

# **AMRAPALI SAPPHIRE PHASE II APARTMENT OWNERS ASSOCIATION**

Sector -45, Noida (U.P)

(Registration No. GBN/01083/2019-2020, Under Societies Registration Act 1860)

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Ref. HM/SOP/PRE-10

Dated 08.09.2024

## **Detailed Guidelines for Health and Medical Committee**

### **1. Objective**

**The primary goal is to assist and recommend actions to the Amrapali Sapphire Phase 2 AOA BOM for:**

- **Promoting public health**
- **Ensuring access to medical services**
- **Improving overall well-being of residents**

### **2. Scope and Responsibilities**

The committee is responsible for:

- **Arranging emergency medical equipment and services**
  - Ensure easy access to emergency medical resources
  - Maintain an up-to-date inventory of available equipment
- **Maintaining a list of resident doctors willing to volunteer**
  - Regularly update contact information
  - Establish a system for quick communication in emergencies
- **Organizing free medical and vaccination camps**
  - Plan and coordinate with healthcare providers
  - Ensure proper scheduling and publicity of events
- **Implementing disease prevention and control measures**

- Develop strategies for common health issues
  - Coordinate with local health authorities for guidance
- **Establishing emergency protocols and contacts**
  - Create a clear chain of communication for emergencies
  - Regularly review and update emergency procedures
- **Collaborating with healthcare providers**
  - Build relationships with local hospitals and clinics
  - Negotiate potential benefits or services for residents
- **Addressing other health-related issues as approved by BOM**
  - Remain flexible to take on additional responsibilities
  - Seek written approval from BOM for new initiatives

### 3. Meeting Protocol

- **Frequency:** At least once a month, more if required
- **Notice:** 48 hours advance notice for meetings
- **Rescheduling:** If more than 25% of members have reservations
- **Minutes:** Record and share within 3 days of the meeting
- **Quorum:** At least 1/3rd of committee strength
- **Advisors:** Invite and include their views in minutes
- **BOM Coordinator:** Must be included in all communications

### 4. Decision-Making Process

- **Majority rule:** Decisions made by majority of committee strength
- **Voting:** In case of split views
- **Tie-breaker:** BOM has the deciding vote

### 5. Budgeting and Financial Management

- **Annual budget proposal:** Submit to BOM by specified deadline
- **Expense approval:** All expenses must be pre-approved by BOM
- **Documentation:** Maintain receipts for all expenses

### 6. Reporting and Documentation

- **BOM Coordinator:** Mr. Saurabh Gupta
- **Information requests:** Coordinate through Convener/Co-convener
- **Record keeping:** Maintain all activity, communication, and transaction records
- **Monthly reporting:** Submit summary of activities to BOM

## 7. Code of Conduct


Committee members must:

- **Act in the community's best interest**
- **Maintain transparency** in all operations
- **Disclose conflicts of interest**
- **Maintain respect and professionalism**
- **Protect resident data**
- **Refrain from unauthorized public disclosures**
- **Seek BOM approval** before applying or sharing decisions

## 8. Conflict Resolution

- **Internal resolution:** Attempt to resolve disputes through discussion
- **Escalation:** If unresolved, escalate to BOM for mediation
- **Final decision:** BOM's decision is final and binding

Remember: All committee actions and decisions should align with these guidelines and ultimately serve the well-being of the Amrapali Sapphire Phase 2 community.

  
8.9.24  
 (DPS RAJESH)  
 PRESIDENT