



VOLUNTEER FOR BANGLADESH

LET'S REBUILD OUR NATION!



Youth Wing of JAAGO Foundation

BYLAWS OF VOLUNTEER FOR BANGLADESH

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Volunteer For Bangladesh
Youth Wing of JAAGO Foundation

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Article I: Identity

1. Identity of the organization

1.1. Name

1.1.1. The name of the platform is Volunteer for Bangladesh (hereafter referred to as VBD).

1.1.2. VBD is the youth wing of JAAGO Foundation.

1.2. Definition

1.2.1. Volunteer for Bangladesh is a nationwide association of Volunteer District Committees that work for the betterment of their individual communities and the nation as a whole. VBD is a non-profit, nonpolitical and non-religious organization.

Volunteer District Committees are registered and approved volunteer bodies that will work in a certain area or community. These Groups must maintain certain outlined criteria with respect to performance and activity. All of the Volunteer District Committees of one community or area will be monitored by a local board, which will, in turn, be monitored by one single Divisional Board. The boards are responsible for making sure that the Volunteer District Committees perform adequately and are attentive to their duties. There will be a National Board, which will have the highest authority to monitor activities and policies at any level of the organization.

The Youth Development Program of JAAGO Foundation will act as the secretariat of Volunteer for Bangladesh, which plans, evaluates and facilitates the work of the platform.



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2. Purpose of the organization

2.1. Vision

2.1.1. Developing an interdependent Bangladesh through volunteerism to achieve the nation's highest potential.

2.2. Mission

2.2.1. Empowering and facilitating volunteerism in Bangladesh to develop the nation by reallocating skills and resources to foster self-reliance and growth in every youth of Bangladesh.

2.2.1. The Pillars of VBD are connected to the framework of the United Nations Sustainable Development Goals.

Article II: Entities

1. Entities of the organization

1.1. National Board (NB)

1.1.1. The National Board is the highest decision-making body of Volunteer for Bangladesh.

1.1.2. The National Board is formed with the consent of the JAAGO Foundation Board and the Youth Development Program.

1.1.3. The National Board consists of 9 members, including the President, Vice President- M&E, General Secretary, Treasurer, and 5 Executive Members.

1.1.4. Responsibilities of the NB-



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- 1.1.4.1. The NB approves organizational policies, strategies, and goals.
- 1.1.4.2. The NB oversees and evaluates all VBD operations.
- 1.1.4.3. The NB provides program support and guidance to the DIVBs.
- 1.1.4.4. The NB is responsible for brand management and legal oversight of the organization.
- 1.1.4.5. NB is responsible for playing the role of Chief Election Commission (CEC) for DIVB and DB elections.
- 1.1.4.6. The NB advocates for the organization to maintain relationships with management, the DB, DC, DIVB, and alumni.
- 1.1.4.7. The NB is responsible for attending all the Town Hall and Cabinet Meetings and Parliament Sessions.
- 1.1.4.8. The NB shall submit an annual report to the Youth Development Program, which will be forwarded to the Executive Committee of JAAGO Foundation.

1.2. Divisional Board (DIVB)

1.2.1. The Divisional Boards provide division-level oversight and are the liaisons between the National Board, District Board & Committees, Upazila Board & Committees, Alumni and Youth Development Program.

1.2.2. There are 8 DIVBs:

- 1.2.2.1. Barishal Divisional Board
- 1.2.2.2. Chattogram Divisional Board
- 1.2.2.3. Dhaka Divisional Board
- 1.2.2.4. Khulna Divisional Board
- 1.2.2.5. Rajshahi Divisional Board
- 1.2.2.6. Rangpur Divisional Board
- 1.2.2.7. Sylhet Divisional Board



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1.2.2.8. Mymensingh Divisional Board

1.2.3. Each DIVB consists of seven members, including the President, Vice President- M&E, General Secretary, Organizing Secretary, Fundraising Secretary, Communication Secretary and Training & Development Secretary.

1.2.4. Responsibilities of DIVB-

1.2.4.1. The DIVB supervises the operations of the relevant District Boards to assess the effectiveness of projects and the performance of DCs.

1.2.4.2. The DIVB provides training to Upazila Committees, Boards and District Boards.

1.2.4.3. The DIVB ensures that policies & strategies are implemented successfully within each division.

1.2.4.4. The DIVB shall attend all town hall meetings, divisional coordination meetings, parliament sessions, and cabinet meetings.

1.2.4.5. The DIVB provides program support to the concerned District Boards, including fundraising.

1.2.4.6. The DIVB is responsible for expanding VBD's network by introducing new districts, upazila and committees.

1.2.4.7. Each division board member should give a tour at least once in each district.

1.2.5. The District Boards report to the DIVB, which shall submit quarterly performance reports to the NB.

1.3. Alumni Member

1.3.1. The Alumni Member is a network of the volunteers of VBD formed with the former dedicated members of the former district committees.

1.3.2. Selection



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1.3.2.1. A dedicated committee member can apply for alumni members to the district board, keeping the divisional board in the communication.

1.3.2.2. To be an alumnus, he or she must have worked as a committee member in his district for a minimum of 1 year.

1.3.2.3. Resignation Submission from (CM).

1.3.2.3.1. A Committee Member (CM) intending to resign must submit a formal resignation letter to the Human Resources Officer (HRO) of the concerned District Board (DB), keeping the Youth Coordinator (YC) and Divisional Board (DIVB) in copy.

1.3.2.3.2. Review and Approval by HRO

1.3.2.3.2.1. The HRO shall review the applicant to verify any outstanding obligations or concerns.

1.3.2.3.2.2. If no pending issues exist, the HRO shall formally approve the applicants request and update the records accordingly.

1.3.2.3.3. The YC shall send an official email to the applicant containing the Alumni Membership Application Form.

1.3.2.3.4. The applicant must complete and submit the Alumni Membership Application Form for consideration.

1.3.2.3.5. The YC shall compile a list of applicant alumni and send an official email to the respective DB and DIVB, keeping the National Board (NB) in copy for review.



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1.3.2.3.6. The DB and DIVB shall review the resignation details and Alumni application within a stipulated timeframe of seven (7) working days.

1.3.2.3.6.1. Automatic Approval: If no objections are raised by the DB or DIVB within the review period, the application shall be considered approved.

1.3.2.3.6.2. Denial: If any serious allegations or issues are raised against the applicant, the case shall be escalated for further investigation, and the approval process shall be halted until a final decision is made.

1.4. District Board (DB)

1.4.1. The DB consists of seven members including a President, Vice President-M&E, General Secretary, Treasurer, Project Officer, Human Resources Officer, and Public Relations Officer.

1.4.2. The DB members are elected for one one-year term by the District Committee Members.

1.4.3. The DB is responsible for:

1.4.3.1. Overseeing all projects run by the DC

1.4.3.2. Making local strategic decisions

1.4.3.3. Manage current membership and recruit new volunteers, committees and institute representatives.

1.4.3.4. Executing the projects, events and campaigns of VBD.

1.4.3.5. Submitting quarterly reports to the concerned DIVB.

1.4.3.6. Maintaining transparency in the district's activities

1.4.3.7. Managing the administrative work in order to accomplish the district's activity.

1.4.3.8. Attending all the General, Townhall, and Divisional Coordination Meetings.

1.4.3.9. Following the instructions guided by DIVBs, NB and YDP



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1.5. District Committee (DC)

1.5.1. The District Committees create the impact of VBD by engaging volunteers in local projects.

1.5.2. There should be no more than 40 members in one DC.

1.5.3. There should be no less than 15 members in one DC.

1.5.4. Responsibilities

1.5.4.1. DC is responsible for:

1.5.4.1.1. Running local projects in order to create an impact in the areas identified by the sustainable development goals.

1.5.4.1.2. Attending all the General, Townhall, and Divisional Coordination Meetings.

1.5.4.1.3. Casting votes to elect the district's board members and divisional board members.

1.6. Institute Representative (IR)

1.6.1. Institute representatives shall represent VBD in their respective institutions.

1.6.1.1. The institution can be a university, college, school, technical institute, or cultural institute.

1.6.1.2. Each Institute can have a maximum of 2 IR.

1.6.2. IR is responsible for:

1.6.2.1. Promoting volunteerism in his or her institute.

1.6.2.2. Representing VBD on his or her campus.

1.6.2.3. Promoting events and activities of VBD in his or her institute.

1.6.2.4. Attending all the General Meetings and Townhall Meetings.



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1.7. General Volunteers

1.7.1. Any person of any age can be a general volunteer by registering on the Volunteer for Bangladesh website.

1.7.2. After the registration process, he or she may participate in general meetings, events, and projects as a volunteer.

1.8. Upazila Committee:

1.8.1. The Upazila Committee (UC) is a sub-committee under the supervision of the District Board (DB), responsible for executing VBD activities at the Upazila level.

1.8.1.1. Each UC must consist of a minimum of 15 and a maximum of 30 members.

1.8.1.2. Each UC must ensure at least 40% female participation to promote diversity and inclusion.

1.8.1.3. Each UC must conduct a minimum of six (6) events, campaigns, or workshops annually to contribute to the district's impact.

1.8.1.4. UC members shall actively engage with district initiatives and promote events within their respective communities.

1.8.1.5. All UC members shall be entitled to the benefits outlined in the VBD Membership Package.

1.8.2. Responsibilities

1.8.1. UC will Execute Local Projects that address community needs, following VBD's mission and the United Nations Sustainable Development Goals (SDGs).

1.8.2. UC will Promote volunteerism, recruit new members, and encourage active participation in UC activities.

1.6.3. UC will Identify fundraising opportunities, manage finances responsibly, and ensure transparent budget use.

1.6.4. UC will Conduct structured meetings, document activities, and submit reports to the District Board (DB).

1.6.5. Actively promote UC and VBD initiatives using social media, local networks, and institutional outreach.

1.6.6. UC will follow the By-Laws and ethical standards of Volunteer



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for Bangladesh while maintaining transparency and accountability.

1.9. Youth Development Program (YDP)

1.9.1. The Youth Development Program consists of the officials of JAAGO Foundation.

1.9.2. The YDP works in the following areas:

1.9.2.1. The YDP evaluates and facilitates the work of Volunteer for Bangladesh.

1.8.2.2. The YDP creates the policies and strategies for VBD

1.9.2.3. The YDP creates the annual planning of Volunteer for Bangladesh

1.9.2.4. The YDP creates capacity-building opportunities for general volunteers, UCs, DBs, DIVBs.

Article III: Membership

1. General Membership

1.1. Recruitment

1.1.1. Any person between 15 and 70 years old can be a general volunteer by registering on the Volunteer for Bangladesh website.



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1.2. Termination

1.2.1. The position of any general volunteer can be terminated by the concerned district board based on a valid objection.

2. Core Membership

2.1. Recruitment

2.1.1. Any general volunteer can be recognized as a core member by the concerned district board based on his or her performance attendance.

2.2. Termination

2.2.1. The position of any core volunteer can be terminated by the concerned district board based on a valid objection.

2.2.2. Before the core member gets terminated, he or she will be given the notice to defend against his or her objection.

3. Upazila Committee (UC) Membership

3.1. The validity of the Upazila Committee

3.1.1. No UC will be valid without the approval of DB.

3.1.2. Each Upazila Committee must consist of a minimum of 15 and a maximum of 30 volunteers.

3.1.3. Each Upazila Committee is required to organize and conduct a minimum of six (6) events, campaigns, or workshops annually.

3.1.4. To ensure diversity and inclusion, each Upazila Committee shall maintain a minimum of 40% female volunteer.

3.1.5. Upazila Committee members shall actively promote their events and activities within the designated district groups and communication channels.



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3.1.6. All Upazila Committee members shall be entitled to the benefits outlined under the VBD Membership Package.

3.2. Recruitment

3.2.1. The Upazila Committee shall be considered valid only upon the approval of the concerned VBD District Board.

3.2.1.1. On behalf of the committee, the concerned DB may forward a proposal to the DIVB to open a UC where the DIVB will notify YDP about the new UC of the concerned district.

3.2.1.2. The maximum age limit for new UC members is 30 years.

3.3. Termination

3.3.1. The position of any UC member can be terminated by the concerned DB board based on a valid objection with evidence by any DC member or UC member.

3.3.2. Before the UC member gets terminated, he or she will be given the notice to defend against his or her objection.

4. District Committee (DC) Membership

4.1. The validity of the District Committee

4.1.1. A DC should have no more than 40 members.

4.1.2. A DC should ensure at least 40% membership with female participation.

4.1.3. A DC's membership may be revoked if they reside outside the concerned district for more than six consecutive months.

4.1.4. In order to qualify as a valid District Committee, the committee must, at minimum,

4.1.4.1. Run at least three High-Impact Projects in a year.

4.1.4.1.1. These High-Impact Projects must cover at least 3 of the 17 goals of SDGs.



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4.1.4.1.2. These High-Impact Projects must include at least one awareness, one fundraising, and one community development project

4.1.4.1.2.1. High-impact projects are those projects which meet at least two of the following four criteria:

4.1.4.1.2.1.1. Involves 100+ volunteers

4.1.4.1.2.1.2. Impacts 3,000+ community members

4.1.4.1.2.1.3. Are sustainable projects with a measurable impact.

4.1.4.2. Involve 500 volunteers each year.

4.1.4.3. Impact 15,000 community members each year.

4.1.4.4. Add 250 new volunteers each year.

4.1.5. Based on evidence, the Youth Development Program retains all power to open or shut down a DC at any time.

4.1.6. The maximum age limit for new committee members is 30 years.

4.2. Recruitment

4.2.1. DC membership shall be limited. In order to be eligible to apply for membership, a volunteer must complete the following:

4.2.1.1. District committee members can be recruited once a year. The committee member recruitment process should be conducted and completed between February and March.

4.2.1.2. The recruitment must ensure two stages of the recruitment process, including online application and interview.

4.2.1.3. For recruitment, at least three DB members, as well as one DIVB member, must be present. Otherwise, it will be invalid. There are also ways to make DIVB members virtually present.

4.2.1.4. The new DC must be approved by the concerned DIVB.



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4.2.2. Eligibility

4.2.2.1. A minimum 6-month activity should be marked as eligibility to apply for DC membership. But it will be unbound to 3month activity in special circumstances and ability.

4.2.2.2. Accumulate 60+ volunteer hours (30 project hours, 30 qualities time hours) in the previous six months.

4.2.3. The District Board's Human Resources Officer will launch the call for applications.

4.2.4. The application shall be submitted to the District Board's Human Resources Officer.

4.2.4.1. The District Board shall screen all applicants according to eligibility criteria mentioned in 4.2.2.1 & 4.2.2.2

4.2.4.2. The selected applicants shall be called for the interview.

4.2.4.3. The District Board shall not discriminate on gender, sexuality, religion, ethnicity, nationality or educational institution, but it may deny membership to any individual based on the selection process.

4.2.4.4. The evaluation will be completed based on the applicant's knowledge of VBD Bylaws and his or her performance over the last six months.

4.2.4.5. Decisions of the District Board and Divisional Board shall be fair and unbiased.

4.2.5. An active DC member will have to accumulate 100+ volunteer hours (50 project hours, 50 quality time hours) within a period of 6 months to maintain their status as DC member.

4.2.6. An individual cannot become a DC member in more than one district.

4.2.6.1. An individual cannot shift his or her DC Membership to another VBD district.

4.2.6.1.1. In case of shifting to another VBD district, he or she must resign from his or her current position in the current district.

4.2.6.1.2. After shifting to a new VBD district, he or she will have to join as a core volunteer and to



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become a DC member of the new district, he or she will have to go through the DC recruitment process.

4.3. Termination or Release

4.3.1. Show Cause Notice is issued by the Human Resources Officer of the concerned district board.

4.3.1.1. A DC member can be given a show-cause notice if the member is found with a low percentage of attendance in the meetings and activities.

4.3.1.1.1. The low percentage refers to less than 40%

4.3.1.2. A DC member can be given a show-cause notice in case of violation of VBD Bylaws.

4.3.1.3. A DC member can be given a show-cause notice if the member is found guilty with evidence of having been involved with sexual harassment, racism, dishonesty in monetary transactions, and discrimination on gender, religion, or ethnicity.

4.3.1.4. The suspected guilty or the member with a low percentage of activity should be given a time of 72 hours after issuing the show cause letter to defend his or her opinion.

4.3.2. In case of no reply or non-satisfactory reply from the suspected guilty to the show cause notice in exception to *Article III, Section 4.3.1.3*, the Human Resources Officer, with the majority decision of the DB, may propose to the concerned DIVB to release the membership of a DC member and it is to be approved by the majority decision of the DIVB.

4.3.3. In case of no reply or non-satisfactory reply from the suspected guilty to the show cause notice according to *Article III, Section 4.3.1.3*, the Human Resources Officer, with the majority decision of the DB, may propose to the concerned DIVB to terminate the membership of a DC member.

4.3.3.1. In the case of the Human Resources Officer being unavailable, the President of the concerned district board may forward the proposal to DIVB.



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4.3.4. The suspected guilty cannot be terminated without the written approval of NB.

5. District Board (DB) Membership

5.1. Recruitment

5.1.1. The DB membership includes the President, Vice President, General Secretary, Treasurer, Project Officer, Human Resources Officer, and Public Relations Officer.

5.1.2. The DB members are elected for one one-year term by the voting rights of District Committee Members.

5.1.3. The DB members will receive appointment letters issued by the President of the National Board of VBD.

5.1.4. A DB is only valid if the board consists of no less than two female members.

5.1.4.1. The exception can be considered by the Chief Election Commission (CEC).

5.1.5. No district board member of VBD can participate in other organizations' executive committees until his or her board membership in the VBD district board finishes.

5.1.6. A board member cannot hold a particular position for more than 2 years.

5.1.7. A district board member is required to maintain residency within the district they represent. If a district board member fails to reside in the district for more than three consecutive months, their position will be declared vacant.

5.2. Termination or Release

5.2.1. A complaint against a current DB member may be brought to the NB by any Board member of the organization, by any volunteer of VBD, or by any member of VBD Management. Complaints shall be received by the Chair of the NB.

5.2.2. Any Divisional Board (DIVB) Member can issue a show-cause notice.

5.2.2.1. A DB member can be given a show-cause notice if the member is found guilty with evidence of having been involved with sexual harassment, racism, dishonesty in



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monetary transactions and discrimination on gender, religion, or ethnicity.

5.2.2.2. A DB can be given a show-cause notice by any DIVB member in case of an official complaint submitted to DIVB with the majority decision of the concerned District Committee.

5.2.2.2.1. The complaint can be submitted by any of the DC members.

5.2.2.3. The suspected guilty should be given 72 hours after issuing the show cause letter to defend his or her opinion.

5.2.2.4. In case of no reply or non-satisfactory reply from the suspected guilty to the show cause notice, any DIVB member, with the majority decision of the DIVB, may propose to the National Board to release the membership of a DB member.

5.2.2.5. With the confirmation of NB, the guilty can be notified about his or her termination through email.

5.2.2.6. The suspected guilty cannot be terminated or released until the National Board approves the proposal sent by the Divisional Board.

5.3. Replacement of DB Members

5.3.1. Replacement of DB President

5.3.1.1. In the case of the resignation or removal of the DB President, the current DB members and the DIVB shall appoint a replacement for the remaining duration of the term.

5.3.1.1.1. The replacement President may be a current member of the DB.

5.3.1.1.2. The replacement is not valid without the approval of the Chief Election Commission (National Board).

5.3.2. Replacement of another DB member

5.3.2.1. If a member of the DB resigns, is removed, or their position becomes vacant within the first six months of their term, the Chief Election Commission (National



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Board) will conduct a re-election to fill the vacant position.

6. Institute Representative (IR)

6.1. Recruitment

6.1.1. IR can be recruited Once a year.

6.1.1.1. The recruitment can take place in the months of June-July.

6.1.2. Any student from the university, college, school, technical institute and cultural institute can apply to become a representative of his institute in VBD.

6.1.3. The IR interview shall be conducted by the DB members.

6.1.4. Selected members should be given appointment letters issued by the concerned President of the Division Board & District Board.

6.2. Termination or Release

6.2.1. Any IR can be given a show-cause letter by the Human Resource Officer if he or she is found guilty with evidence of being involved with sexual harassment, racism, dishonesty in monetary transactions and discrimination on gender, religion, or ethnicity.

6.2.2. In case of no reply or non-satisfactory reply from the suspected guilty to the show cause notice, the Human Resources Officer, with the majority decision of the DB, may terminate the membership of an IR notifying through email.

6.2.2.1. In the case of the Human Resources Officer being unavailable, the President of the concerned district board may notify him/her through email.

7. Divisional Member (DIVB) Membership



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7.1. Recruitment

- 7.1.1. The DIVB membership includes the President, Vice President- M&E, General Secretary, Fundraising Secretary, and Organizing Secretary.
- 7.1.2. The DIVB members are elected for a year term by the voting rights of District Committee Members and the candidates of the election.
- 7.1.3. The DIVB members will receive appointment letters issued by the President of the National Board of VBD.
- 7.1.4. The maximum age limit for new DIVB members is 33 years.
- 7.1.5. A DIVB is only valid if the board consists of no less than one female member.
 - 7.1.5.1. The exception can be considered by the Chief Election Commission (CEC).

7.2. Termination or Release

- 7.2.1. A complaint against a current DIVB member may be brought to the NB by any board member of the organization, any VBD volunteer, or any YDP member. Complaints shall be received by the Chair of the NB
- 7.2.2. Any National Board (NB) Member can issue a show-cause notice.
 - 7.2.2.1. A DIVB member can be given a show-cause notice if the member is found guilty with evidence of having been involved with sexual harassment, racism, dishonesty in monetary transactions and discrimination on gender, religion, or ethnicity.
 - 7.2.2.2. A DIVB can be given a show-cause notice by any NB member in case of an official complaint submitted to NB with the majority decision of the concerned Districts' Committees.
 - 7.2.2.2.1. The complaint can be submitted by any of the DC members.
 - 7.2.2.3. The suspected guilty should be given 72 hours after issuing the show cause letter to defend his or her opinion.
 - 7.2.2.4. In case of no reply or non-satisfactory reply from the suspected guilty to the show cause notice, any NB member with the majority decision of the NB may release the membership of a DIVB member.
 - 7.2.2.5. With the confirmation of NB, the guilty can be notified about his or her termination through email.



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7.2.2.6. The suspected guilty cannot be terminated or released without the majority decision of NB.

7.3. Replacement of DIVB Members

7.3.1. Replacement of DIVB President

7.3.1.1. In the case of the resignation or removal of the DIVB President, the current DIVB members and NB members shall appoint a replacement for the remaining duration of the term.

7.3.1.1.1. The replacement President may be a current member of the DIVB.

7.3.1.1.2. The replacement is not valid without the approval of the Chief Election Commission (National Board).

7.3.2. Replacement of other DIVB members

7.3.2.1. If a member of the DIVB resigns, is removed, or their position becomes vacant within the first six months of their term, the Chief Election Commission (National Board) will conduct a re-election to fill the vacant position.

8. Alumni Membership

8.1. Selection

8.1.1. A dedicated committee member can apply for alumni members to the district board, keeping the divisional board in the communication.

8.1.2. Eligibility

8.1.2.1. To be an alumnus, he or she must have worked as a committee member in his district for a minimum of 1 year.

8.1.3. The district board shall forward the application to the concerned divisional board for approval.

8.1.4. The final approval of the alumnus shall be made by the concerned divisional board.



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8.2. Termination or Release

8.2.1. Any National Board (NB) Member can issue a show-cause notice.

8.2.1.1. An Alumnus can be given a show-cause notice if the member is found guilty with evidence of having been involved with sexual harassment, racism, dishonesty in monetary transactions and discrimination on gender, religion, or ethnicity.

8.2.1.2. An Alumnus can be given a show-cause notice by any NB member in case of an official complaint submitted to NB with the majority decision of the concerned Districts' Committees.

8.2.1.2.1. The complaint can be submitted by any of the DC members.

8.2.1.3. The suspected guilty should be given 72 hours after issuing the show cause letter to defend his or her opinion.

8.2.1.3.1. NB reserves the right to terminate an alumnus without any prior notice based on any complaint.

8.2.1.4. In case of no reply or non-satisfactory reply from the suspected guilty to the show cause notice, any NB member, with the majority decision of the NB, may release the membership of an alumnus.

8.2.1.5. With the confirmation of NB, the guilty can be notified about his or her termination through email.

8.2.1.6. The suspected guilty cannot be terminated or released without the majority decision of NB.

9. National Board (NB) Membership



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9.1. Recruitment

- 9.1.1. The National Board of Volunteer for Bangladesh is recruited with the consent of the Youth Development Program and JAAGO Foundation Board.
- 9.1.2. The National Board is only valid if the board consists of no less than one female member.
- 9.1.3. The NB members will receive appointment letters issued by the Executive Director of JAAGO Foundation.

9.2. Termination or Release

- 9.2.1. A show-cause notice can be issued by the Youth Development Program.
 - 9.2.1.1. Any NB member can be given a show-cause notice if the member is found guilty with evidence of having been involved with sexual harassment, racism, dishonesty in monetary transactions and discrimination on gender, religion, or ethnicity.
 - 9.2.1.2. The suspected guilty should be given 72 hours after issuing the show cause letter to defend his or her opinion.
 - 9.2.1.2.1. JAAGO Foundation Board reserves the right to terminate an NB member without any prior notice based on any complaint with evidence.
 - 9.2.1.3. In case of no reply or non-satisfactory reply from the suspected guilty to the show cause notice, YDP may propose to the Executive Director of JAAGO Foundation to release the NB member from his or her membership.
 - 9.2.1.4. With the confirmation of the Executive Director, the suspected guilty can be notified about release from his or her position through email.
 - 9.2.1.5. The suspected guilty cannot be terminated or released without the consent of the Executive Director of JAAGO Foundation.

10. Expansion



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10.1. Expansion process

- 10.1.1. In order to be eligible to become an approved Expansion, interested groups must submit the following materials to the relevant DIVB.
 - 10.1.1.1. The roster of at least 15 members with all the necessary information, including names, contacts, addresses, email, educational institution, NID/Birth certificate.
 - 10.1.1.2. The members should have the representation of multiple institutions of the concerned district, maintaining gender equality.
 - 10.1.1.3. Feasibility study
 - 10.1.1.4. Proposed initial project
- 10.1.2. The DIVB shall review the Expansion proposal and submit its recommendations, along with the materials listed above, to the NB and YDP.
- 10.1.3. The NB shall make the final decision to approve or reject a group's proposal to become an Expansion of VBD.
- 10.1.4. Once an Expansion has been approved, it may operate as an entity of VBD. It may run projects, recruit volunteers, and use the VBD logo to brand its materials and events.
 - 10.1.4.1. An Expansion has six months to reach Full Member status by completing all DC membership criteria.
 - 10.1.4.2. If an Expansion does not reach Full Member status within the six months' time frame, it shall be disbanded.
 - 10.1.4.2.1. A six months' grace period may be granted by a majority vote of the NB.
 - 10.1.4.3. Each Expansion shall be assigned a coach from the DIVB who will be responsible for guiding its progression toward Full Member status.



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Article IV: Election

1. Divisional Board Election

- 1.1. Positions available on the DIVB are outlined in Appendix 2.
- 1.2. The DIVB is elected by only the District Board Members and the candidates.
- 1.3. The duration of the elected Board will be One year.
- 1.4. No one can stay at any Division Board more than 3 times to bring in new leadership.
- 1.5. Elections shall take place by June 30, with an Election Guideline published by the Chief Election Commission (CEC) and YDP by June 5.
 - 1.5.1. The National Board will act as the Chief Election Commission (CEC) and the President of the National Board will act as the Chair of CEC.
- 1.6. The election time is 10 AM - 4 PM on the election day.
- 1.7. Nomination
 - 1.7.1. The Call for Nomination shall be released by CEC.
 - 1.7.2. The nomination must be submitted through the online form along with the CV, good quality Photo, and a valid Photo ID card (NID/Student ID card).
 - 1.7.3. Any alumni who have completed any District Board position can submit their nomination for participation in the DIVB election.
 - 1.7.4. Nominations in Divisional Board Elections are limited to Alumni members who live in the country.
 - 1.7.5. Alumni Membership must be at least 3 months old in the alumni to be eligible to submit the nomination for VBD Divisional Election.
 - 1.7.6. No current district board member can participate in the divisional board election without fulfilling the alumni requirements.
 - 1.7.7. An individual may submit his or her nomination for only one position.
 - 1.7.8. After receiving and reviewing all submitted nominations, CEC and YDP can request interviews with qualified candidates if needed.
 - 1.7.8.1. The individual interview may be conducted in a physical or virtual meeting.
 - 1.7.9. The eligible candidates' names will be disclosed by the CEC based on acceptability.



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1.7.10. Once the nomination has been disclosed, it cannot be altered.

1.7.11. The disclosed nomination can be withdrawn by the candidates within 24 hours of the disclosure.

1.7.11.1. The withdrawal application from the candidates can be received by the Chair of CEC.

1.8. The election of the VBD Divisional Board must take place on an online platform. So, all the voter's DB members will have access to the online voting platform with the VBD emails, except for the candidates.

1.9. This election will be Monitored and Evaluated directly by the CEC (National Board)

1.10. The result of the voting will be announced by the CEC on election day.

1.11. The election is not valid if the percentage of the cast votes is no more than fifty per cent of the total voters.

1.12. The candidates with the most votes win the election.

1.13. The CEC reserves the right to make any necessary decisions for the better execution of this divisional election.

1.14. Pre- Election Meeting

1.14.1. An election meeting shall be held and is open to all members of the district committee and alumni.

1.14.1.1. This meeting can take place online or offline.

1.14.1.2. At this meeting, every candidate for each of the five positions shall be given the opportunity to give a short presentation.

1.14.2. The length of each presentation shall be determined by the current DIVB prior to the Election Meeting. Candidates shall be informed of the time allotted to them at least one week prior to the meeting.

1.14.3. Candidates for president shall also receive time to answer questions with the DC, DIVB, and alumni. This shall be moderated by the current President.

1.15. Voting



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- 1.15.1. All the current District Board (DB) members of Volunteer for Bangladesh and only the candidates will be eligible to cast their votes to elect their concerned divisional board.
- 1.15.2. An official online-based ballot paper with the candidates' names will be provided to each committee member from YDP or CEC before Election Day.
- 1.15.3. The voting time is 10 am - 4 pm on the election day.
- 1.15.4. Absentee voting and the use of proxies are not permitted.
- 1.15.5. Voting shall proceed in the following order: President, Vice-President, General Secretary, Organizing Secretary, Fundraising Secretary, Communication Secretary, and Training and Development Secretary.

1.16. Re-election

- 1.16.1. In case of a tie, the positions shall be reopened within 48 hours of the declaration of the result.
 - 1.16.1.1. Re-election shall take place within 15 days of the declaration of the result.
 - 1.16.1.2. If the tie cannot be broken after all iterations, then the National Board President's secret ballot shall determine the winner.
- 1.16.2. In case of a NO vote, the position shall be reopened within 48 hours of the declaration of the result if the percentage of the NO vote is fifty per cent or more of the total voters.
- 1.16.3. Other cases in which the position may be reopened:
 - 1.16.3.1. If there are no nominations for any position by the nomination submission due date, applications shall be re-opened for a period of time determined by CEC. The election for this position may be postponed if necessary.



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2. District Board Election

- 2.1. Positions available on the DB are outlined in Appendix 2.
- 2.2. The DB is elected by the District Committee Members.
- 2.3. The duration of the elected Board will be One year.
- 2.4. No one can stay at any District Board more than 3 times to bring in new leadership.
- 2.5. Being outside of their own district for six months or more could make a DC ineligible for the District Board elections.
- 2.6. Elections shall take place by December 31, with an Election Guideline published by the Chief Election Commission (CEC) and YDP by November 30.
 - 2.6.1. The National Board will act as the Chief Election Commission (CEC), the President of the National Board will act as the Chair of the CEC, and the divisional board will act as the election commission of the concerned district.

2.7. Nomination

- 2.7.1. The Call for Nomination shall be released by CEC.
- 2.7.2. The nomination must be submitted through the online form along with the CV, good quality Photo, and a valid Photo ID card (NID/Student ID card).
- 2.7.3. All the district committee members (CM) will be eligible to submit the nomination form for any position other than President, Vice-president M&E and General Secretary of the concerned district board.
- 2.7.4. Submitting a nomination for any of the following three positions: President, Vice President- M&E and General Secretary, requires the candidate to have completed at least an entire board duration as a board member in the previous district boards.
- 2.7.5. An individual may submit his or her nomination for only one position.
- 2.7.6. After receiving and reviewing all submitted nominations, CEC and YDP can request interviews with qualified candidates if needed.
 - 2.7.6.1. The individual interview may be conducted in a physical or virtual meeting.
- 2.7.7. The eligible candidates' names will be disclosed by the CEC based on acceptability.



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- 2.7.8. Once the nomination has been disclosed, it cannot be altered.
- 2.7.9. The disclosed nomination can be withdrawn by the candidates within 24 hours of the disclosure.
 - 2.7.9.1. The withdrawal application from the candidates can be received by the Chair of CEC.

- 2.8. The election of VBD District Board must take place on an online platform. So, all the voters will have access to the online voting platform only through the VBD emails.
- 2.9. This election will be Monitored and Evaluated directly by the CEC (National Board).
- 2.10. The result of the voting will be announced by the CEC within 72 hours of the election day.
- 2.11. Votes are tallied by three officials of YDP and a minimum of one member from NB or CEC, and the numerical results shall be released to DC, DIVB, NB and all the stakeholders of VBD within 72 hours of the conclusion of the Election.
- 2.12. The election is not valid if the percentage of the cast votes is no more than fifty percent of the total voters.
- 2.13. The candidates with the most votes win the election.
- 2.14. The CEC reserves the right to make any necessary decisions for the better execution of this district board election.
- 2.15. Pre- Election Meeting
 - 2.15.1. An election meeting shall be held and is open to all members of the district committee.
 - 2.15.1.1. This meeting can take place online or offline.
 - 2.15.1.2. At this meeting, every candidate for each of the seven positions shall be given the opportunity to give a short presentation.
 - 2.15.2. The length of each presentation shall be determined by the current DB prior to the Election Meeting. Candidates shall be informed of the time allotted to them at least one week prior to the meeting.
 - 2.15.3. Candidates for President shall also receive time for Question and Answer with the DC. This shall be moderated by the current President.



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2.16. Voting

- 2.16.1. All the current District Committee (DC) members of Volunteer for Bangladesh and only the candidates will be eligible to cast their votes to elect their concerned district board.
- 2.16.2. An official online-based ballot paper with the names of all the candidates will be provided to each committee member from YDP or CEC before Election Day.
- 2.16.3. The voting time is 9 AM - 3 PM on the election day.
- 2.16.4. Absentee voting and the use of proxies are not permitted.
- 2.16.5. Voting shall proceed in the following order: President, Vice President M&E, General Secretary, Treasurer, Project Officer, Human Resources Officer, Public Relations Manager. Votes shall not be tallied until all voting has finished.
- 2.16.6. Using the same device -laptop/mobile/PC /tab to cast the votes of multiple voters is strictly prohibited. If anyone is found doing so, then the votes of both the voters will not be counted.

2.17. Re-election

- 2.17.1. In case of a tie, the positions shall be reopened within 48 hours of the declaration of the result.
 - 2.17.1.1. Re-election shall take place within 15 days of the declaration of the result.
 - 2.17.1.2. If, after all iterations, the tie cannot be broken, then the National Board President's secret ballot shall determine the winner.
- 2.17.2. In case of a NO vote, the position shall be reopened within 48 hours of the declaration of the result if the percentage of the NO vote is fifty per cent or more of the total voters.
- 2.17.3. Other cases in which the position may be reopened:
 - 2.17.3.1. If there are no nominations for any position by the nomination submission due date, applications shall be reopened for a period of time determined by CEC. The election for this position may be postponed if necessary.



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Article V: Meetings

1. General Meeting

1.1. General Meeting allows the participation of every single volunteer of Volunteer for Bangladesh.

1.1.1. Any volunteer registered in Volunteer for Bangladesh can participate in the meeting.

1.1.1.1. A volunteer can make the registration on the website of Volunteer for Bangladesh.

1.1.2. The concerned district board should collect the meeting minutes and attendance of the general meeting.

1.1.3. The attendance and the meeting minutes are to be duly submitted to the Youth Development Program.

1.1.4. The general meeting shall be called by the General Secretary of the concerned district board at least 48 hours prior to the meeting.

1.1.4.1. The meeting can be called using any of the following mediums- social media platforms, emails, text messages and phone calls.

1.1.4.2. The meeting shall be moderated by the President and General Secretary.

1.1.4.2.1. In the absence of the President, the Vice President-M&E can play the role of moderation.



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2. Board Meeting

2.1. Board Meeting only allows the participation of the board members of Volunteer for Bangladesh.

2.2. Types

2.2.1. District Board Meeting

2.2.1.1. Any board member elected through district board election can participate in the concerned district board meeting.

2.2.2. Divisional Board Meeting

2.2.2.1. Any board member elected through divisional board election can participate in the concerned divisional board meeting.

2.2.3. National Board Meeting

2.2.3.1. Any board member of the board, formed with the consent of the JAAGO Foundation Board and the Youth Development Program, can participate in the national board meeting.

2.3. The concerned board should collect the meeting minutes and attendance of the board meeting.

2.4. The attendance and the meeting minutes are to be duly submitted to the Youth Development Program.

2.5. The board meeting shall be called by the General Secretary of the concerned board at least 48 hours prior to the meeting.

2.5.1. The meeting can be called using any of the following mediums- social media platforms, emails, text messages and phone calls.

2.5.2. The meeting can take place in any of the following ways- Online or Offline.

2.5.3. The meeting shall be moderated by the President and General Secretary.

2.5.3.1. In case of the absence of the President, the Vice President can play the role of moderation.

3. Divisional Coordination Meeting

3.1. The Divisional Coordination Meeting allows the participation of DB, DC of the concerned districts and DIVB of the concerned division of Volunteer for Bangladesh.



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- 3.2. The concerned DIVB should collect the meeting minutes and attendance of the board meeting.
- 3.3. The attendance and the meeting minutes are to be duly submitted to the Youth Development Program by the concerned DIVB.
- 3.4. The board meeting shall be called by the General Secretary of the concerned DIVB at least 48 hours prior to the meeting.
 - 3.4.1. The meeting can be called using any of the following mediums- social media platforms, emails, text messages and phone calls.
 - 3.4.2. The meeting can take place in any of the following ways- Online or Offline.
 - 3.4.3. The meeting shall be moderated by the President and General Secretary of the concerned DIVB.
 - 3.4.3.1. In case of the absence of the President, the Vice President (M&E) can play the role of moderation.

4. Townhall Meeting

- 4.1. The Townhall Meeting allows the participation of YDP, IR, General Volunteers, UC, DC, DB, DIVB members of all the concerned districts and divisions along with the NB of Volunteer for Bangladesh.
- 4.2. YDP should collect the meeting minutes and attendance of the town hall meeting.
- 4.3. The attendance and the meeting minutes are to be duly shared with the stakeholders of the meeting.
- 4.4. The meeting shall be called by YDP at least 48 hours prior to the meeting.
 - 4.4.1. The meeting can be called using any of the following mediums- social media platforms, emails, text messages and phone calls.
 - 4.4.2. The meeting can take place in any of the following ways- Online or Offline.
 - 4.4.3. The meeting shall be moderated by YDP.



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5. Parliament Session

5.1. The Parliament Session allows the presence of YDP, DB, DIVB members of all the concerned districts and divisions of Volunteer for Bangladesh.

5.1.1. The participation of DB, DIVB, and NB is a must.

5.2. There will be 4 Parliament Sessions in a year.

5.3. If any board member misses 2 sessions back-to-back, he/she will be given the notice to show the cause and can be suspended from the position based on the unsatisfactory reply.

5.4. YDP shall play the role of the observer in the Parliament Session.

5.5. The founder of Volunteer for Bangladesh shall play the role of the Honorable Speaker of the parliament session.

5.5.1. The speaker shall be addressed as an Honorable Speaker in any segment of the speech during a parliament session.

5.6. The notes are to be duly shared with the cabinet meeting stakeholders.

5.7. The meeting shall be called by YDP at least 48 hours prior to the meeting.

5.7.1. The meeting can be called using any of the following mediums- social media platforms, emails, text messages and phone calls.

5.7.2. The meeting can take place in any of the following ways- Online or Offline.

5.7.3. The meeting shall be moderated by the Honorable Speaker.

5.8. Time Distribution

5.8.1. The speaker will give a 5-minute speech describing the ground rules of the session, and the speaker will ask each district and divisional board, according to the alphabetical orders and give them time to present the voice of their concerned district or division.

5.8.2. Observation and Constructive Criticism from District Representatives.

5.8.2.1. Each district will have 3 mins.

5.8.3. Observation and Constructive Criticism from Divisional Representatives.

5.8.3.1. Each divisional board will have 4 mins.

5.8.4. Observation and Constructive Criticism from National Representatives.



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5.8.4.1. NB will have 10 mins.

5.8.5. Overall summary and closing by the Honorable Speaker.

5.8.5.1. Honorable Speaker will have 5 mins.

6. Cabinet Meeting

6.1. The Cabinet Meeting allows the participation of JAAGO Foundation Board, YDP, NB, DIVB members of all the concerned districts and divisions of Volunteer for Bangladesh.

6.2. YDP should collect the meeting minutes and attendance of the cabinet meeting.

6.3. The attendance and the meeting minutes are to be duly shared by YDP with the stakeholders of the meeting.

6.4. The meeting shall be called by YDP at least 48 hours prior to the meeting.

6.4.1. The meeting can be called using any of the following mediums- social media platforms, emails, text messages and phone calls.

6.4.2. The meeting can take place in any of the following ways- Online or Offline.

6.5. The meeting shall be moderated by YDP.

Article VI: Governance

1. Internal Audit

1.1. Between June and July of each year, an internal audit shall be conducted to evaluate programs and processes, assess all financial records, identify risks to the organization, and make recommendations to the NB.

1.1.1. The audit shall be conducted by the Audit Committee, chaired by a member of the NB.

1.1.2. The Audit Committee Chair shall be selected by the JAAGO Foundation Board, NB President. The NB Treasurer may serve on the Audit Committee.



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1.1.3. The Audit Committee shall have five members in total. The four additional members shall be selected by the Chair to represent the following groups:

- 1.1.3.1. JAAGO Foundation Board
- 1.1.3.2. VBD Alumni
- 1.1.3.3. VBD Divisional Board
- 1.1.3.4. VBD District Board

1.2. The final audit report shall be made available to all members of VBD.

Article VII: Amendments

1. This section outlines the process for amending the VBD compendium

- 1.1. Any NB, DIVB, DB, or JAAGO Foundation Board member may propose an amendment to the NB.
- 1.2. All amendments shall be duly considered by the NB & YDP.
- 1.3. All Board members of VBD shall be notified of proposed amendments at least two weeks before the NB meeting so that input may be given.
- 1.4. An amendment is ratified by a majority vote of the NB & YDP.
- 1.5. All amendments are subject to the approval of the JAAGO Foundation Board.
- 1.6. All members of the organization shall be notified of any changes to the compendium within one week of ratification.
- 1.7. Updates to Appendix 1 regarding current DC membership shall be made annually by the NB after the membership review period.

Appendix 1: Current VBD Membership

General Members	Volunteers who newly registered in Volunteer for Bangladesh
Core Members	Volunteers who have participated in many campaigns, events, and projects and have worked actively



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Upazila Committee Members	Volunteers who are committed to working with VBD actively in the Upazila levels of a VBD District.
Institute Representatives	Institute Representatives are the representatives of VBD at any university, college, school, technical institute and cultural institute.
District Committee Members	Volunteers who are committed to working with VBD actively in the district committee.
District Board Members	District Board members, who are elected by the district committee members, supervise the district's activities and make decisions.
Alumni Members	Volunteers who had made significant contributions to Volunteer for Bangladesh and are later unable to continue due to other commitments, such as professional, academic, familial, etc.
Divisional Board Members	Divisional Board members, who are elected by the district board members and the candidates of the election, supervise the division's activities and make decisions.
National Board Member	The National Board is the highest decision-making body of Volunteer for Bangladesh, formed with the consent of the JAAGO Foundation Board and the Youth Development Program.

Appendix 2: Board Positions National Board

Role	Responsibilities
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<p>President</p>	<ul style="list-style-type: none"> • Helping YDP in developing policy and strategy for VBD. • Supervising National Board, Divisional Boards and District Committee; • Monitoring and evaluation of National Board members. • Helping VBD in fundraising and advocacy; • Serving as the spokesperson of Volunteer for Bangladesh to media and stakeholders. • Ensuring that VBD activities are carried out in accordance with the bylaws. • Represent VBD at different levels.
<p>Vice President (Monitoring & Evaluation)</p>	<ul style="list-style-type: none"> • Assisting the National Board in developing policy and strategy.. • Monitor and evaluate volunteer programs to ensure their effectiveness and impact. • Contribute to the organization's strategic planning and operations. • Acting as a bridge between the President and General Secretary in developing a plan and execution. • Ensure that VBD activities are carried out in accordance with the bylaws. • Represent VBD at different levels.
<p>General Secretary</p>	<ul style="list-style-type: none"> • Assisting the National Board in developing policy and strategy. • Supervising divisional boards and district committees. • Serving as the spokesperson of Volunteer for Bangladesh to media and stakeholders. • Ensure that VBD activities are carried out in accordance with the bylaws. • Oversee the conflict management of VBD • Oversee projects and activities of VBD. • Supervise Divisional Boards and District Boards;



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	<ul style="list-style-type: none"> • Arranging the following meetings- 4 divisional coordination meetings in a year for each division, 4 coordination meetings in a year between the National Board & the Divisional Boards. • Represent VBD at different levels.
Treasurer	<ul style="list-style-type: none"> • Assisting in developing policy and strategy. • Supervise Divisional Boards and District Committees; • Assisting and guiding the budget-related work of the Divisional & District Board; • Guiding to the district committees in fundraising projects and advocacy; • Making a database of VBD logistics and assets of the District Committee, Divisional Boards and National Board. • Ensuring that VBD activities are carried out in accordance with the bylaws. • Ensuring cost-effectiveness and sustainability while approving any budget.
Executive Member	<ul style="list-style-type: none"> • Assist the President in developing policy and strategy. • Divisional Board and District Committee. • Acting as a bridge between the national board, division board and district board in developing plan and execution. • Ensure that VBD activities are carried out in accordance with the bylaws. • Oversee the conflict management of VBD as well as Oversee projects and activities of VBD. • Ensure relevant and timely M&E information is provided in user-friendly formats to key stakeholders, including YDP, NB, Concerned DIVB & DB. • Plan, promote and present all of the programs, including workshops, screenings and community productions. • Designing and assessing training programs.



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- Represent VBD at different levels.

Divisional Board

Role	Responsibilities
President	<ul style="list-style-type: none"> • Helping YDP in coordinating the concerned districts and implementing the strategy for VBD. • Supervising Divisional Board and Districts' Committees; • Monitoring and evaluation of the divisional board members and concerned districts' board members. • Helping VBD in fundraising and advocacy; • Serving as the spokesperson of Volunteer for Bangladesh to media and stakeholders. • Ensuring that VBD activities are carried out in accordance with the bylaws. • Represent VBD at different levels.
Vice President-M&E	<ul style="list-style-type: none"> • Identifying and developing monitoring tools for the concerned districts' activities. • Ensuring impact assessment of the concerned districts' activities. • Supporting the National Board and YDP in the monitoring of national campaigns and activities for the concerned districts. • Guiding in planning the concerned districts' activities for impactful execution. • Assisting the President in coordinating the concerned districts and implementing the strategy for VBD. • Supervising Divisional Board and District Committee. • Acting as a bridge between the President and General Secretary in developing plans and execution. • Ensuring that VBD activities are carried out in accordance with the bylaws. • Representing VBD at different levels.



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General Secretary	<ul style="list-style-type: none"> Assisting the Divisional Board to coordinate the concerned districts. Opening new VBD districts in the Division. Supervising concerned districts' boards and district committees. Serving as the spokesperson of Volunteer for Bangladesh to media and stakeholders.
	<ul style="list-style-type: none"> Ensure that VBD activities are carried out in accordance with the bylaws. Arranging the following meetings- 4 divisional coordination meetings in a year, 4 coordination meetings in a year between the National Board & the Divisional Boards. Represent VBD at different levels.
Organizing Secretary	<ul style="list-style-type: none"> Oversee projects and activities of the concerned districts of the Division. Supervise concerned Districts' Boards. Assisting divisional boards in opening new VBD districts in your division. Making the bridge between National Board, Divisional Board and District committees. Developing the organizational structure. Ensuring that VBD activities are carried out in accordance with the bylaws. Represent VBD at different levels.
Fund Raising Secretary	<ul style="list-style-type: none"> Identifying fundraising opportunities for the concerned district boards. Developing action plans to raise funds for the concerned district boards. Guiding the district committees in fundraising projects and advocacy. Providing quarterly updates to the national board and YDP regarding concern districts' fund.



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	<ul style="list-style-type: none"> • Arranging and providing necessary training for the concerned district board members about • fundraising. • Assisting and guiding the budget-related work of the Divisional & District Board; • Making a database of VBD logistics and assets of the concerned districts' committees and • Divisional Boards. • Ensuring that VBD activities are carried out in accordance with the bylaws. • Ensuring cost-effectiveness and sustainability while working on any budget
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Communication Secretary	<ul style="list-style-type: none"> • Managing social media and public relations activities. • Drafting reports, press releases, and official communications. • Ensuring transparency by sharing updates on organizational activities.
Training and Development Secretary	<ul style="list-style-type: none"> • Organizing workshops, training sessions, and knowledge-sharing programs. • Identifying skill gaps and planning relevant development initiatives. • Collaborating with external experts or organizations for training opportunities.



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District Board

Role	Responsibilities
President	<ul style="list-style-type: none"> • Manage District Committee Board team; Approve the budget and new projects for the district; Fundraising and advocacy; Serve as the spokesperson of VBD district to media and stakeholders. • Ensure democratic practice in the respective board/committee • Ensure that VBD activities are carried out in accordance with the bylaws. • Ensure cost-effectiveness and sustainability while approving projects • Develop project execution plans and strategy • Represent VBD at different levels. • Monitor & guide the board members in their respective positions & tasks • Ensuring the development & learning of the board and committee members • Ensuring a smooth & impartial CM & IR recruitment process • Maintain proper communication with stakeholders (Local Authority, Law Enforcement Agency, Well-wishers, Supporters, Media, etc.) • Maintain formal communication with Division Board, National Board & YDP and update the board members on important information regularly

Vice President-M&E	<ul style="list-style-type: none"> • Developing and implementing monitoring and evaluation systems for the Volunteer for Bangladesh (VBD) volunteer activities and programs at the district level.
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	<ul style="list-style-type: none"> Analyzing data and providing regular reports to the Division board, National Board and YDP members on the impact and effectiveness of VBD programs in the district, and making recommendations for improvement. Assisting and Collaborating with the district committee members, District board, Division Board, National Board and YDP members to ensure quality projects/events/campaigns that align with VBD goals and mission, as well as program planning and strategy development and providing guidance and support in the implementation of projects/ events/ campaigns. Acting as a liaison between the district-level volunteers and staff, and the organization's National Board and YDP to ensure effective communication and coordination. Identifying opportunities for fundraising and advocacy at the district level and developing strategies to support these efforts. Providing training and support to district-level volunteers and staff on monitoring and evaluation of best practices. Assisting the district-level President in program planning and strategy development and in the execution of their duties. Ensuring that the district activity complies with VBD Bylaws, policies and procedures.
<p>General Secretary</p>	<ul style="list-style-type: none"> Preside over all Board and Committee meetings. Act as the bridge between President, Vice-President & other board members. Call for meetings & prepare Agendas for each meeting after deliberating with other board members. Keep the meeting minutes at each meeting. Submit a compiled report of all activities of the district to Division Board, National Board & YDP quarterly. Introduce new ideas to incorporate new stakeholders. Act as an authorized correspondent on behalf of the Board.



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	<ul style="list-style-type: none"> Ensure smooth internal communication within the board and among the members
Human Resources Officer	<ul style="list-style-type: none"> Keep records of membership statistics and maintain volunteers' database of respective districts/divisions. Recruit and engage volunteers, committee members, and institute representatives. Give orientation and briefing to new volunteers about VBD and volunteers' responsibilities. Coordinate registration of volunteers or ensure necessary volunteer support for particular programs/events. Maintain proper, polite & formal communication (Calls, SMS, Email) with CM, IR & Volunteers. Maintaining volunteers' attendance in events and projects. Follow up with the divisional board regarding the termination and release of a CM. Follow Up with the divisional board regarding alumni membership approval.
Treasurer	<ul style="list-style-type: none"> Collaborate with the Project Officer and prepare a budget plan for each event/project Monitor the expenses & maintain all the receipts & bills for each event/project Collaborate & assist the Project Officer in the purchase of logistics for events/projects Prepare & maintain a transparent financial report for each event/project Submit financial reports to the Divisional Board, National Board & YDP quarterly Submit requisition for the withdrawal of the district fund
Public Relations Officer	<ul style="list-style-type: none"> Prepare and circulate press releases/Newsletter Maintain relations with media, partner organizations and sponsors Prepare and circulate PR materials for social media as per guidance from YDP



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	<ul style="list-style-type: none"> • Keep Meeting minutes during all Board/Committee meetings/discussions. • Prepare clear event reports/press releases/event details. • Prepare a monthly newsletter & share it with the District, Division Board, National Board & YDP • Collect & store event & meeting pictures properly.
	<ul style="list-style-type: none"> • Ensure proper communication with the media (Print & Electronic) • Maintain proper communication with volunteers in the District Facebook Group. • Keep the District Facebook Group active with new, unique & attractive posts regularly.
Project Officer	<ul style="list-style-type: none"> • Preparing the project plan where every CM can participate • Set minimum target beneficiaries of the project as per the committee • Submit project proposals to YDP at least 15 days prior to the project execution. • Make the project impactful with greater exposure. • Prepare a detailed schedule for every event. • Maintain project documents and records. • Coordinate the project execution teams. • Prepare a report and submit it to YDP within 7 working days of the execution.

Upazila Board

President	<ul style="list-style-type: none"> • Provides overall leadership and strategic direction to the Upazila Committee.
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	<ul style="list-style-type: none"> • Represents the Upazila Committee in all official matters, including communication with the District Board. • Ensures that the committee adheres to VBD's mission, vision, and bylaws. • Supervises committee activities, project execution, and volunteer engagement. • Approves key decisions related to events, finances, and administrative matters.
General Secretary	<ul style="list-style-type: none"> • Acts as the primary coordinator of all committee activities and ensures smooth internal communication. • Maintains official records, including meeting minutes, attendance, and reports. • Assists the President in planning and executing committee events, projects, and campaigns. • Ensures that committee decisions and policies are effectively communicated to all members. • Liaises with the District Board for guidance and support.
Human Resource Secretary	<ul style="list-style-type: none"> • Oversees membership management, including recruitment, engagement, and retention of volunteers. • Maintains an updated database of committee members and ensures active participation.



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	<ul style="list-style-type: none"> • Conducts orientations for new members and organizes capacity-building initiatives. • Works closely with the General Secretary to ensure a well-structured committee.
Finance Secretary	<ul style="list-style-type: none"> • Manages the financial records and budget of the Upazila Committee. • Ensures transparency in all financial transactions and maintains proper documentation. • Prepares and submits financial reports to the District Board as required. • Identifies potential funding opportunities and assists in fundraising efforts.
Project Secretary	<ul style="list-style-type: none"> • Leads the planning, coordination, and execution of projects and events. • Develops project proposals aligned with VBD's objectives and ensures proper implementation. • Ensures resource allocation and logistics for smooth event execution. • Works closely with other committee members to maximize volunteer engagement and impact.



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"All the stakeholders of Volunteer for Bangladesh are strictly instructed to follow the organization's code of conduct. The authority reserves all the rights in case of violation of the Code of Conduct."



Volunteer For Bangladesh
Youth Wing of JAAGO Foundation

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