



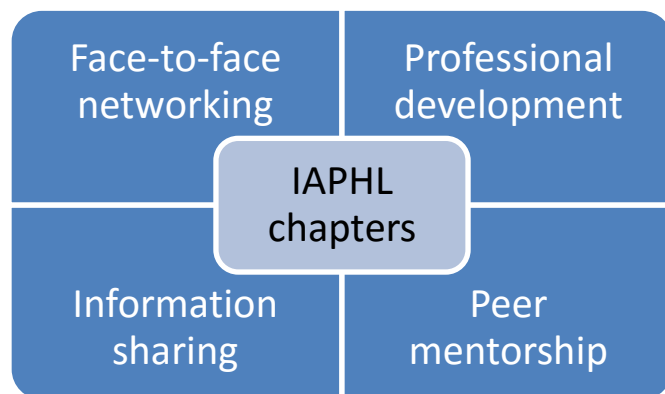
International Association of  
Public Health Logisticians

# How to Start a National IAPHL Chapter

**This information will help you understand the process of starting a national IAPHL chapter.**

## The Benefits

National IAPHL chapters provide opportunities for online and in-person networking, information sharing, and professional development among supply chain professionals at the country level. Regular meetings and activities for national chapter members foster professional fellowship through the exchange of information about innovations and best practices in supply chain management. In addition, chapters promote internship, peer mentorship, and employment opportunities. Chapters are encouraged to identify topics that their members want to know more about and invite industry professionals to present on those topics at chapter meetings.



## About IAPHL

IAPHL was founded in 2007 as an international association dedicated to improving public health supply chain management and commodity security, providing professional development opportunities to public health logisticians, and promoting the use of local and regional expertise, continued learning, and the exchange of ideas and best practices. Membership has since expanded to 137 countries worldwide, and many countries have enough members to establish a separate national chapter of IAPHL.

## Forming a National Chapter

Each national chapter is considered an international “branch” of IAPHL (the parent organization) and as such, has the same mission and vision as the parent organization. Chapters are required to meet at least twice a year (one meeting must be educational in nature) and to promote activities that are consistent with the mission and vision of IAPHL.

## The IAPHL Mission...

*Is to support the professionalization of supply chain managers and others working in the field of public health logistics and commodity security, equipping individuals to strengthen the health systems in which they work, particularly in developing countries.*

## The IAPHL Vision...

*A world in which all people have access to life-saving health products, delivered by sustainable supply chains that are managed by competent, empowered, and connected professionals.*

**Visit us online at [www.iaphl.org](http://www.iaphl.org)**



## Frequently Asked Questions about Starting an IAPHL Chapter

### How do I start a chapter?

Begin with enthusiasm! Find out who in your area is already a member of IAPHL by logging onto the Knowledge Gateway site at <http://knowledge-gateway.org/iaphl>. Click on the member tab then select a country to see a list of members in that country. Start preliminary discussions with this group to find out whether there is enough interest for a national chapter. If there is, please contact the IAPHL management team at [IAPHL@jsi.com](mailto:IAPHL@jsi.com) to let us know that you are interested in forming a new chapter.

It's important to understand that you DON'T have to have a formal chapter to have meetings and share professional ideas with colleagues.

- Set up informal meetings about supply chain logistics topics of your choice. This will help you determine common interests and what a chapter would hope to accomplish.
- If there is enough interest in establishing a formal organization or you are required to do so, you will need to investigate and adhere to the requirements of your country. Please note that IAPHL head office cannot provide legal support to country chapters.

### How should IAPHL chapters be named?

IAPHL chapter naming policy dictates that chapters be named "International Association of Public Health Logisticians, [country name] Chapter." All chapters must adhere strictly to this policy.

### How do new IAPHL chapters determine leadership positions within the chapter?

Chapters will hold a vote among their members to elect leaders. Members may vote either in person or by mailing in a ballot if they are unable to attend the chapter meeting. Although chapters are welcome to design their own leadership structures, IAPHL recommends the following structure:

- President—in charge of management and oversight of chapter activities.
- Vice president—assists with chapter management and oversight; organizes chapter activities.
- Secretary—maintains official records of all chapter activities including meeting attendance, meeting minutes, votes, and membership.

### How can I recruit new members?

Contact other relevant professional associations, such as pharmacy and supply chain associations. You might also contact local universities, contracting agents working in supply chain, and workers at various levels of the supply chain.

### What tools are available for starting new chapters?

The IAPHL management team will provide new chapters with supporting documents, PowerPoint presentations, and guidance on how to conduct meetings to initiate the process.

### Will IAPHL staff provide ongoing guidance throughout the process of forming a new IAPHL chapter?

Yes, representatives from the IAPHL management will be available to answer questions and address concerns throughout the development of a new chapter. Key chapter development activities, such as the first chapter meeting, may be facilitated by staff members who may be in country.

### **For more information**

contact IAPHL at [IAPHL@jsi.com](mailto:IAPHL@jsi.com)  
or visit [www.iaphl.org/](http://www.iaphl.org/)



**USAID** | DELIVER PROJECT  
FROM THE AMERICAN PEOPLE

