



# Majlis Ansarullah UK

## **Role and Responsibilities - Regional Nazim Tabligh**

1. Nazim Tabligh for region will lead Regional Tabligh Team.
2. Seek approval of 3-4 members for Regional Tabligh committee from Regional Nazim-e-Aala.
3. Delegate different assignment to each member enabling them to act responsibly for their respective part.
4. Hold monthly meeting with the Regional Tabligh team, on regular basis.
5. Review Tabligh activities reports of Majalis and analyse for further improvement as per laid down system from Qiadat.
6. Collect weekly Tabligh reports from all Majalis and submit to Qiadat as per laid down system, regularly.
7. Forward detailed reports of Tabligh Exhibitions/Q&A sessions/Interfaith/Iftar, Eid & Street parties/Individual Tabligh sittings and Ashra Tabligh/Regional Training Workshops & Forums etc, along with photographs to Qiadat Tabligh through email.
8. Forward detailed report along with remarks of guest, if any, through email.
9. Implement Qiadat Tabligh Yearly Plan at Majalis level by following the guidelines.
10. Regional Tabligh team should take part in Majalis Tabligh activities.
11. Activate local Muntazmeen-e-Tabligh. (Hold at least Quarterly meeting with all Muntazmeen of Majalis)
12. To facilitate the Tabligh activities:
  - a. Big Majalis should have team to support Muntazim Tabligh.
  - b. Small Majalis must have Muntazim instead of Zaeem looking after these activities.

## **Role and Responsibilities - Muntazim Tabligh in Majlis**

1. He will lead the Tabligh team.
2. Appoint local Tabligh team with 3-4 members and seek approval from Zaeem Majlis.
3. Implement Qiadat Tabligh Yearly Plan by following the guidelines.
4. Ensure all Ansār participate in the Tabligh activities **(Maintain Individual record)**
5. Make a list of Daeyan-e-Khosusi **(Those Ansar who have someone under Tabligh)**
6. Send weekly report of Tabligh activities to the region, every week.
7. Compile monthly reports in the monthly report form in details.
8. Send detailed report of Tabligh Exhibitions/Q&A sessions/Interfaith/Iftar, Eid & Street party/ Individual Tabligh sittings, Ashra Tabligh/Regional Training Workshops & Forums along with appropriate photographs to Region Nazim and Qaid Tabligh through email ASAP.
9. Detailed report of Contacts and remarks of the guest(s)/visitor(s), if any, should be sent to respective region.