



Viet Nam Medical Assistance Program

Tổ Chức Hỗ Trợ Y Tế Cho Việt Nam

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Responsibilities of Each Committee

1. General guideline

1.1. Why do we have committees?

In order to divide the work equally and get the work done more efficiently, we decided to divide our team members into different committees in charge of different projects. **It does NOT mean that only the people in one committee to do their assigned work without the whole team's help.** However, the idea is that we want individuals take a lead role in and be responsible for one topic of personal interest. The committee will present their ideas to the whole team. Then, the team will need to offer inputs and suggestions so that ideas can be executed by the whole team.

1.2. How do we form a committee?

Each committee is designed to train a team member on a specific aspect of medical mission work and for the member to show their leadership ability via committee's activities. We will ask team members to volunteer for a committee of their choice. The people in each committee will focus on getting specific tasks done. The committee members will work very closely with each other as a team. Everyone in the committee will share equal responsibilities in completing their tasks. However, committee members are encouraged to take step up and assume leadership roles. Suggestions for each committee will be provided by the Committee Advisor, but each committee reserves the right to designate their leaders and come up with how to complete their goals.

There will be times when one committee will have a higher workload than others. Thus, if you are under pressure, voice yourself to the Committee Advisor and/or the Board so that we can help you. We will expect all team members to lend a hand to support your teammates in different committees.

This year, team members do not have to participate in a committee. However, taking the leadership in a committee will make the committee's leaders eligible to

receive the LIGP grant. Thus, you need to explain it clearly in your application about your interest to take a leadership in a specific committee. After you are accepted into the mission team, you will then need to write a proposal for the LIGP grant on how you plan to operate your committee effectively.

1.3. Who will provide guidance for each committee and who do the committees report to?

A lifeline from VNMAP program will be assigned to help each committee to provide guidance and support for the committee members. We apply the committee-based system for the team. Committee members will work closely with your lifeline for any questions that you have regarding to your work and about the team in general.

Each committee has to report to your lifeline at least **once a month** about the progress of their work. Limited team conference calls and mass emails will be held or sent to the whole team. We want to make our email communication less overwhelming. If there is a decision that may affect the whole team and requires a team meeting, a committee has to inform your lifeline for further advice. A mass email should then be sent out. A conference call may be requested as needed.

2. Committees

2.1. Health Education Committee (2 people)

- Part of the goal in our trip is to provide health intervention programs for residents at where we serve. All team members are required to prepare a health topic to present. The committee members will work together with the whole team to coordinate different intervention programs.
- The committee will need to research for current health status of the people in Viet Nam and suggest different programs or ways to better provide the residents the information that they need. The topics of the intervention programs can be chosen from our researches and suggestions from the host organizations in Vietnam.
- After coming up with the topics, each team member will choose what topic they want to present. The committee will need to follow up with the team members to be sure that they are at the right page and provide them some information/resources that they may need.

- When we reach the deadline for educational programs, the committee will need to coordinate with the VNMAP Translation Team to translate the programs into Vietnamese so that we can present to the Vietnamese community.
- Also, the committee needs to coordinate with each team member to see what they will need to do their program so that we can prepare the tools that the members may need to full deliver their presentation. The committee may need to be available to travel to Vietnam one or two days before the whole team come to prepare for the program.
- Therefore, we prefer one member of this committee is bilingual and familiar with Vietnamese culture. The work of this committee will involve a lot of coordination with the whole team and keep a good record of the work progress. Participants in this committee will learn more about Vietnamese culture and health status of residents in the areas that we serve.

2.2. Health Survey Research Committee (2 people)

- In addition to provide health care, we also perform a health survey to assess the health status of the residents so that we can try to improve it. This committee will take care of writing the survey (a sample will be provided) and researching for the requirements from the participants' schools to get a permission to do the survey. The paperwork will include getting the approval from Institutional Review Board (IRB) in **ALL** professional schools that our members attend and the permission letters from the government agency at where we will conduct our research.
- The committee has to be sure all team members are qualified to do survey research in Vietnam which include getting HIPPA training, and other human subject trainings in working with human subject.
- Some tips: Writing the survey may not be a big task since we only need to modify what we have used before. However, the hardest part is to find a PI who will support us and become our research mentor on our IRB application. IRB application can be tricky sometimes for those who have never done it before, but can be learned in a reasonable amount of time.
- The application has to be submitted early to the IRB in the school from which the committee members go to.
- After the mission trip is complete, the committee members will need to work on the data and write a report to VNMAP about the result that we get from our survey research

- The committee also has to arrange to translate the survey into Vietnamese and print out the form before we start our mission.
- If you have experience in doing public health research, you should participate into this committee. At least one person in this committee is a medical student. Participants in this committee will learn extensively about public health issue in Viet Nam. They also learn how to conduct a public health research and analyze data to draw conclusions. Participants in the survey research will be co-authors in any of our publications in the future.

2.3. Travel Arrangements (2 people)

- The members in this committee will be responsible for arranging the team travel from the U.S. to Viet Nam and back. The duties range from finding the flight rates from different airlines and reporting them back to the team members, keeping the back-up information of all team members, and shopping for team supplies and team necessities before the trip starts.
- In order to find a good deal for the team, the committee members have to contact different travel agents to get the best deal. Also, you also need to contact some airlines directly (e.g. United Airline) to ask for some discounts on our tickets since we are doing medical mission work. The information will be shared to all members. After discussion, one best deal which determined by the team will be further worked by the committee. The committee will notify the travel agents to get the same deal for every team member. **Each member has to book the ticket themselves**. S/he has a choice of following the team offer or s/he can book his/her ticket with different airline.
- The committee should keep a copy of **ALL** team members' flight itinerary, emergency contact information, and in charge of packing and dividing the items that we will bring back to Viet Nam.
- Be sure to remind the team members about getting vaccination before they travel.
- Therefore, this committee will overlook the internal activities of the whole team to be sure all things are well-connected and provide the support and strengthen communication among the committees when it is needed. We prefer one team member in this committee is familiar with Viet Nam. This committee will have some easy time at the beginning but will get busy toward the middle and closer

to the mission trip with a lot of phone calls and coordination. Thus, you can plan your work accordingly if you want to participate in this committee.

2.4. Fundraising (4-5 people)

- This committee will formulate ideas and find various opportunities to raise funds for the mission trip. The people on this committee will be the coordinators for fundraising activities for the whole team.
- The goal for this committee is to raise money to be used for medicine, medical supplies, and donations to charity organizations in Viet Nam. This requires a careful management and detailed plan very early in the process.
- Committee members will come up with different fundraising ideas, share with other members, and execute fundraising plan and lead other members who are interested in those activities.
- Collaboration with other groups/ organizations to organize our fundraising events is highly recommended.
- Therefore, members with strong people skills and management skills are encouraged to participate in this committee. By joining this committee, you will have an opportunity to reach out to many people in the community and different organizations, to strengthen leadership and management skills, and to improve communication skills.