



Office Bearers

REFRESEHER COURSE 2021



Introduction

- What does the Constitution say
- What is the role of the Amoomi Department
- What is the role of Nazim or Muntazim
Amoomi
- What do you need to do
- What NOT to do
- Example Agenda
- Monthly Reports



Qiadat Amoomi

(Department of General Secretary and its Head is known as Qa'id Amoomi)



What does the Constitution of Majlis Ansarullah say about Qa'id Amoomi

- Qa'id Amoomi shall be the incharge of the office at the headquarters
- It shall be the duty of Qa'id Amoomi to see that the instructions of Sadr Majlis are being carried out and remind all concerned when necessary
- Qa'id Amoomi shall maintain the record of proceedings of Majlis Amila Mulk and shall also inform the members of the concerned Majalis about it
- Qa'id Amoomi shall sign all vouchers concerning expenditure of headquarters Office.
- It shall be the duty of Qa'id Amoomi to publicize the aims and objectives of the Majlis and to organise the Majlis at as many places as possible.



What is role of the Amoomi Department?

- The department is responsible for all administration
- Responsible for sending out and receiving reports and other correspondence for Majlis Ansarullah
- Maintains the Baitul-Futuh and Sara-e-Ansar offices
- Takes minutes of National Amila meetings and distributes to the Amila members
- Prepares Monthly Report for Huzur Aqdas أيده الله تعالى ينصره العزيز
- Maintains records for all Qiadat Reports
- Manages the Alm-e-Inami for Majalis and Regions



What is the role of Nazim Amoomi and Muntazim?

- He is responsible for the Administration of the Majlis
- Holding Amila meeting
- Planning General meetings
- Preparing and getting approval of Amila meeting agenda
- Collecting reports from all departments
- Sending monthly report to Markaz
- Co-ordinating elections when required
- Circulating minutes of the meetings
- Follow-up of all pending work with all departments
- Responsible for co-ordinating correspondence between Markaz and local Amila



What do you need to do? (1/2)

- Organise Ansar meetings every month.
- Give at least 2 weeks notice for every monthly Ansar meeting.
- Ensure there is an agenda for the meeting that is distributed 2 week before the meeting due date.
- Ensure minutes are taken and a report is sent to Regional Nazim-e-Ala
- All members must be informed and reminded by calling them.
- In addition to the phone calls, send out emails and texts.
- Use the Saiqeen system to help contact Ansar in your Majlis. Share out the responsibility between your Amila members.
- Ask a regular attendee to bring a non-attendee or an occasional attendee to the next meeting
- Inform Ansar by a personalised letter enclosing the agenda of the meeting



What do you need to do? (2/2)

- Make a visit and invite members personally for a meeting/event
- Make the meeting interesting. Choose a topic of interest or choose a book from which you can discuss a certain topic or saying
- Also encourage Ansar to prepare a topic of interest to share and discuss at the meeting
- Discuss what is happening in the world around you and talk about matters which directly affect ANSAR's daily life
- Arrange for light refreshments
- Set a fixed time and day or week for meeting (Example: 2nd Wednesday of every month at 7pm)
- There is no quick fix, it will take time, no magic formula. Just keep trying with prayers, love and understanding. **DO NOT GIVE UP**



Example Agenda

Majlis Ansarullah (Epsom)

Amila / General Meeting #01

Agenda

Date:

Venue:

No.	Agenda Item	Responsibility	Time
1	Tilawat / Translation		5mins
2	Pledge / Silent Prayer		5mins
3	Minutes of previous meeting		5mins
4	Adoption of Minutes		5mins
5	News from Centre		10mins
6	Discussion (Choose an interesting topic special interest, politics, religious, housing, Friday Sermon etc).		20mins
7	AOB		
8	Date for Next Meeting:		

PLEASE NOTE:

IF ANY REPRESENTATIVE OF NATIONAL AMILA IS ATTENDING THE MEETING HE SHOULD CHAIR THE MEETING AND ALSO LEAD THE PLEDGE.



What NOT to do.

- Please do not just send a single text
- Please do not just leave a message on voicemail
- Please do not just leave a message with a family member
- Please do not just put a hand written note through the letter box
- Please do not just do it because you have to
- Please do not hold a meeting on different times, different days every month. Keep it consistent



Individual member Report Form

▪ Individual member Report Form:

Please may I humbly request you to click this link and complete the Individual Member Report. Jazak'Allah.

<https://member-report.ansar.org.uk/>

Jazak'Allah

Qaid Amoomi

▪ **Purpose of this Report:**

- Collect correct figure for Majlis monthly report
- This year we set a target for Alm-e-Iname also on the basis of Tajneed %
- We know at the beginning Majalis may have issues to get this report from 100% Ansār. They can use system what they are using to get individual reports to submit monthly reports.
- Markaz will send this link to all Zo'ama Majlis on 25th of every month.



The Ansar Pledge

أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ لَا شَرِيكَ لَهُ
وَأَشْهَدُ أَنَّ مُحَمَّدًا عَبْدُهُ وَرَسُولُهُ

I bear witness that there is none worthy of worship except Allah. He is One and has no partner and I bear witness that Muhammad (saw) is His servant and messenger.

I solemnly pledge that I shall endeavour throughout my life for the Propagation and Consolidation of Ahmadiyyat in Islam and shall stand Guard in Defence of the Institution of Khilafat.

I shall not hesitate to offer any sacrifice in this regard. Moreover, I shall exhort my children to always remain dedicated and devoted to Khilafat.

Insha'Allah.



Monthly Reports (1/2)

- Reporting is crucial to the centre
- The information you provide enables the centre to put information together and report to Huzur Aqdas أيده الله تعالى بنصره العزيز about schemes, programmes and updates regarding Ansarullah, such as TABLIGH and TALIM-UL-QUR'AN
- If centre does not receive reports on time, it is not able to provide accurate and up-to-date reports to Khalifa-e-Waqt
- All reports must reach the centre on time and be signed by the Zaeem Majlis



Monthly Reports (2/2)

- All monthly reports must be filled in properly and with accurate information. (ONLY CENTRE FORMAT REPORTS WILL BE ACCEPTED)
- Please do not cut and paste information from last month's report.
- The monthly reports must include information on all departments without exception. There should be no spaces left empty on the report. If no work has been done then please put a zero '0' in the reporting box



MAJLIS ANSARULLAH
UNITED KINGDOM

Majlis Monthly Report Example

MONTHLY MAJLIS REPORT FORM - ANSARULLAH UK						
Markaz must receive the report by the 10th of the month on this email? reports@ansar.org.uk					Date	V 1.21
1	Majlis		Region		Month	2021
2	Tajneed		Tarbiyyat		Isha'at	
3	What is your total Tajneed?		How many Salat Awareness Day(s)?		How many articles sent this month?	
4	Saf-e-Awwal?		No. of Ansar informed ?		Advertisements sent this month?	
5	Saf-e-Doem?		Attendance of salat awareness day?		Tehrik-e-Jadid	
6	How many Ansar contacted to collect data for this report?		No. of Ansar listen to the Friday Sermon regularly?		No. of non-participating Ansar ?	
7	Held, Saiqeen meeting this month?		How many Musiyaan in your Majlis?		No. of non-participating dependant?	
8	Attendance of Saiqeen meeting?		How many Ansar applied?		How many NEW participating Ansar?	
9	Amoomi		Tarbiyyat Forum this month?		How many NEW dependants?	
10	No of Amila Meeting. this month?		Attended of the Tarbiyyat Forum?		Waqf-e-Jadid	
11	No. of Total Amila members		Attendance of family members?		No. of non-participating Ansar?	
12	Amila attendance in meeting No 1?		No. Ansar who offer 5 Daily prayers?		No. of non-participating dependant?	
13	Amila attendance in meeting No 2?		No. of Ansar who offer congregational prayers?		How many NEW participating Ansar?	
14	General Meeting this month?		How many Amila members who offer congregational prayers?		How many NEW dependants?	
15	Attendance of General Meeting?		Held, Salat Committee Meeting?		Tabligh	
16	No. of home visits this month?		No.home Visits by Salat Committee?		How many Village Visits held?	
17	Annual Ijtema this month?		No.Ansar fasting voluntary weekly?		How many stalls held in the village?	
18	Attendance, Majlis Annual Ijtema?		No of Ansar offer 2 Nawafil Daily?		How many people visited Village Stall?	
19	Did you Celebrate any week this month, If yes give details below		Tarbiyyat Nau Mubaeen		How many stalls held in the city?	
20	Maal		No. of Nau Mubaeen?		How many f people visited City Stall?	
21	Your majlis Annual Budget?		No. contacted this month?		Did you hold Tabligh Events i.e., Interfaith/Exhibition/Mosque Open Day/Q&A/Jalsa Seeratun Nabi (sa)/Village Summer Fair?	
22	Collection for this month?		No. participating in financial contributions		How many Non-Ahmadi/Non-Muslim guests attended these events?	
23	Total collection (incl. this month)?		No. attended General Meeting?		How many 1 to 1 Tabligh?	
24	Collection statement Sent?		How many Nau Mobaecen attended regional and national ijtemas, charity walks and any other event?		How many Non-Ahmadi/Non-Muslim guests attended 1 to 1 Tabligh Sitzings?	
25	Amount banked this month?		Talim-ul-Quran		How many leaflets?	
26	Charity Walk Funds Target?		How many Classes were held?		How many books given?	
27	This month collection, Charity Walk?		Average attendance in classes?		No. of active Da'ayeyān ilAllah?	
28	Did your Majlis carry out an Audit (Markaz Audit) this month?		No. of Ansar recite the Holy Quran regularly?		How many people under Tabligh?	
29	Talim		How many Ansar pledged Waqf-e-Aarzi this month?		How many Tabligh Contacts followed up?	
30	How many Ansar listen/read books of Promised Messiah (as)?		No. of Ansar learning split word translation?		How many Ba'it achieved this month?	
31	How many Talim papers were submitted this month?		Talim-ul-Quran quiz this month?		Did you hold a Tabligh Committee Meeting this month?	
32	Essays were received this month?		Talim ul Quran Quiz this month?		Social Media Traning Session this month?	
33	Any Academic competitions held?		Isaar		Attendance, in Training Session?	
34	How many participants attended?		How many Ansar served food to the homeless?		Number of Ansār participated in Tabligh Social Media Campaign this month?	
35	Zihanat & Seht-e-Jismani		How many Ansar visited/contacted the elderly?		Number of Ansār participated in any Tabligh activities this month?	
36	How many Ansar are exercising, cycling, walking?		How many Ansar visited/contacted the bereaved?			
37	Held, any sports competitions?		How many Ansar visited the sick?			
38	How many Ansar attended the competition?		Did you hold an Issar meeting this month?			
38						



Report Deadlines

- REPORT FROM ZAEEM MAJLIS: 10TH of Every Month
- REPORT FROM REGIONAL NAZIM-E-ALA: 15th of Every Month
- REPORTS MUST BE SENT ELECTRONICALLY VIA
AMIS reporting system



Reports and Attendance Statistics

Regional Reports

90%

Majlis Reports

96%

No. of Amila Meetings held

70%

Attendance at Amila Meetings

57%

No. of General Meetings held

73%

Attendance at General Meetings

28%



Qiadat Amoomi 2021 Plan

- Every Amila member must personally visit them at their home, throughout the year.
- Continue to achieve 100% Reports submission across all Departments
- Improve the attendance and frequency of Amila and General Meetings
- We will aim to visit Every Region and meeting every Zaeem Majlis
- Finally, we need to re-connect with our Nasir Brothers – avoid using Whatsapp as much as possible
- Pick up the phone, make a personal visit



Amoomi Point Systems

No	Particulars	Minimum Requirement	Remarks
1	Amila Meetings	2 Every month	
2	General/ Meeting	1 Every month	
3	Majlis Annual Ijtema	1 in a Year	
4	Shura delegates elections & proposals	Must be before 15 th September	
5	Majlis Reports	Before 10 th of Every Month	
6	Regional reports	Before 15 th of Every month	
7	Regional Amila Meeting	1 Every month	
8	Analysis meeting	1 every month	Regional Target
9	Regional Annual Ijtema	1 in a Year	
10	Home visits	Minimum twice in a year	By Za'im Majlis
11	Individual Report form Link	Try to get report from each Nasir every month	
12	Regional Nazim Ala & Regional Nazmeen Visits	Make frequent visits to Majalis	Regional Target



Targets

No	Particulars	Marks
1	Monthly Report In time every month (5*12)	60
2	Monthly General Meeting	60
3	Monthly Amila Meeting	60
4	Attendance in General Meeting %	60
5	Attendance in Amila Meeting %	60
6	Attendance in National Ijtema %	
7	Majalis monthly Analysis (Region target)	10
8	Attendance at Regional Ijtema based on attendance %	50
9	No of visits by Zaeem to Ansar homes (at least twice a year)	60
10	Organising a Local Ijtema	25