



Chapter Collaboration Agreement 2025-2026

Hello, MEDLIFE Champions! Welcome to a global family dedicated to breaking down healthcare, education, and development barriers. This document is our handshake – a promise between you, the heartbeat of our mission at your schools, and us at MEDLIFE HQ, your unwavering supporters.

Article I: General Expectations

- **Every voice matters**: We thrive by including diverse perspectives and championing inclusivity.
- **Communication is Key**: We're partners in this journey. Let's keep the lines of dialogue open, ensuring we're always moving forward together.
- **Live Our Values**: Through actions grounded in compassion and integrity, we become the change we wish to see in the world.
- **Balance and Harmony**: Let's dedicate at least 5 - 7 hours per week to this role. Your dedication is invaluable, and so is your well-being and academic success. Let's strike a balance that nurtures both.
- **Proactivity** - We get it; nobody's born a pro, and it's okay not to have all the answers initially. Just remember, it's all about being curious, exploring resources, and asking questions when you need a hand. You've got this!
- **Delegate tasks** - We can't do everything ourselves. We need to learn to empower others to help you out.
- **Embrace Ownership of Your Role** - Your journey as an E-Board member is about taking the reins and driving positive change. Take pride in your position, be proactive, and lead with passion. Your dedication and initiative will shape the impact we make together!"
- **Teamwork** - You'll achieve more by collaborating with the rest of the E-Board and mastering the art of delegation with subcommittees when things get overwhelming. Together, we can accomplish great things!

Article II: E-Board

- **Term of Office** - Officers commence their roles in May of the preceding academic year and retain them until graduation unless they choose otherwise. If an officer graduates or opts to step down, their position becomes open for election.
- **Bi-weekly Meetings** - Ensuring effective communication and alignment with our mission, the E-Board commits to weekly meetings with their MEDLIFE International Chapter Coach for

strategic planning and coordination.

- **Participation** - Let's pledge to actively participate in all chapter and MEDLIFE HQ activities, including the impactful Service Learning Trip, to maximize our collective impact and growth.
- **Benefits**
 - Access to Exclusive Service Learning Trip Scholarships
 - Earn Service Hours through Participation in Service Learning Trips and Fundraising.
 - Professional References, Endorsements, and letters of recommendation if the job is done successfully.
 - Mentorship and Advising - E-Board members will receive mentorship and advice that will provide guidance, support, and opportunities for reflection.
 - Eligibility to apply for Summer MEDLIFE HQ internships in Latin America.
- **E-Board Structure:** While we suggest an E-Board structure to maximize impact, we encourage you to tailor these roles to fit your chapter's unique strengths:
 - President
 - Service Learning Trip Director
 - Moving Mountains/ Fundraising Director
 - Grow the movement/Expansion/Recruitment Director
 - Engagement Director
 - Marketing and Social Media Director
 - Membership & Points Director (Secretary)

For a detailed description of each position, please refer to [E-Board responsibilities here](#).

Article III – E-Board Elections

Procedures for Voting:

- 1. Election period:** The election process for the new E-Board shall start in January, and new E-Board members should shadow exiting E-Board members until the end of the semester.
- 2. Eligibility:** Only active chapter members should be eligible to participate in the voting process. Membership status and points will be verified before the distribution of voting materials.
- 3. Voting Options:** Members vote for their preferred candidates for each position. The voting process can be confidential or public, depending on the Chapter's decision.

4. **Deadline:** A clear deadline needs to be set for submitting votes to ensure timely process completion.
5. **Vote Counting:** The votes are counted by an appointed election committee or the executive board, ensuring fairness and accuracy.

Election Process:

1. **Candidate Information:** Each candidate should submit an application providing a brief statement outlining their qualifications, experiences, and vision for their desired role.
2. **Candidate approval:** The E-Board should review and approve all candidate's qualifications and eligibility to apply for the position. A point system will help identify potential leaders ([Refer to Appendix A for the Leadership Evaluation Rubric](#)).
3. **President Interview:** The Chapter coach will interview all qualified presidential candidates before the elections. This should happen immediately after the candidates are approved (a maximum of 2 days).
4. **Voting:** Members cast their votes to elect the candidates for various positions.
5. **Announcement of Elected Officers:** After the election period, the information of elected E-Board members is shared with chapter members.
6. **Transition:** The newly elected officers work with outgoing officers to ensure a smooth transition of responsibilities. This involves at least two or more meetings where the exiting Executive Board members must share knowledge, documents, school and MEDLIFE HQ procedures, tasks, etc, with the incoming E-Board members.

Removal of an officer:

1. MEDLIFE HQ and/or the president holds the right to remove any E-Board member not fulfilling their responsibilities after two intervention meetings with the E-Board member involved.
2. **Reasons officers may be asked to step down from their position.**
 - a. Not following your Chapter Agreement and/or mentorship from MEDLIFE HQ.
 - b. Not aligning with MEDLIFE HQ goals and values.
 - c. Excluding members from meetings, SLT participation, or other activities.
 - d. Using discriminatory language or processes to exclude students from participating in MEDLIFE activities.

Article VI – Chapter Activities

MEDLIFE HQ Activities:

1. **Service Learning Trip** - In alignment with our core values and commitment to service, the chapter will organize at least one Service Learning Trip per year and twice if possible.
2. **Moving Mountains** - To amplify the fundraising efforts and support the MEDLIFE mission, the chapter will organize a minimum of one Power Hour per year.
3. **Recruitment** - Understanding the pivotal role of community engagement, the E-Board agrees to follow the recruitment plan found [here](#).
 - a. E-Board will use the [recruitment QR code](#) during the year to recruit new people to participate in the chapter and/or SLT.

Chapter Activities:

1. **General Body Meetings (GBM)** - The chapter will organize them at least 2 times a month so that general members can be informed about what is happening in the chapter.
2. **Subcommittee Meetings** - General members gather bi-weekly or monthly or as required by their subcommittee involvement.
3. **Trip and chapter fundraising activity** - The chapter will organize at least two fundraising activities for SLT and/or chapter activities per semester.
4. **Social/team bonding activity** - The chapter should organize a social activity at least once every two months.
5. **Local volunteering activity** - The chapter should organize at least one per semester

Article VII - Chapter Membership

Encouraging active membership is vital as it fosters a thriving and engaged community within the MEDLIFE chapter. Active participation amplifies the impact of the chapter's initiatives and strengthens its sense of unity and purpose.

1. **Tracking Attendance** - The E-Board will maintain members' attendance records for all meetings and events. Members are required to sign in during these activities to verify their presence.
2. **Membership fees:** Chapters can request membership fees to fund cool stuff like Chapter t-shirts, incredible fundraisers, or treats for our meetups. It's been proven that members who invest just \$10-15 a year feel more connected and pumped to be part of the action.
3. **Active Membership Considerations:**
 - a. At least 3 recruiting hours per member (*goal is to recruit new members from different*

disciplines/majors).

- b. 4 fundraising hours per year
- c. Participation in 1 Moving Mountains Webinar and Power Hour per year
- d. Attends at least 80% of scheduled MEDLIFE meetings and any required event by your Chapter
- e. Actively support the Chapter's efforts to promote the MEDLIFE movement inside and outside campus.

4. Active Membership Benefits:

- a. Recommendation Letter from E-Board
- b. Right to run for E-Board positions
- c. Right to vote in all E-Board elections
- d. Eligible to apply for scholarships
- e. Eligible to apply for Internships (SAB & MED International)

5. Point System:

- a. Establish a point system where members receive points for attending meetings and other Chapter activities.
- b. Chapters may require members to accumulate a certain threshold of points to put MEDLIFE on their resume, run for leadership positions, access Kaplan scholarships, wear MEDLIFE cords at graduation, become chapter member of the month, earn gift cards, and more.
- c. Point thresholds can be set to represent different membership levels within the Chapter. This allows members to watch their involvement grow.

Article IV - Subcommittees

Channel your passions into action by forming focused groups. These groups or subcommittees will play a pivotal role in fostering new leadership, engaging members more deeply in chapter activities, instilling a sense of belonging, and assisting the executive board in achieving its objectives. Subcommittees will not be considered part of the E-Board.

- **Formation of Subcommittees:** These subcommittees should work under the leadership of each E-Board member. To establish sub-committees, you can find the following procedure:
 - Identify key operational areas and establish sub-committees accordingly.

- Assign a sub-committee chair/leader to oversee each sub-committee.
- Recruit sub-committee members from general members based on interest and skill set.
- **Subcommittee Responsibilities and Reports:** Each subcommittee has specific responsibilities, and members are accountable for fulfilling their roles effectively.
 - Each subcommittee should have a leadership role (chair) and be responsible for coordination with the executive board through regular meetings to synchronize efforts.
 - Subcommittee chairs are responsible for submitting regular progress reports to the executive board.
 - Read more in [Appendix B: Subcommittees Structure](#)

Article V - MEDLIFE Communities

MEDLIFE Communities will serve as inclusive spaces for students who may not be inclined toward medical-focused activities. Empower students from all disciplines by driving recruitment, organizing impactful, diverse, discipline-focused Service Learning Trips, and engaging volunteers far and wide.

There are 3 communities MEDLIFE would like to start creating:

1. Smiles Movement Community (Dental)
2. Safe Homes Community (Engineering & Architecture)
3. Nursing Community (Nursing)

There would be 2 stages that these MEDLIFE communities would have to go through to become better organized:

Stage One: Initiation

- The chapter identifies and recruits motivated students from the dental, nursing, or engineering fields to take a role as the Vice President of the community.
- This newly appointed VP for that community organizes and promotes Service Learning Trips (SLTs) tailored to that community in close coordination with the SLT director and HQ.

Stage Two: Development

- The Community VP expands the community's leadership structure by recruiting two additional positions: Expansion Director and Engagement Director. Read more in [Appendix C: MEDLIFE Communities](#)
- The newly established community holds separate General Body Meetings (GBMs), organizes community-specific activities, and coordinates SLTs.
- The VP for the community maintains involvement in the chapter's bi-weekly meetings, ensuring alignment and collaboration with broader chapter goals.

This agreement isn't just a formal document; it's our collective narrative waiting to be written, filled with chapters of impact, innovation, and inspiration. It's an invitation to stand shoulder to shoulder, shaping a future where access to basic needs isn't a privilege but a right for all. Together, we're not just building a movement but nurturing a legacy. Welcome aboard, visionary. Let's make miracles happen together.

NAME, President

MM/DD/YYYY

APPENDIX A: THE LEADERSHIP EVALUATION RUBRIC

We suggest candidates who score 15 points or higher be considered strong contenders for leadership roles, with those scoring closer to 21 points being potentially ideal candidates. This point system ensures a comprehensive evaluation of a candidate's experience, commitment, and suitability for leading the organization in line with its mission and goals.

Factors to be evaluated	Number of Points				Final
	0 Points	1 Point	2 Points	3 Points	
Previous Experience	No prior experience related to MEDLIFE's mission.	Some experience with service or volunteering, but not directly related to MEDLIFE's mission.	Experience with service or volunteering that is somewhat related to MEDLIFE's mission.	Significant experience with service or volunteering directly related to MEDLIFE's mission or healthcare, education, and development sectors.	
Leadership Role Experience	No prior leadership roles.	Previous leadership experience in a different context, such as sports teams, other student clubs, etc.	Leadership roles within service-oriented organizations or initiatives.	Leadership roles directly related to MEDLIFE's mission or within similar healthcare, education, or development organizations.	
Involvement with MEDLIFE International	No previous involvement with MEDLIFE International or similar organizations.	Participation in MEDLIFE International events or activities, such as volunteering or fundraising.	Active involvement in MEDLIFE International projects or campaigns at a regional or national level.	Leadership or substantial contribution to a MEDLIFE International project or international service learning trip.	

Plans for Organizational Growth	No clear plans or understanding of how to grow the organization.	Basic ideas for growth that need further development or specificity.	Well-considered plans for organizational growth that align with MEDLIFE's mission.	Detailed, actionable plans for growth with specific goals, strategies, and measurable outcomes.	
Cultural Competency and Sensitivity	Limited awareness of cultural issues and the importance of cultural sensitivity in service.	Basic understanding of cultural competency, with some ideas for its application in the organization.	Good understanding and experience in culturally sensitive approaches, with plans to implement them in the organization.	Strong background in cultural competency, with proven ability to lead others in culturally sensitive service and development work.	
Commitment to MEDLIFE's Mission	Interest in MEDLIFE's mission but needs more depth of understanding and commitment.	General agreement with MEDLIFE's mission and a basic level of commitment.	Strong commitment to MEDLIFE's mission, with some evidence of prior dedication.	Deep, demonstrated commitment to MEDLIFE's mission and values, with a history of advocacy or related service.	
Collaborative Spirit	Struggles with teamwork or prefers to work alone.	Can work in a team but may not actively seek out collaborative opportunities.	Enjoys collaboration and actively seeks opportunities to work with others for mutual benefit.	Strongly collaborative, with a track record of fostering teamwork and unity in diverse groups.	
Total (Possible Points: 21)					

APPENDIX B: Subcommittees Structure

Each of the E-Board roles in the Chapter has its unique responsibilities and areas of focus, and any of them could potentially justify creating a subcommittee to enhance the Chapter's structure and capacity. Here's an analysis of each role and its potential for creating subcommittees:

1. Service Learning Trip Director

- a. **SLT Logistics Chair** - Coordinates school trip approval and funding for the SLT. Works in establishing
- b. **SLT Recruitment Chair**

2. Expansion Director

- a. **Public Relations subcommittee** - Pre-med club relations and Faculty/academic departments newsletters, mass emails, school newspaper.
- b. **On-campus recruitment subcommittee** - Class visit, flyering, coffee hours, and other activities.

3. Engagement Director

- a. **Education and Training subcommittee** - Researches, presents, invites guests and facilitates discussions on academic topics related to MEDLIFE during General Body Meetings.
- b. **Community service subcommittee** - Finds opportunities in the community for the Chapter to give back locally and keep students engaged throughout the semester.
- c. **Team Bonding subcommittee** - Organizes fun and engaging activities for all the chapters during GBM or outside GBMs. These activities create a sense of community amongst members and help develop new friendships.

4. Moving Mountains/ Fundraising Director

- a. **Moving Mountains Campaign Subcommittee** - Focuses on organizing the Moving Mountains webinar, power hour, and promotion.
- b. **Small and Large Fundraising events subcommittee** - Organizes 2 or more campus-wide fundraising events throughout the year. Organizes a minimum of 1 small fundraising event every two months.
- c. **Grants and corporate sponsorships subcommittee** - **Seeking** school or business funding for the SLT.

1. Marketing and Social Media Director

- a. **Social Media Subcommittee** - Publishes content, engages with new followers, interacts with other campus club pages, organizes IG Lives, and increases followers organically or through paid ads.
- b. **Creative design subcommittee** - Social media content creation (Posts, story, reels, videos), designs or reuses MEDLIFE HQ flyers and other marketing materials

2. Membership & Points Director (Secretary)

- a. **Membership recognition and benefits subcommittee**

APPENDIX C: MEDLIFE Communities

MEDLIFE Communities will serve as inclusive spaces for students who may not be inclined toward medical-focused activities. These communities offer a platform for students to explore and develop their interests within their respective fields while contributing to MEDLIFE's overarching mission. For that purpose, established chapters should start recruiting volunteers in other majors that can lead chapter efforts towards organizing recruitment, different types of SLTs, and engage with volunteers outside the medical track. The proposed structure in the 2nd stage of MEDLIFE communities is as follows:

1. Vice President for Smiles Movement (Dental)

- a. Predental and Oral Health Director** - Organize dental volunteering opportunities through MEDLIFE Service Learning Trips and Smiles Movement with the vice president, coordinate dental health camps and fluoride application drives, and host informational sessions on dental school admissions and careers in dentistry.
- b. Dental Expansion Director** - Dental club relations and Faculty/academic departments newsletters, mass emails, school newspaper, class visits, flyering, coffee hours, and other activities.

2. Vice President for Safe Homes Movement (Engineering)

- a. Engineering solutions for Health Director** - Organize community development volunteering opportunities through MEDLIFE Service Learning Trips and Safe Homes Movement with the vice president, collaborate with local communities and partners to assess needs and develop engineering solutions, and organize workshops on biomedical engineering, environmental health engineering, and other relevant topics.
- b. Engineering Expansion Director** - Engineering clubs relations and Faculty/academic departments newsletters, mass emails, school newspaper, Class visits, flyering, coffee hours, and other activities.

3. Vice President for Nursing Community

- a. Nursing and Community Health Director** - Organize nursing volunteering opportunities through MEDLIFE Service Learning Trips with the president, develop and implement community health screenings and education sessions, and organize nursing-specific workshops and guest lectures on global health nursing.
- b. Nursing Expansion Director** - Nursing club relations and Faculty/academic departments newsletters, mass emails, school newspaper, class visits, flyering, coffee hours, and other activities.