

Qiadat Amoomi MA.BE: Guideline & Planning for the year of 2021

What is Amoomi:

This department is responsible for all administration. Responsible for sending report to Markaz & other correspondence with Markaz. Arrange Amila meetings, write down the minutes. Collect reports & prepare monthly report & send to Markaz. Maintain records of all reports.

What do you need to do?

Organise Minimum 1 Amila & General Meeting every month. Give at least one week notice for Amila & General Meeting. Ensure there is a prefixed agenda for the Amila meeting. Ensure minutes of Amila meeting are recorded. All Ansar must be informed & reminded by phone call about the General Meeting. Divide the responsibility between your Amila members. Try to make General Meeting useful & interesting. Choose a topic of interest or choose a book from which you can discuss a certain topic or Hadit. Arrange light refreshment. Set the time & date of the meeting which is suitable for Ansar brothers. Just keep trying with prayers, love and understanding. Inform the Markaz about the General Meeting. (Markazi Rep.)

What not to do:

Please do not just send a SMS. Please do not just leave a message on voicemail. Please do not just leave a message with a family member. Do not send Tarbiyyati report without contacting Ansar.

REPORTS:

All monthly reports must be filled in properly and with accurate information. (You must use the Monthly report form provide by Markaz. You can fill it online or print it & fill it. The report form is available on the website). There should be no space left empty on the report. If no work has been done then please put a zero. 10th of every month is last date to send monthly report to Markaz but it does not mean that you wait until 10, You can send any time before 10. Reports can be sent via email amoomi@ansarullah.be (preference should be via email). Please do not take a photo of the report via mobile, it is difficult to read & useless, properly scan it & then send it, you can send it via post at “**Qaid Amoomi Majlis Ansarullah Brusselstraat 445, 1700 Dilbeek**”. The information you provide enables the Markaz to put information together & report to Huzur Aqdu atba about the activities, program and updates regarding Majlis Ansarullah. If Qiadat Amoomi does not receive the reports on time, no report of your Majlis can be presented to Kahlifa-e-Waqt atba. All reports must reach on time and be signed by Zaim & Muntazim Amoomi.

Note: Make Majlis Whatsapp group & inform the Markaz. Use official e-mail I'd. Inform the Markaz if your home address or phone no. change.

Presented by

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