

International Ambassador & Opening a Chapter

Protocol and Standard Operating Procedures

MMISOP005 V1.0

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INTRODUCTION

Malaysian Medics International (MMI) was established in 2013 as a student-led organisation dedicated to providing a professional environment for Malaysian medical students to network, keep themselves updated with healthcare issues, and develop skills essential for their careers. Every year interested individuals studying in a specific country will aim to open a new chapter and potentially establish a new branch council. From 2015 till 2019 we have opened up new councils in Ireland, Russia, India and Australia. The success rate of gaining stability for each council depends on the leadership competency and availability. Russia and India Branch Council have both been dissolved in 2019 due to the lack of leadership capability in addition to their lack of response to the Executive Council. While no formal guidelines have previously been created to aid in establishing a new chapter or a branch council, many discussions have stem from interests and chance of a capable leader. This begs to question the sustainability of the chapter or the council in the long run.

The concept of “International Ambassador (IA)” have existed since the beginning of MMI. Again, while no formal guidelines have been established, the recruitment of IA remains arbitrary. The aim of every IA is to establish a new chapter. With stability and leadership capability, the chapter will grow to become a branch council.

RATIONALE

The rationale of this Standard Operating Procedure (SOP) is to establish the recruitment process of IA and how IA will play a role in setting up a Chapter, followed by a Branch Council.

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DEFINITIONS

Branch Council	A branch council is an official council led by a President, Vice President, Secretary, Treasurer, IT Director and Creative Director. Only the President and a Vice President of a Branch Council has a voting power in the Executive Council
Chapter	A Chapter serves to represent a community unofficially, without a mandate or a constitution, in a specific place (e.g a country). A Chapter has got no power of influence in the Executive Council. A Chapter is led by an IA.
Executive Council	Executive Council is the highest governing body of MMI. MMI's Executive Council is led by two (2) Co-Chairpersons. Co-Chairpersons serve to represent the entire organisation and will take precedence in all organisational operations.
International Ambassador (IA)	An ambassador representing a state or country that has not already been represented.
Pro-tempore	An unofficial term of service before officially taking up a role or position.

WHO MUST COMPLY WITH THIS SOP?

All interested members who intend to become an IA, or to start a new Chapter or Branch Council.

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STANDARD OPERATING PROCEDURE

INTERNATIONAL AMBASSADOR

Recruitment

1. A recruitment drive is set up by the Executive Committee in power, annually.
2. Interested individuals can sign up to be an IA of his/her university representing the state or country of his/her education.
3. If the country is already represented, internal succession will be carried out, with the discretion of the Executive Council.
4. If there are six or more individuals interested as International Ambassadors within the same state or country, they will be encouraged to set up a pro-tempore committee.
5. If there aren't enough individuals to set up a pro-tempore committee, a Chapter officially represented by an IA will be opted.

Role as IA

1. Managing membership
 - a. An IA's initial role is to first set up a network of individuals studying in the same region.
 - b. The IA will then play an integral role between MMI and the community.
 - c. It is the IA's responsibility to keep track of the members of the community.
2. The IA will share and promote MMI and its events or projects to members of his/her community. The community will then have the opportunity to benefit from these events.
3. The IA can apply to be a part of the organising team for MMI Executive Council's events, projects and advocacy.
4. The IA can organise projects and events that are well suited to the community.
5. The IA should aim for MMI's continuous growth and sustenance within his/her community.
6. The IA should send in a brief report by the end of the term, detailing the growth of MMI within his/her community and events/activities held, if any.

Length of Duty

1. The IA and the Executive Committee in power should discuss and agree on the length of duty during the official election of the IA.
2. The length of duty is typically one year.
3. All duties must complete by August when the Executive Council passes down to the next.
4. Succession of IA
 - a. The IA and the Executive Committee in power should discuss on the methods of succession and agree on it collectively.
 - b. Succession of IA is pivotal in ensuring the community is sustainable and exist in continuity.

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CHAPTER

Starting a New Chapter

1. A Chapter will essentially exist to represent a state or a country.
2. A Chapter does not have a fully functioning committee.
3. A Chapter is represented by the IA.
4. The IA will work with the Executive Council to run the Chapter.
5. A Chapter's most important role is to unite and provide support to the Malaysian medical community.
6. A new Chapter will have to first establish
 - a. A membership system – a list of members within the community. This will help form a sustainable community that will necessitate a social media platform (opening of a Facebook group/page for the community to exist in).
 - b. Country's profile – the Executive Council will serve to collect and record information of the country. The country's profile will help the Executive Council study and formulate a plan for an eventual Branch Council formation. **(Refer to Annex 1 – Country Profile and Chapter Opening)**

Regulations for Chapter

1. Every Chapter will be represented by an IA.
2. IAs are responsible to consistently update the Executive Council.
3. A General Meeting should be held once every 3 months with the Executive Council.
4. IAs cannot make decisions that will affect MMI's branding.

Succession of IA

1. Every Chapter will serve a term of 12 months, in accordance with MMI's succession timeline, which is September till the following August.
2. Every Chapter will have a planned timeline of succession.
3. IAs will have to recruit someone to replace them under the discretion of the Executive Council.
4. Incoming IAs will be inducted and introduced in the new Executive Council.

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Protocol Governance

Protocol Developer	Malaysian Medics International	
Protocol Creator	¹ Dr. Darien Liew Daojuin ¹ Low Wen Yan	
Creator's Position	¹ Co-Chair	MMI Executive Council 2019/2020
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Version	Approved By ¹	Revision Date	Description of Change	Revising Author
1.0	-	-	-	-

Protocol Review

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¹ This should fall under the Executive Co-Chair's jurisdiction.

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Annex 1 is a separate document. Kindly refer to Annex 1 to complete the chapter opening procedure.

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