- Be part of the Facebook page: "IVSA EOs & Presidents" for the current year
- Check your official email often!
- Read and spread the EO bulletin to the members
- Contact other EOs to organize exchanges and be the chief coordinator of the exchange (even though you're not part of the exchange)
- Help and answer other EOs, when they need help organizing an individual exchange in your country.
- Write and send in EO reports when asked to do so by the MOD

And what about the other officials?

Apart from working together on the board, helping each other out, promoting IVSA and attending international events, some of the more specific tasks are:





- The secretary is the one in charge of taking notes during the board meetings and publish the minutes afterwards.
- The treasurer has to pay the fee to IVSA and is in charge of all the finances.
- The information/public relations coordinator should promote to all the members the different upcoming events organized by the local MO as well as international events.
- The sponsor director has to work on finding sponsors! If you need help with doing so, please email the External Relations Organizer (externalrelations@ivsa.org).

What kind of local events can your MO organize?

It's always appreciated when you post on the FB page what your MO is doing; tell us that you're existing and active and inspire other MOs to be active as well!!

Here are some ideas on what kind of events your MO can organize:

- Lectures and conferences related to for example some of the official IVSA committees: One Health, student wellness, animal welfare... (this is just ideas)
- Parties (always a good way to get known and meet people and get new members)
- A "live" or "silent auction" to raise money
- A lottery or raffle to raise money
- Movie Nights, you can for example show documentaries, relevant for veterinary medicine, and discuss them afterwards
- DogWash
- Fundraising events
- Group exchanges
- Challenges started by the other MOs or the MOD Team
- Participate in events like the Rabies Day, Animal Welfare Week, Stop TB and Antimicrobial Resistance week.

Get new members

You need a great team to organize everything but you also need members to be a real association. The most important thing is to show to your future members what IVSA can offer them. Point out the fact that it is an international association, a great opportunity for internship abroad or group exchanges with foreign vet students and also an association that want to improve veterinary education. And anyone can be involved in it! Make a presentation about IVSA for all your students; you can add to this a lecture with an





interesting topic to attract more people. And don't forget to do it for the first years each year. It's a good thing to keep your MO active.

How to raise money?

Without money, your MO will have a hard time arranging events. Therefore, we're now providing you with some ideas on how to raise funds:

- Ask all your members to pay a small fee to be part of the association. This can be a *onetime fee or an annual fee*, and it should be based on several factors, including the number of members, the fee your MO is paying IVSA Global, the membership benefits etc.
- Ask your faculty for support.
- Create IVSA merchandise that can be sold at your school: mugs, totebags, shirts...
- Find sponsors! If you need help with doing so, please email the External Relations Organizer (externalrelations@ivsa.org)
- Organize a bake sale, raffles with sponsored prizes, parties with a small entrance fee, movie nights, auctions etc... BE CREATIVE!

Communication

Here are some tips and advices regarding communication.

- Communication between board members:
 - We advice to have board meetings once a week, once every 2 weeks, or once a month. You'll soon find out how often your MO needs it.
 - Give all the board members (or at least the president and EO) access to the gmail account.
 - When creating a gmail account for your MO, you also get a google drive connected to it. Use this google drive to share all important documents with all of the board members. This is really helpful for the entire board!
 - Create a FB group or WhatsApp group for all the board members.
- Communication between the board and the members:
 - Perhaps the easiest way of communication is to have a FB group with your members. Here you can share all information about events etc.
 - For some events it might be more efficient to communicate through email.
 - You can also organize meetings with your members as frequently as you judge it necessary.





- Another option is to open your board meetings to all of your members and let them express their opinion.
- Communication between the current board and the upcoming one:
 - This is a key point that is frequently neglected, but it is very important! Tell the upcoming board everything you know, make sure they get access to the email account and all the documents you have on your drive.
 - In the first weeks after your handover, make sure that you are available to the new board and help them if they have any problems.

Get support from your school

If your dean and professors support you, your life will be way easier. Your association will seem bigger and more legit this way. It might also open up for some possible sponsorship. If you are afraid to contact your Dean or professors all by yourself, contact the MOD and ask for a letter of support from the global IVSA board. This letter will include some general information about IVSA as well as how the school and students benefit from the IVSA membership.

Attend international IVSA events

Participating in an IVSA Symposium or Congress is a really good way to keep your MO active and learn more about IVSA. Even though you may think those events are short in the scale of the whole year you won't believe how much you can learn within those one or two weeks!

Meeting students from different countries during these events provides a great opportunity to discuss your MO, your struggles, exchanges you want to set up, or events you are organizing with other MOs. It's also the best way to be aware of what IVSA global is doing and how you can be more involved in it.

What now?

All of this is just a short introduction, meant to help you organize and activate your MO. There is not only one way to organize it and do stuff, and if you have a different way of doing things and make it all work, keep it this way and don't hesitate to tell your MOD or secretaries how your MO is organized; it may help other MO's as well. We're spread all around the world and some regions may deal with similar problems or have similar ways of doing things. We're all part of this big family and it's our unity. But we don't forget that





we're all very different.

IVSA is a wonderful and helpful association, united across borders, religions and political views. We're here to prove that differences should not be a wall raised between people, but a source of inspiration to open our minds as students, and improve and expand our knowledge as future veterinarians.

Everything has a beginning, so be patient and don't be afraid to think big (but be realistic too). Keeping your MO active and getting new members might be frustrating sometimes because it doesn't go as you wish and you might struggle and face misunderstandings. Through all of this, you'll learn to deal with people, learn how to organize events and deal with unforeseen circumstances. And it will all be worth it in the end, because you will also get much more back from IVSA; friends from all over the world, insight into other cultures and other aspects of veterinary medicine, networking opportunities, opportunities to apply for grants and scholarships, the possibility to attend amazing international events and an extended family which means, that anywhere in the world you'll travel, you'll always have an open door and hug waiting for you!

Welcome on board guys!!

Nina Schmidt

Member Organization Director 2017-18

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