



Administrative Handbook

Zuama

Majlis Ansarullah Nederland
2017



Table of Contents

Administrative Handbook	1
Aims and Objectives of Majlis Ansārullāh	3
Ansār Pledge	4
Key Goals and Objectives – 2017	5
Mission Statement	6
Local Events	7
National Events	8
Contact Information	9
National Majlis e ‘Āmila	9
Regional Nāzimeen e Ala	10
Local Zuama	10
Plans and Responsibilities	11
Responsibilities of a Nāsir	12
Responsibilities of a Qā’id	13
Responsibilities of a Regional Nāzim e Ala (Na'ZimA'ala)	14
Responsibilities of a Za’īm	15
1: Nā’ib Za’īm Awwal & Saf Dom	18
2: Umumī (General Secretary)	19
3: Tabligh	20
4: Ma’al / Finance	22
5: Talim (Education)	25
6: Ta’lim-ul-Qur’an	27
7: Tarbiyyat	29
8: Tarbiyat Nau Muba’i’in (Training of New Members)	30
9: Tehrīk Jadīd	32
10: Waqf Jadīd	34
11: Ishā’at - Publications	36
12: Dhahanat wa Sehte Jismani (Health)	37
13: Īthār - (Ee-saar) - Social Services	38
14: Tajnid	39
15: Local Auditor	40
Shūrā/Election	42
Majlis Shūrā	43
Miscellaneous	47
Office Matrix and Commonly Used Terms	48



Aims and Objectives of Majlis Ansārullāh

1. To establish an organization for all Ahmadi men over the age of forty.
2. To inculcate the following amongst its members:
 - a. The love of Allah.
 - b. The spirit to promote and propagate the teachings of Islām.
 - c. The enthusiasm to call to Islām and serve mankind.
 - d. The spiritual and moral training of children and youth.
 - e. The spirit of protecting the institution of Khilafat.
 - f. The spirit of placing collective interest's above individual interests.
3. It shall purely be a religious organization with no political interest whatsoever

Ansār Pledge

(Say this part three times:)

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

ash hado • al-laa ilaaha • il-lallaaho • wahdahoo • laa shareekalahoo •

wa ash hado • annaMuhammadan • 'abdohoo • wa rasooloh

(Say this part once:)

Ik beloof plechtig • dat ik mij • tot het eind van mijn leven • zal inspannen voor de versterking • en de verspreiding • van de Islam Ahmadiyyat • en voor de handhaving • van de instelling van het Khilafat.

Ik zal ook bereid zijn • mij voor deze zaak • de grootste opofferingen te getroosten. Bovendien • zal ik al mijn kinderen aansporen • trouw te blijven • aan het Ahmadiyya Khilafat. • *Insha'Allah.*

(Say this part once:)

میں اقرار کرتا ہوں کہ اسلام احمدیت کی مضبوطی اور اشاعت اور نظام خلافت کی حفاظت کے لئے انشاء اللہ آخر دم تک جدوجہد کرتا رہوں گا اور اس کے لئے بڑی سے بڑی قربانی پیش کرنے کے لئے ہمیشہ تیار رہوں گا۔ نیز اپنی اولاد کو بھی ہمیشہ خلافت سے وابستہ رہنے کی تلقین کرتا رہوں گا۔ انشاء اللہ

Notes:

- “•” in the text indicates where person leading the pledge should pause to allow members to repeat the same portion.



Key Goals and Objectives – 2017

Qā'id Umumi	Increase Ansār attendance in general monthly meetings, ensure all meetings are held on a regular basis.
Qā'id Publication (Ishaat)	Publish monthly e-newsletter, quarterly newsletter, and bi-annual Ansarullah magazine. Maintain web site and Twitter Account.
Qā'id Tajnid	Verify contact information of members and update changes in mailing address, phone, email etc. of 100% of Tajnid.
Qā'id Māl	Increase number of chanda paying members to 95% of Tajnid
Qā'id Tehrīk Jadīd	Increase Ansar participation to 90% in Tehrīk Jadīd
Qā'id Waqf Jadīd	Increase Ansār participants to 90% in Waqf Jadid
Qā'id Tarbiyat	Encourage 50% of Ansar to join congregational prayers every week at home, Salat Center or Mosque. 100% regular in five daily prayers, and Friday Prayers. Ensure accurate reporting for 100% of Tajnid.
Qā'id Ta'līm	25% participation from all individual Majlis in quarterly tests. 50 total national participation. Create and distribute annual Syllabus and Tests, ensure membership reads the prescribed books for the year.
Qā'id Ta'līmul Qur'ān	75% of the Ansar recite the Holy Quran daily. 5 Ansar for Waqf e Aarzi scheme trip to Spain (<i>once approved</i>)
Qā'id Tarbiyat Nau Mubā'i'tīn	All Nau Mubā'i'tīn attend National Jalsa Salana, National Majlis Ansarullah Ijtema, and Annual Nau Maubain Event.
Qā'id Tāblīgh	Distribution of 100,000 leaflets, Annual Peace Conference, Regional Peace Conference, and 2 book stalls per Majlis annually.
Qā'id Ithar	Involve all Majalis in Ithar activities. Organise National Charity Walk.
Qā'id Health	Motivate 25% of Ansars to adopt Regular Exercise and a Healthy Lifestyle
Auditor	Complete Annual National Audit, Audit all Majālis
Regional Nazime Ala	Visit every Majlis in the region twice a year



Mission Statement

We are the Helpers of Allah

"VISION OF MAJLIS ANSARULLAH"

Remember that your name is Ansarullah, that is, the helpers of God Almighty. It means that you have been associated with the name of God Almighty, and God Almighty is everlasting and immortal so you should also try to be a manifestation of immortality. May you become the true symbol of Anşarullah, meaning that may you always uphold the institution of Khilafat and ensure that this work continues in your future generations as well. This can be achieved in two ways. One way is that your children are properly trained and love of Khilafat is inculcated in them. That is why I established Majlis Aţfalul-Aĥmadiyya, and Majlis Khuddamul-Aĥmadiyya was instituted for the same purpose. These Aţfal and Khuddam are your own children. If Aţfalul-Aĥmadiyya are properly trained, then Khuddamul-Aĥmadiyya will also be properly trained. And if Khuddamul-Aĥmadiyya are properly trained, then the next generation of Anşarullah will also be superior. I have created a hierarchy. The first stage is Aţfalul-Aĥmadiyya, the second stage is Khuddamul-Aĥmadiyya, the third stage is Anşarullah, and the fourth stage is God Almighty. If you provide proper guidance to your children as well as supplicate to God Almighty, then all these stages will be accomplished. If your Aţfal and Khuddam are properly guided as well as you supplicate to God Almighty and establish relationship with Him, then there is no other place for you except heaven. And whomever is raised to heaven, he is safe in every respect. If the world tries to attack, it can only attack up to a hundred or two hundred feet at the most, but cannot reach to the heaven. Therefore, if you reform yourselves and supplicate to God Almighty, then you will establish a relationship with Him. And if you become true Anşarullah and establish a relationship with God Almighty then the Khilafat will remain among you forever, and it will last even longer than the Khilafat of Christianity.

Hadrat Khalifatul Masih II (may Allah be pleased with him)



Local Events

Local Events and Action Items

Monthly Report from each Majlis is due by the 7th of every month (responsible: Za'im)

Monthy	Day	Majlis Ansārullāh Local / Regional Event
January		<ul style="list-style-type: none"> • Refresher Course – All Majalis Office Bearers
February		<ul style="list-style-type: none"> • Tarbiyyat Week
March		<ul style="list-style-type: none"> • Deadline to submit Education Exam I • Mal Ashra
April		<ul style="list-style-type: none"> • Tarbiyyat Week
May		<ul style="list-style-type: none"> • Ijtema Attendance Campaign
June		<ul style="list-style-type: none"> • Deadline to submit Education Exam 2
July		<ul style="list-style-type: none"> • Local Picnics and BBQ's
August		<ul style="list-style-type: none"> • Mal Ashra
September		<ul style="list-style-type: none"> • Tehrīk Jadīd Ashra • Submit shura delegate election results • Submit Shūrā proposals and of election for Shūrā Representative • Deadline to submit Education Exam 3
October		<ul style="list-style-type: none"> • Submit Budget for 2017 • Tarbiyyat Week
November		<ul style="list-style-type: none"> • Waqf Jadīd Ashra • Mal Ashra
December		<ul style="list-style-type: none"> • Deadline to submit Ta'līm Exam 4



National Events

Report by each Qā'id is due by the 12th of every month

Month	Date	Day	Time	Place	Programme
Jan.	29	Sun	All Day	Nunspeet	National Majlis e Amila meeting National Refresher Course
Feb.	19	Sun	10:00	Den Haag	National Majlis e Amila meeting
Mar.	19	Sun	10:00	Nunspeet	National Majlis e Amila meeting
Apr.	9	Sun	11:00	Den Haag	National Majlis e Amila meeting
	28 - 30	Fri-sun		Vierhouten	National Jalsa Salana Jamaat Nederland
May.	20	Sat	All Day	Amsterdam	Charity Walk
	21	Sun	10:00	Den Haag	National Majlis e Amila meetingr
	28	fri			Ramadan
Jun.	26	Mon			Eid ul Fitr
July.	7 - 9	Fri-Sun	All Day	Nunspeet	Majlis Ansarullah National Ijtema
	16	Sun	10:00	Den Haag	National Majlis e Amila meeting
	19 - 23				Foreign Tour
	28 - 30	Fri-sun		Alton, UK	National Jalsa Salana Jamaat UK
Aug.	20	Sun	10:00	Den Haag	National Majlis e Amila meeting
Sep.	02	Sat			Eid ul Adha
	24	Sun	10:00	Nunspeet	National Majlis e Amila meeting
Oct.	02	Sun	All Day	Arnhem	Majlis Ansarullah Picnic & Sport Day
	22	Sun	10:00	Nunspeet	National Majlis e Amila meeting
Nov.	17	Fri	14:00	Baitul Afiat	Majlis Ansarullah Peace Symposium
	19	Sun	10:00	Nunspeet	National Majlis e Amila meeting
Dec.	3	Sun	10:00	Den Haag	National Majlis e Amila meeting
	10	Sun	All Day	Nunspeet	Majlis Ansarullah Majlis e Shura
	24	Sun	All Day	Den Haag	Majlis Ansarullah Talim Tarbiyyat day



Contact Information

National Majlis e 'Āmila

No:	Name	Office
1	Mirza Fakhar Ahmad	Sadr Majlis
2	Naseer Ahmad Tahir	Naib Sadr Awwal
3	Daud Akmal	Naib Sadr Saf-Dom
4	Nazir Ahmad Awan	Qaid Umumi
5	Qaisar Shahzad	Qaid Ta'lim
6	Muhammad Afzal Malhi	Qaid Tarbiyat
7	Khalid El Kharbachi	Qaid Tarbiyat Nau Mubain
8	Shafiq Ahmad Shah	Qaid Ithar
9	Dr. Zubair Akmal	Qaid Tabligh
10	Saeed Ahmad Anjum	Qaid Dhahanat wa Sehat Jismani
11	El Hadouchi, Boujamaa	Qaid Mal
12	Ahsan Mahmud Karim	Qaid Waqf Jadid
13	Zia ul Qamar Siddiqie	Qaid Tehrik Jadid
14	Abdul Wasih Mubashir	Qaid Tajnid
15	Mohammad Hanief Hendriks	Qaid Isha'at
16	Kawsar Ahmed	Qaid Talimul Qur'an
17	Sheikh Adul Haq Joemmanbaks	Auditor
18	Abdul Wasih Mubashir	Moavin Sadr
19	Abdul Hameed van Der Velden	Ruken Khasusi



Regional Nāzimeen e Ala

Majlis Ansārullāh is established across 3 Regions in The Netherlands, each headed by a Nazim e Ala.

No	Name	
1	Den Haag	Zubair Akmal
2	Amsterdam	Saeed Ahmad Anjum
3	Nunspeet	Mohammad Jamil

Local Zuama

Majlis Ansārullāh is established in 11 chapters (Majālis) in The Netherlands, each headed by a Za'im.

No,	Majlis	Name
1.	AmsterdamCentrum	Sayyad Samiullah
2.	Amsterdam- Zuid Oost	Muhammad Boota Warraich
3.	Amstelveen	Abdul Wadood Bajwa
4.	Den Haag	Hafeez Ahmad Arain
5.	Zoetermeer	Iftegaar Ahmad Joemmanbaks
6.	Schiedam	Nasir Ahmad Dogar
7.	Rotterdam	Shaikh Abdul Malik
8.	Eindhoven	Muhammad Afzal Malhi
9.	Arnhem	Shakeel Ahmad
10.	Nunspeet	Mohammad Aslam
11.	Zwolle	Mohammad Jamil

Plans and Responsibilities

Responsibilities of a Nāsir



The following is taken from the Constitution of Majlis Ansārullāh as approved by KhalīfatulMasīh:

8. Every male Ahmadī above the age of 40 years shall be a member of this Majlis. The members of Majlis Ansārullāh shall be divided into two age groups:
- Saf Awwal shall consist of members over 55 years.
 - Saf Dom shall consist of members between 40 and 55 years.
- An Ahmadī who does not owe allegiance to Hadrat Khalīfatul-Masīh shall not be eligible for membership.
78. General meeting of a Majlis shall be held at least once a month in which members of Majlis shall participate.
122. Sadr Majlis has the power to exempt members from full or part payment of subscriptions in case of their inability to pay, provided it is recommended by the appropriate office bearer concerned.

Duties of members

190. To carry out orders of Hadrat Khalīfatul-Masīh and the officers appointed by him.
191. To carry out the instructions of Sadr Majlis, Nā'ib Sadr Saf Awwal, Nā'ib Sadr Saf Dom and other office bearers of the Majlis.
192. To pay the prescribed subscriptions of Majlis Ansārullāh. In case of financial inability, a member may obtain exemption from Sadr Majlis.
193. To regularly carry out all the programs of Majlis Ansārullāh.
194. To abide by the prescribed reformative measures in the event of negligence or default.
195. It shall be necessary that all the office-bearers and members of Majlis Ansārullāh are fully aware of the rules and regulations contained in the Constitution and abide by them.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date
Recite the Holy Qur'ān	Daily
Offer at least one prayer in congregation	Daily
Exercise or play sports for 30 min	Three times a week
Pay Ansār Dues or request exemption	Monthly or pay off for whole year
Participate in Ta'līm exams	Quarterly
Keep contact information up-to-date	As needed
Participate in Ansār meetings and Ijtimā'as	As needed

Responsibilities of a Qā'id



Responsibilities of a Qā'id

Responsibilities of each Qā'id are listed separately in the Ansār Constitution; numbers 134 to 161

195. It shall be necessary that all the office bearers and members of Majlis Ansārullāh are fully aware of the rules and regulations contained in the Constitution and abide by them.

16. If required one or more Nā'ib Qā'ids (Deputy Qā'ids) may be appointed in each Qiyadat, who may be allowed to attend the meetings of the executive committee with the permission of the Sadr, but shall not be entitled to vote.

The Qā'id should:

1. Lead his department as required and described in the constitution of Majlis Ansārullāh.
2. Report on the activities of his department to Sadr Majlis every month.
3. Attend National 'Āmila meetings, Ijtimā'at, and meeting of Majlis Shūrā.
4. Be a role model for other Ansār as well as for the younger generation.
5. Act as mentor for Zu'amā (for implementation of all plans according to the schedule).
6. Make note of the departmental budget and track departmental expenses accordingly.

A Nā'ib Qā'id should: 1.

Attend Ijtimā'at

2. Attend National 'Āmila meeting if for any reason Qā'id is unable to attend a meeting.
3. Assist Qā'id in discharging his responsibility.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)
Evaluate department's performance in each Majlis	Monthly	Majlis reports
Send report to Qā'id Umumi	12 th of every month	
Attend 'Āmila meetings	As scheduled	
Provide performance feedback via email to 3-4 Majālis	Every month	Majlis reports
Participate in Nāzim's regional meeting	Quarterly	

Responsibilities of a Regional Nāzim e Ala (Na'ZimA'ala)

Responsibilities of a Regional Nāzim e Ala



Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

165. Regional Nāzim e Ala shall be responsible for affairs of all Majālis in his region.
 166. He shall preside over the meetings of Majlis ‘Āmila of his region.
 170. He shall send a report of his activities to Sadr Majlis every month.
 197. It shall be necessary for all Nāzimeen and Zu’ama to attend the national Ijtimā‘ unless prior permission has been requested and granted by Sadr Majlis.

A Regional Nāzim e Ala should:

1. Become familiar with all Majālis in the region.
2. Stay in touch with all Zu’ama and assist them where help is needed.
3. Ensure that each Majlis submits its monthly report by the 7th of each month.
4. Ensure that Center’s directives are carried out in each Majlis in the region.
5. Hold a quarterly meeting with Zu’ama of the region.
6. Visit each Majlis at least twice a year
7. Appoint regional ‘Āmila if possible and obtain approval from Sadr.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal (Scope: Region)	Due Date	Resource(s)
Evaluate performance of each Majlis, and submit report for Sadr Majlis’s review	Quarterly	Majlis reports
Visit each Majlis in region at least twice, attend General Meeting and activate Ansār	Bi-Annually	
Hold teleconference, or call each Za’im in region	Quarterly	
Organise Regional Peace Conference	Annually	

Responsibilities of a Za’im



Responsibilities of Za'im

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

181. Za'im shall be responsible for all the affairs of his Majlis. It shall be his duty to see that instructions from the headquarters are being carried out.
182. Za'im shall preside over meetings of his Majlis 'Āmila.
183. In case of emergency Za'im is allowed to authorize necessary expenditure on his own which will have to be presented before the local Majlis 'Āmila in the next meeting for approval.
186. Za'im has the power to appoint a person to officiate for him or for any other subordinate officebearer in his jurisdiction but he will have to inform the Sadr about it immediately. In case of sector the intimation should be sent to Za'im A'la.
188. Za'im shall send the report of his activities to the Sadr Majlis every month.
202. Every Majlis shall appoint one group leader for every 10 members; this group leader shall endeavor to activate these members and help keep them motivated.

Za'im should:

1. Hold a local 'Āmila meeting and Ansār general meeting every month.
2. Implement National Plans as listed in the Ansār Handbook (or as communicated by Qā'ideen).
3. Submit monthly report of activities to Sadr Majlis.
4. Attend to all instructions from Headquarters.
5. Get to know all the members of the Majlis personally.
6. Establish a friendly environment in the Majlis. Arrange social events such as picnics and sports events, along with regular monthly meetings.
7. Assist with burial arrangements when a Jamā'at member passes away. Report demise of a Nāsir to Sadr Majlis as soon as possible (send full particulars).
8. Send report of new Bai'ats to Sadr Majlis, Qā'id Tablīgh and Qā'id Tajnid.
9. Train Nā'ib Za'im and 'Āmila members by delegating different responsibilities to them.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal (Scope: Local Majlis)	Due Date	Resource(s)
Submit Majlis report	7 th of month	Report Form
Organise Monthly General and Amila meetings	Monthly	
Implement plan to activate all Ansār. Visit at least one inactive member	Every Month	
Participate in National Ijtimā'	Annually	
Elect Shūrā delegates, Submit Proposals	Annually	

Za'im Guidelines

Monthly Report: Ansār office holders should submit report of activities in their sphere of responsibility. All reports are combined and submitted to Hadrat Khalīfatul-Masīh (May Allāh be his helper) by Sadr Majlis every month. It is important to send these reports in a timely manner so the information sent to Huzoor is current. Please remember to follow instruction of Hadrat Khalīfatul-Masīh IV (may Allah have mercy on him) when the preparing monthly reports:

- Convert reports into numbers and figures.
- There is no need for long sentences.
- Don't exaggerate.
- Be truthful.
- All blessings are in this (being truthful).

”رپورٹوں کو اعداد و شمار میں ڈھالیں۔ لمبے فقروں کی ضرورت نہیں۔ مبالغہ آرائی سے کام نہ لیں۔ سچائی پر قائم رہیں اسی کی ساری برکت ہے۔“

“Instructions for Majālis Ansārullāh Pakistan, 2007 (Hida'yaat)”

Local 'Āmila: As instructed by the Sadr Majlis, every Za'im should nominate 'Āmila and submit names for approval as soon as possible if you have not done so, already. In a small Majlis more than one department can be assigned to the same person. The following table lists the roles for each Majlis.

Majlis:		Date:	
Office / Muntazim	Name	Phone	E-mail Address
Za'im			
Nā'ib Za'im Awwal			
Nā'ib Za'im Saf Dom			
Muntazim (Mz.) Umumi			
Mz. Education			
Mz. Moral Training			
Mz. Training New Members			
Mz. Social Services			
Mz. Tablīgh (Propagation)			
Mz. Health			
Mz. Finance			
Mz. Waqf Jadīd			
Mz. Tehrīk Jadīd			
Mz. Membership			
Mz. Publication			
Mz. Qur'ān Education			
Auditor			



Āmila Meeting: Recommended Agenda

1. Prepare and distribute agenda for the ‘Āmila meeting to the ‘Āmila members at least three (3) days before the meeting. Suggested sample agenda is given below:

Agenda for ‘Āmila Meeting

• Recitation of the Holy Qur’ān	Assign
• Minutes of previous month’s meeting	Muntazim Umumi
• Communication from headquarters	Za’im
• Report of activities	Each Muntazim
• Plans for next month
• Other agenda items
• Date of next meeting & Dua	Za’im

** Pledge is not required in ‘Āmila meeting*

2. Keep minutes of all meetings as part of local records.
3. Minutes should be brief, and include attendance (by name), agenda, ‘Āmila’s decisions (if voting is required then note who favored and who opposed), and status of items requiring action.

General Meeting: Recommended Agenda

1. Inform, prepare and distribute agenda for the General Meeting to the ‘members at least a week prior to the meeting. Suggested sample agenda is given below:

Agenda for General Meeting

• Recitation of the Holy Qur’ān	Assign
• Pledge	Za’im
• Minutes of previous month’s meeting	Muntazim Umumi
• Tarbiyyat Session	Muntazim Tarbiyyat
• Taleem Session	Muntazim Taleem
• Health, Tabligh, Tehrekaat Sessions	Associated Muntazim
• Other agenda items	Muntazim Umumi
• Date of next meeting & Dua	Za’im

2. Keep minutes of all meetings as part of local records.
3. Minutes should be brief, and include attendance, agenda, and status of items requiring action.



1: Nā'ib Za'im Awwal & Saf Dom

Responsibilities of Nā'ib Za'im Awwal

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

126. The powers and duties of Nā'ib Za'im Awwal shall be those delegated to him by the Za'im.
127. When Za'im is on leave Nā'ib Za'im Awwal shall act as Za'im and exercise all the powers of Za'im in his absence. Even during the presence of Za'im under his direct supervision and guidance his powers can be exercised by Nā'ib Za'im Awwal.
128. Nā'ib Za'im Awwal will not be empowered to cancel or alter the orders of Za'im while officiating as Za'im.

Responsibilities of Nā'ib Za'im Saf Dom

Items in this box are adopted from Majlis Ansārullāh's Constitution:

43. It is necessary that Nā'ib Za'im Dom shall not be above 50 years of age at the time of nomination.
129. Nā'ib Za'im Dom shall organize members under 55 years old under the general supervision of the Za'im Majlis. He shall try to ensure that all members under 55 participate in all programs implemented by Majlis Ansārullāh.
130. He shall see that members under 55 own bicycles and promote cycling (activities) amongst them.
131. He shall see that maximum number of members under the age of 55 participate in the program of cycling with the purpose of meeting people (in their communities) and doing social service.
132. He shall present the report of his activities to Za'im Majlis every month.

Nā'ib Za'im Saf Dom should also:

1. Stay in touch with all members under the age of 55 and encourage them to participate in Ansār activities.
2. Own a bicycle or exercise equipment and use it regularly.
3. Organize cycling events (at least one in small Majālis, two or more in large Majālis)



2: Umumi (General Secretary)

Responsibilities of Muntazim Umumi:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

134. Muntazim Umumi shall be in charge of the office at local Majlis.

135. He shall see that instructions of Za‘īm are being carried out and remind all concerned when necessary.

136. He shall maintain the record of proceedings of local Majlis.

The Muntazim should:

1) Communicate:

a) Notify all members of the convening of ‘Āmila and general body meeting.

b) Carry out correspondence as desired by the Za‘īm. 2) Maintain

Records:

a) Inventory of all property and belongings of the Majlis.

b) Names of Ansār qualified to participate in Majlis elections.

c) List of local ‘Āmila members and their contact information. 3) Monitor progress:

a) Track implementation of Majlis ‘Āmila decisions.

b) Obtain monthly reports from office holders. 4) Report:

a) Assist the Za‘īm in preparing Majlis activity reports.

b) Record minutes of the proceedings of ‘Āmila meetings, and send its agenda as part of monthly Za‘īm report.

5) Perform all other duties that the Za‘īm may assign.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)			
Goal	Due Date	Resource(s)	Points
Submit completed monthly report	7 th of every month		25
Hold General Meeting	Monthly		25
Hold Amila Meeting	Monthly		25
Visit members of the Majlis, focus in inactive members	Monthly		25



3: Tabligh

Responsibilities of Muntazim Tabligh

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

149. Muntazim Tabligh shall prepare all members to practically participate in preaching.
 150. Muntazim Tabligh shall prepare a scheme for preaching and shall motivate the members to use all their resources to implement it.

Expectations:

1. Local Muntazim Tabligh should have close contact with local Jamat Tabligh Secretary to participate in Local Jamat level Tabligh programs with a focus on the nominated **Tabligh Days**. Number of Ansar participation, hours spent and brief description of activity should be reported in monthly report.
2. Continue the sacred task of preaching in their areas of contact, individually and collectively through fairs, stalls, exhibitions, college and university level programs.
3. Become familiar and utilize all appropriate local, regional, and national Tabligh resources to ensure success.
4. Distribute, and achieve the local leaflet (folder) distribution targets communicated via the headquarters.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

National Goals:			
<ol style="list-style-type: none"> 1. Increase number of Bai'its 2. Distribute 100,000 leaflets nationally. 3. Hold book stalls, two per Majalis 4. Organise Annual Peace Conference 			
Local Goals	Due Date	Resources	Points
Increase number of Bai'its	Annually		50
Distribute leaflets based on targets (<i>see table below</i>)	Monthly		50
Organise Book stalls	Twice a year		25
Invite guests to National Peace Conference	November 2017		25
Invite guests to Regional Peace Conference	Annually		25
Organise Tabligh Sittings with a focus on Islam as a Religion of Peace.	Bi-Annually		25



Additional Information or Guidelines

2017 Folder (Leaflet Targets per Majlis)

- Total Target 100,000 Folders
- Formula: Total Folders / Total Tajneed X Tajneed per Majlis
- Approximately **463 folders per Nasir**

Majlis	Total Tajneed	Formula	Target
Amsterdam centrum	30	463 x 30 =	13890
Amsterdam zo	22	463 x 22 =	10186
Amstelveen	19	463 x 19 =	8797
Arnhem	17	463 x 14 =	7040
Den haag	32	463 x 32 =	14816
Eindhoven	23	463 x 23 =	10649
Nunspeet	13	463 x 13 =	6019
Rotterdam	16	463 x 16 =	7408
Scheidam	12	463 x 12 =	5556
Zoetermeer	15	463 x 15 =	6945
Zwolle	17	463 x 17 =	7871
Total	216		100008



4: Ma'al / Finance

Responsibilities of Muntazim Maal

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

142. Muntazim Finance shall organize the assessment of annual budget of all Ansār in his Majlis, and shall arrange collection of subscription according to this budget. 143. He shall correspond with Qā'id Māl on matters concerning his Majlis.

144. He shall present names of members who are defaulters in the payment of subscription to the Za'im and take action according to the Za'im's instructions.

145. He shall present annual budget of his Majlis to Qā'id Māl for presentation to Majlis Shūrā

146. He shall present the income and expense statement before local Majlis Āmila every month.

201. Every Majlis shall prepare the annual budget of its subscriptions according to the prescribed rates and send it to the Center by the due date.

The Muntazim should:

1. First pay his own Chanda (at the prescribed rate), then request local Amila, then request the general membership.
2. Present state of finance during monthly Amila meeting.
3. Regularly remind and encourage members of their Ansar Chanda obligations.
4. Issue receipt(s) promptly
5. Make bank deposits regularly (don't hold on to cash for more than a week)
6. Manage expenses within budget
7. Maintain records of receipt books and expenses
8. Reach out to National Qaid for assistance or questions
9. Ensure Regional Nazim is aware of state of local finance

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Submit Māl report, income budget and collection	Monthly		50
100% Participation	December 20 th 2017		200
Hold sessions on "Aspects of Financial Sacrifice" in monthly General Meeting	Bi-Annually		50



Ansar Chanda Guidelines

Chanda should be calculated on actual income after deducting taxes and mandatory insurance. Rate for **earning members**:

- Ansār Chanda (Membership): 1% of net income, paid monthly.
- Ijtimā: 1.5% of net monthly income, paid once a year
- Publication: €2.50 per year
- **Rule of Thumb**: for every €1,000 in net monthly income, €10 Ansār Chanda monthly (€120 annually)

Sample Chanda:

Monthly Net Income	Chanda	Breakdown (monthly)
€1,000	€11.25	Membership: €10; Ijtima: €1.25
€2,000	€22.50	Membership €20; Ijtima €2.50
€3,000	€33.75	Membership €30; Ijtima €3.75
€4,000	€45.00	Membership €40; Ijtima €5.00

Best Practises

- Muntazim should inform members of their chanda status whenever they are behind by more than 2 months.
- Review Tajneed list regularly and update plan accordingly
- **Muntazim must always be respectful and avoid asking in presence of others. Also, he must maintain strict confidentiality of members' finances.**
- Chanda should be paid at regular intervals throughout the year. Those who pay full year's obligation all at once should try to **pay by March**.
- Za'im, Muntazim Finance, and Amila members should lead by example and not be in arrears for more than 2 months.
- Efforts to collect chanda should be documented in monthly report
- Instances of refusal to pay should be reported to Sadr Majlis through Qā'id Māl.
- A receipt *must* be issued for all collections within one week (preferably immediately).
- Muntazim should remind Ansar to pay Chanda by ...
 - Announcing once a month at meetings and Friday Prayer.
 - Contacting privately in the mosque or by phone and E-mail.
 - If necessary Muntazim can mail letters or visit members at home after consulting with Za'im.
- Focus on participation early in the year
- Muntazim should motivate members by sharing inspirational messages from Islamic history
- Muntazim should try to establish personal relationships with members
- Request local missionary to give sermon on financial sacrifice
- Share how Chanda helps the Majlis carry out its goals



Reporting

Muntazim Maal should complete below tasks **once a month** or more often as needed.

- **Remit chanda (cash)** to Headquarters promptly:
 - Handover to Qā'id Finance personally.
 - Do not mail cash

Ansar Expenses

Expenses must comply with reimbursement policy.

1. Expenses should be **necessary**, **reasonable**, and **within approved budget**,
2. Local expenses must be **authorized** by majority of local 'Āmila during a regular meeting where at least half of 'Āmila members are present.
3. Za'īm can authorize up to €100 in **urgent** expenses, but must present to 'Āmila for approval at its next meeting.
4. Approved categories for local expenses are Hospitality, Esaar, Tabligh, and Administration.
5. If an expense will exceed approved budget (or is for a purpose other than #4 above), then Za'īm is required to obtain approval from Sadr Majlis or Qai'd Maal before incurring the expense.
6. Routine hospitality expenses, refreshments or meals must be served in the mosque/center. Meals consumed in a restaurant require pre-approval from Sadr Majlis.
7. Expenses for Jamā'at events should be funded through the Jamā'at finance system.
8. Regional and National expenses must be authorized by appropriate Regional Nazim or Qa'id.

Reimbursement:

- Muntazim Māl, Za'īm or other office holder should request reimbursement by completing voucher as soon as possible within 60 days.
- Describe details of expenses on voucher (for example in case of hospitality, include purpose of meeting and number of members served).
- Image of receipt is required but original should remain at local majlis until end of next financial year. If unable to upload, email scanned copy or mail photocopy to Qā'id Māl.



5: Talim (Education)

Responsibilities of Muntazim Talim

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

9. It shall be the duty of Muntazim Talim to propagate and inculcate the Islāmic teachings amongst the members of Majlis Ansārullāh.
10. Muntazim Talim shall arrange the education of illiterate persons.

The Muntazim should:

1. Implement Education program to achieve the following objectives:
 - a. Promote and facilitate learning of Islāmic teachings; Promote and accelerate learning of Islāmic teachings.
 - b. Increase members' involvement in the National Ta'lim Program and ensure at least 25% participation in the Ta'lim tests.
2. Arrange teaching of Syllabus based on 2017 Talim o Tarbiyat Handbook.
3. Arrange teaching of books of the Promised Messiah (peace be on him) or books written by Khulafa Ahmadiyyat based on the Annual Syllabus.
4. Encourage Ansār to prepare for educational competitions at the local, regional, and national Ijtimā'at.
5. Encourage those Ansār to learn Dutch as a second language who do not know Dutch very well. Links to useful websites/resources can be pointed out to such Ansār and are available at: <http://ansarullah.nl/>

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goals:			
Local Goals	Due Date	Resource(s)	Points
25 % of Tajnid complete the Talim Tests	Quarterly	http://ansarullah.nl/	75
Motivate Ansar to read allocated books	Quarterly	http://ansarullah.nl/	75
Hold Taleem Sessions	Quarterly		50



Additional Information or Guidelines

2017 Focus Areas

1. **Holy Quran:** Daily Recitation of Holy Quran with Translation, Pronunciation and memorise last 18 Surah by heart.
2. **Hadith:** Study of Hadith and importance of Hadith in Islam
3. **Islam:** Importance of daily prayers in Islam
4. Viewing **MTA** daily with the family.

2017 List of Assigned Books

1. Quarter 1: The Will, and Philosophy of the Teachings of Islam
2. Quarter 2: Jesus in India
3. Quarter 3: Blessings of Khilafat
4. Quarter 4: Islams Response to Contemporary Issues



6: Ta'lim-ul-Qur'an

Responsibilities of Muntazim Talim-ul-Quran:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

158. Mun'tazim Education Qur'ān shall motivate members to learn reading and recitation of the Holy Qur'ān with correct pronunciation and teach it to others.

159. He shall urge members to participate in Waqf Ardi in teaching the Holy Qur'ān.

The Muntazim should:

The Mun'tazim should:

1. Lead by example – follow the program for Education of Holy Qur'ān.
2. Inculcate love of The Holy Qur'ān among Ansār praying & by encouraging members to:
 - a) Recite Holy Qur'an daily
 - b) Memorize prescribed verses
 - c) Learn translation & commentary
1. Arrange Qur'an classes: (a) one to one (b) online/via telephone
2. Make special arrangements to teach Quran recitation on one on one basis for converts
3. Encourage Ansār to devote at least two weeks (per year) to participate in Waqf Ardi for the purpose of teaching Holy Qur'ān under the plan of National Ta'limul Quran & Waqfe A`rdi Department
4. Evaluate progress and report on it.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
75% of Ansār reciting the Holy Quran (in any language) on most days of the week	Monthly		75
Hold Sessions on the "Study of the Holu Quran"	Quarterly	General Meeting	25
Hold Quran Classes – online or face to face		Skype	50
Motivate a Nasir to dedicate two weeks for Waqf e Aarzi	Annually		50



Additional programs

Department of Talimul Quran plans to encourage memorization of the Holy Quran and completing the full recitation of the Holy Quran in Ramadhan. Please encourage your Ansar to participate in those programs.

- (a) Memorization of verses of Holy Quran on Quarterly basis
- (b) Completion of one full recitation of the Holy Quran during the month of Ramadhan.

Additional Information:

1. We will make it a part of monthly meeting program that 5 to 10 minutes should be allocated to discuss and explain the importance of Daily recitation of Holy Quran. Each presentation would include either from Quranic teachings on the subject or Ahadees or from the writing of Promised Messiah (AS) or from the sermons or the writings of Kulafa Ahmadiyyat.
2. For those Ansar who need to learn the recitation of Holy Quran in Arabic or who need some help in this area, special arrangements at each Majlis will be made to handle such cases on one on one basis. Ansar well versed with recitation of Holy Quran in Arabic will be requested to volunteer to teach on one on one basis to new converts.
3. Ansar will be motivated and encouraged to donate two weeks of more of their time for Waqfe Ardhi at places where needed.
4. Ansar brothers who will achieve the optional goals of memorizing allocated verses of Holy Quran or complete the revision of Holy Quran with its translation and commentary will be recognized either by certificates or by sending their names to Huzoor (aba) with request of special prayers.



7: Tarbiyyat

Responsibilities of Muntazim Tarbiyyat:

This item has been adopted from the Constitution of Majlis Ansārullāh:

141. It shall be the duty of the Muntazim Tarbiyyat to take necessary steps for the development of true Islāmic character amongst members of Majlis Ansārullāh.

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

The Muntazim should:

1. Send in officer holder's monthly survey about watching/listening to Huzur's (ABA) Friday Sermons (every month) and encourage other aamila members to submit as well.
2. Distribute weekly Friday Sermons to all members via email or WhatsApp.
3. Send in number of Ansar's monthly survey regarding Ansar's participation in prayers, congregational prayers, recitation of the Holy Quran et al based on the report form.
4. Encourage congregational salat through homes, salat centers and the mosque.
5. Prepare well ahead for monthly meeting through efforts by self and delegated members.
6. Be familiar with Ta'lim and Tarbiyat workbook/information to help create a dynamic meeting.
7. Regularly contact inactive Ansār and invite them to auxiliary meetings, Friday prayer services, Salat centers, Mosque, etc.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Hold a "Tarbiyyat Session" on selected topics	Monthly	General Meeting	25
Encourage Ansar to be regular in prayers, especially congregational prayers, and to recite the Holy Quran daily. Create focus on Tahajjud prayers.	Monthly		100
Encourage Ansar to listen to the Friday Sermon of Huzur Aqdas on a weekly basis	Monthly	MTA	50
Distribute Friday Sermons to all on a weekly basis	Weekly	Qaid Tarbiyyat, MTA	25
Submit report on level of Ansar performance	Quarterly	Report Form	50



8: Tarbiyat Nau Muba'i'in (Training of New Members)

Responsibilities of Muntazim Tarbiyat Nau Muba'i'in:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

160. Muntazim Tarbiyat Nau Muba'i'in shall try to maintain a strong liaison with New Members and try to make them an active part of the Jamā'at.
161. He shall see that new convert Ansār are enrolled as members and try that they fully become part of the Ansārullāh organization.

NOTE: Nau Muba'i'in (New Members) are defined as those brothers who have performed the initiation on or after January 1, 2014.

The Muntazim should:

1. Build a brotherly relationship with new members ("NM")
2. Facilitate integration of new member into the Majlis
3. Update Tajneed/contact information of new members
4. Evaluate new member's progress on an on-going basis against "Onboarding Plan" (see next page)
5. Regularly provide data about new member's training needs to Qā'id
6. Identify and remove obstacles for new members to attend regional and national events
7. Suggest/prepare new members to visit the Netherlands and UK Jalsa Salana

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Local Goal	Due Date	Resource(s)	Points
Personally, meet, invite and facilitate each new member's attendance at local Ansār meetings, National Ijtima and Jalsas	Respective dates for each event		200



Three-year Targets for Nau Muba'i'in

1. Learned full Salat in English and/or Arabic
2. Finished Qaida (Yassarnal Quran)
3. Full participation in Chandas
4. Regular participation at Jummah and/or Majlis Ansarullah events
5. Have attended at least one National Majlis Ansarullah Ijtema

What Muntazimeen Tarbiyat Nau Muba'i'in or Zo'ama should do to assist Nau Muba'i'in:

1. Provide new members / Nau Moba'i'in:
 - a. Welcome to Ahmadiyyat, True Islām by Dr. Karimullah Zirvi or associated books covering Introduction to Ahmadiyyat in Dutch.
 - b. Prayer cap
 - c. Prayer mat
2. Pair each new member with a Nāsir (preferably with the one who had introduced him to Ahmadiyyat). Provide names of each pair to Qā'id.
3. Ensure that new members are receiving newsletters and magazines from the Centre.
4. Give new members a tour of Jamā'at's websites and show them how to:
 - a. Access online periodicals, books, and bookstore.
 - b. Browse Ansār website www.ansarullah.nl
5. Encourage new member to attend local, regional, and national events.
6. Inform about Jama'at Financial Donation System
7. Ensure that the new member has access to Ta'līmul Qur'ān classes (local and/or on-line) Proper arrangements should be made to ensure Ta'līmul Qur'ān needs of the new member are met. Conduct regular follow-ups.
8. Encourage new members to attend Nau Muba'i'in Event organized by Majlis Ansarullah.
9. Encourage new members to develop strong affiliation with Jamā'at and Hadrat Khalīfatul Masīh (e.g. letter writing, attend Jalsa Salana Netherlands and UK, etc.)



9: Tehrīk Jadīd

Responsibilities of Muntazim Tehrīk Jadīd

This item has been adopted from the Constitution of Majlis Ansārullāh:

153. Muntazim Tehrīk Jadīd shall motivate members of Majlis Ansārullāh to participate in the financial sacrifices of Tehrīk Jadīd. He shall also make the Demands of Tehrīk Jadīd known to all the members.

The Muntazim should:

- Assist Jamā'at's Tehrīk Jadīd Secretary with the collection of the pledges.
- All pledges should be sent to the center by April 15, 2017.
- All Ansār should be followed-up in August and September to ensure collection targets are on schedule. Members could be reminded through meetings, phone calls, E-mails or by paying them a personal visit.
- The sacrifices of Daftar Awwal (First Register: November 1934 – October 1944) need to be re-activated. Ansār whose parents or grandparents participated in this scheme during Daftar Awwal should continue to make contributions on their behalf to keep this as *Sadqa Jariah* (Sadqa that continues). Find Ansār members whose elders participated in this blessed register and appeal them to contribute on behalf of their elders.
- Make special efforts to increase participation of non-Chanda paying members.
- Regular Chanda paying members should be encouraged to increase their contribution to Tehrīk Jadīd to 1/5th of one month's income payable in one year. For example, if one month's take home income is €1,000 then €200 should be paid for Tehrīk Jadīd in one year.
- Request Ansār to encourage their family members to participate in this blessed scheme.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
95% participation from Majlis	Oct 31		50



Tehrik Jadid Year Tehrik Jadid year begins on November 1 and ends on October 31.

Demands of Tehrik Jadid

1. Lead a simple life.
2. Participate in spreading the message of Islām worldwide.
3. Dedicate leave periods for the service of Jamā'at.
4. Members to dedicate their lives to serve Islām.
5. Dedicate during seasonal vacation, periods for the service of Jamā'at.
6. Offer your children for life-time Waqf.
7. Pensioners/Retired people to offer themselves for service of Jamā'at.
8. Dedicate part of your income and property.
9. Influential and learned Ahmadi should give lectures.
10. Prepare rebuttal of adverse propaganda.
11. Seek advice from the Jamā'at when deciding about higher education and future of your children.
12. Develop the habit of working with your own hands (instead of depending upon others).
13. Jobless persons should not hesitate to take up even petty jobs.
14. Promote Islāmic culture.
15. Promote honesty in the society.
16. Keep the paths clean.
17. Protect women's rights.
18. If possible members may build houses in Qadian.
19. Offer special prayers in order to succeed in these undertakings

Tehrik Jadid Registers

Khulāfa Ahmadiyyat have launched new registers of Tehrik Jadid at various time intervals (mostly 20 years) since its inception. Register periods are detailed below:

Register Number	Description	Timeframe (Years)
1	Awwal (First)	November 1934 – October 1944
2	Dom (Second)	November 1944 – October 1964
3	Soam (Third)	November 1964 – October 1984
4	Chaharam (Fourth)	November 1984 – October 2005
5	Punjam (Fifth)	November 2005 – to date

Hadrat Khalīfatul-Masīh V (May Allāh be his helper) initiated Daftar Punjam (Fifth Register) in 2005. All children born after October 2005 and members joining Jamā'at after October 2005 are in this Register.



10: Waqf Jadīd

Responsibilities of Muntazim Finance

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

152. Muntazim Waqf Jadīd shall motivate members of Majlis Ansārullāh to participate in the financial sacrifices and other programs of Waqf Jadīd.

The Muntazim should:

- Assist Jamā‘at Secretary Waqf-e-Jadīd with collecting pledges from Ansār.
- Remind Ansār of their pledges and collection in every meeting.
- All Ansār should be followed-up through out the year ptember to ensure collection targets are on schedule. Members could be reminded through meetings, phone calls, E-mails or by paying them a personal visit.
- Educate Ansār of the importance of blessed Waqf-e-Jadīd scheme.
- Educate Ansar to encourage their family members also participate in Waqf-e-jadid scheme
- Encourage more Ansar to participate in the blessed scheme (Waqf-e-Jadīd) especially the non-paying members.
- Encourage Ansār to pay monthly or pay off pledges early

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

National Goal:			
Goal	Due Date	Resource(s)	Points
100% participation from Majlis	Nov. 30		50



Waqf-e-Jadid year

Waqf Jadid year begins on January 1 and ends on December 31.

Demands of Waqf-e-Jadid

1. Members to dedicate their lives to serve Islām.
2. Participate in spreading the message of Islām worldwide.
3. Lead a simple life.
4. Dedicate leave periods for the service of Jamā'at.
5. Dedicate during seasonal vacation, periods for the service of Jamā'at.
6. Offer your children for life-time Waqf.
7. Pensioners/Retired people to offer themselves for service of Jamā'at.
8. Dedicate part of your income and property.
9. Influential and learned Ahmadis should give lectures.
10. Prepare rebuttal of adverse propaganda.
11. Seek advice from the Jamā'at when deciding about higher education and future of your children.
12. Promote Islāmic culture.
13. Promote honesty in the society.
14. Keep the paths clean.
15. Protect women's rights.
16. If possible members may build houses in Qadian.
17. Offer special prayers in order to succeed in these undertakings



11: Ishā‘at - Publications

Responsibilities of Muntazim Publications

Items in this box have been adopted from the Constitution of Majlis Anṣārullāh:

156. Muntazim Publications shall try to ... motivate members to contribute articles to [Anṣār newsletters and *Ansarullah*]...

157. He shall assist Qā'id Publications with the sale and distribution of books and literature, as and when required.

Expectations:

1. Ensure that Anṣār in his Majlis are receiving and reading the e-newsletter, print newsletter, and *Ansarullah* regularly. If a Nāṣir is not receiving either, verify with Qā'id Tajnīd that his address is listed correctly in Anṣār Tajnīd.
2. Identify potential writers and encourage them to write for Anṣār newsletters and *Ansarullah*, including accounts about how they accepted Aḥmadiyyat.
3. Send brief reports of significant local and regional activities and news about Anṣār achievements, illness, demise, etc. to Qā'id Publications.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

National Goal:			
Local Goals	Due Date	Resource(s)	Points
Publish local newsletter, electronically or paper based, and distribute to all Ansar	Quarterly		50
Forward reports and articles to Markaz for publication online or in magazines.	Monthly		50



12: Dhahanat wa Sehte Jismani (Health)

Responsibilities of Muntāzim Health

Items in this box have been adopted from the Constitution of Majlis Anṣārullāh:

139. Make health presentation on monthly basis in the local monthly meetings.
140. Inform the local membership of availability of free health services

Departmental Goals and Responsibilities

1. Provide educational material for discussion in monthly meetings
2. Arrange health booths / first aid stations during National Ijtima
3. Screening programs during National Ijtima
4. Health related presentations during National Ijtima
5. Promote, assist and coordinate efforts for Anṣār to adopt healthy lifestyle including exercise, nutrition and use of health services
6. Arrange coordinate, supervise and host sports at national Ijtima
7. Coordinate and join local or national events organized by Jama'at or Humanity First etc.

The Muntazim should:

1. Arrange Health Presentations in local monthly meetings, encourage Ansar to lead a healthy lifestyle.
2. Organise sports events for Ansar locally.
3. Encourage Ansar to join the National Foreign Trip

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Strive to get members to exercise at least 3 times a week	Monthly		100
Organise "Healthy Living" Sessions	Quarterly	General Meeting	100



13: Īthār - (Ee-saar) - Social Services

Responsibilities of Muntazim Ithar

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

Qa'id Ithar shall chalk out programmes in order to sympathize with Allah's creatures, to serve them and to work for their welfare and shall ask all the Majalis to act upon these programmes.

Expectations:

1. Service to humanity: Identify service needs in your local area and partner with organizations (if needed) to provide service to humanity. The program should be focused to the local area and/or to an incident that would help the local community. These can include; i) Organise visits to hospitals ii) Organise visits to old people homes, especially on vacations such as Christmas. iii) Participate in Street Cleaning Programmes in the New Year 2. Report on activities

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Local Goals	Due Date	Resource(s)	Points
Visit local schools, hospitals, old people homes etc.	Monthly		75
Assist elderly Ahmadi brothers	Monthly		50
Organise Waqar e Amals	Quarterly		50
Assist Jamaat and other auxiliaries (Lajna, Khuddam) at the events, or at weddings	Monthly		25



14: Tajnid

Responsibilities of Muntazim Membership(Tajnid)

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

154. Muntazim Membership shall see that each Ahmādī who has attained the age of Ansārullāh is included in the Membership (i.e. enrollment).
155. He shall see that complete enrolment is maintained and the system of Sa'iqin (i.e. group leaders) is established in local Majlis.

The Muntazim should:

1. Maintain complete membership record of all Ansār in local Majlis.
2. Maintain accurate contact information of all members (address, phone, email & profession). Changes should be recorded promptly and reported to Tajnid department
3. Report membership changes in Za'im's monthly report.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Local Goals	Due Date	Resource(s)	Points
Periodically verify 100% Ansār Tajnid information and update center ASAP for any changes in mailing address, phone number, email and other information <i>(points will be deducted for mail returns, email and phone call rejections)</i>	Q1: Mar 31 Q2: June 30 Q3: Sept 30 Q4: Nov 30		200

Membership Guidelines

- Submit all membership changes to Qā'id Tajnid
- Encourage Ansār to submit Tajnid changes directly by filling out the update form.
- Majalis will be periodically provided list of Ansar with invalid mailing address, email and phone numbers.



15: Local Auditor

Responsibilities of Local Auditor

This item has been adopted from the Constitution of Majlis Ansārullāh:

162. Local Auditor shall assist National/Nā'ib National Auditor in auditing Majālis accounts.

Local Auditor should ensure that:

- Finance department activities adhere to internal control procedures. This relates to the collection and recording of Chanda, depositing in Ansar bank account, management of expenses.
- Income and expense items in the financial statements including unusual variances to budget and prior years are reviewed.
- Proper approval/authorization for expenditure is in effect and properly documented.
- Reports prepared are accurate and inputs of data in computer system are done in a timely basis.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

National Goal:	Conduct Quarterly Audit of Income, Expenses, and Bank Accounts		
Local Goals	Due Date	Resource(s)	Points
Quarterly Audit Report	Every Quarter	Quarterly Audit Form	

OBJECTIVE

- Income and expense budgets are prepared in accordance with established guidelines.
- Majlis has taken reasonable efforts to collect the income budget in a timely fashion.
- Receipts are issued in a timely manner for all chanda collected.
- Chanda collected are deposited promptly.
- Reports prepared are accurate and submitted on time.
- Funds collected are deposited into bank account or sent to Qaid Mal as per Qaid Mal's instructions.
- All of the following documents are reconciled to each other properly:
 - i) Total amount of receipts issued
 - ii) Bank deposit slip
 - iii) Report submitted online to Qaid Mal
- All expenses are in line with the approved budget, are reasonable, properly approved, and supported by the supporting documents (receipts, contracts etc).
- Make audit objectives clear to the Majlis and understand their local obstacles/problems.
- Determine if approved income and expense budgets are reasonable.
- Determine if expenses are reasonable and will genuinely cover all the activities of the chapter.



SCOPE OF AUDIT

The Audit Period is from January 1, 2017 to the ending of the month prior to the audit.

Every Majlis will be required to submit quarterly audit report form included in the handbook. Randomly selected sample months (2 or 3 months) would be selected for audit.

1. Review finance department's activities to ensure adherence to internal control procedures. This relates to all financial transactions. For example, collection of dues, management of expenses, and proper maintenance of receipts books.
2. Review income and expense items in the financial statements including unusual variances to budget and prior years.
3. Ascertain that proper approval for authorization for expenditure is in effect and properly documented.
4. Review accuracy and timely input of data in computer system.

Planned Activities - 2017

- Record-keeping and audit methodology training for local auditors as needed.
- Individual Majālis in person audit (if warranted) will be determined after Qā'id Māl closes out Majlis's account for 2016.



Shūrā/Election



Majlis Shūrā

Shūrā Representatives:

- Each Majlis should elect one representative for every twenty eligible voters [Dues (Chanda) paying members] or part thereof. The Za'im of a Majlis shall not be included in this number and he shall be an ex-officio member of the Shūrā).
- If Za'im is not attending the Majlis Shūrā with the permission of Sadr Majlis, the alternative representative **shall be elected**. On the basis of Rule 62 (given above) if a Za'im knows that he will not be able to attend Shūrā, he should write to Sadr Majlis and also hold election when election for Shūrā delegates is being held. Approval of alternate for Za'im cannot be given if election is not held.
- Elections should be held in accordance with the rules and regulations as published in the constitution of Majlis Ansārullāh.
- Election of representatives of Majlis Shūrā shall remain valid for a period extending up to the Majlis Shūrā of the next year.

Election results for Shūrā delegates as well as Shura proposals should be submitted before the deadline given so that approval can be obtained and delegates can make travel arrangements.

Proposals for Majlis Shūrā:

- Proposals for Majlis Shūrā should be discussed in a general meeting.
- They should be developed with general consensus of members of local Majlis.
- Scope of proposals should be national in nature.

All proposals received from Majālis will be presented to National 'Āmila for approval. Proposals selected by the National 'Āmila will be submitted to Khalīfatul-Masīh for approval. Approved proposals will be presented to Majlis Shūrā for deliberation at its meeting.

Majlis Shūrā sub-committee deliberation guidelines:

1. During the proceeding of the Majlis Shūrā sub-committee discussions should be focused on the proposals that are under discussion.
2. Recommendation of the sub-committee should not consist of general comments rather these should be specific and outline the following:
 - What should be done,
 - Give time frame for the completion of the given task, and
 - Who is responsible for carrying out these tasks (Za'im, Qā'id or individual member).



Rules for Conducting Ansār Elections

Elections should be held in accordance with the rules listed on pages 6-8 of the Constitution:

- Every effort should be made to inform each member (both eligible and non-eligible) of the date, time and place of election at **least two weeks** in advance. If two weeks' notification cannot be given then approval from Sadr Majlis should be obtained.
- Election meeting should be presided by highest office-holder in Majlis Ansārullāh. Meeting can be chaired by local Jamā'at President even if he is a Khādim.
- Meeting should start with recitation of the Holy Qur'ān followed by Dua (silent prayer) and end by Dua.
- Before the start of the election process announce the reason for election and read all relevant rules. Ensure that eligible voters are seated separate from others and their total number recorded.
- Each voter has only one vote except in case of Shūrā delegate election where each member has same number of votes as number of delegates for that Majlis (1 delegate for every 20 dues paying members).
- Any member who proposes a name or seconds it, *must* vote for the same person.
- During the election members should refrain from joining or leaving the meeting.

1) **Term Limits:**

The Za'im of a local Majlis can be elected for a maximum of three consecutive terms. After break of one term, he becomes eligible again provided he fulfills all other requirements (see eligibility criteria).

If a person has served for three consecutive terms, his name should not be proposed in the election unless special permission has been obtained from Sadr Majlis. Local 'Amila can request Sadr Majlis for this permission.

Ansar constitution states that No person shall be elected to the same office for more than three consecutive terms. However, Hadrat Khalīfatul-Masīh may waive off this condition in case of Sadr Majlis or Nā'ib Sadr Saf Dom. The Sadr Majlis may waive off this condition in case of local Za'im.

2) **Character:**

The elected person should be regular in congregational prayers, be truthful, honest, and have regard for the institutions of the Silsila 'Aliya Ahmadiyya and the Majlis. He should observe the Islāmic Sharia. He should have a beard. In case of an exception it shall be necessary to obtain permission from Sadr Majlis.

3) **Due Status:**

In compliance with Rule 22 of Ansār Constitution, he should be a regular paying member of the Jamā'at and Majlis Ansārullāh. A regular paying member is one who is not in arrears of:

- a. Obligatory dues ('Ām, Wasiyyat, Jalsa Salana) for more than six months (please check status with the Jamā'at Finance Secretary) and Chanda Jalsa Salana for more than one year, and;
- b. Majlis Ansārullāh dues for more than six months and Chanda Ijtimā' for more than one year.



This condition will not apply to those who have taken permission from the appropriate office to pay up the arrears in installments or have been permitted to pay dues at a reduced rate. However, such a person will not be elected to any office or membership of Majlis Shūrā except with prior permission of the Markaz (Center)/Sadr Majlis.

4) **Eligibility:**

Any member who has paid dues can be elected (including one serving as Nāzim or Qā'id, or a Khadim who turns 40 before the start of his term (January 1) (confirm dues status with Majlis Khuddāmul Ahmadiyya) except:

- a. One who by-passes local Jamā'at/Majlis and sends dues directly to Center.
- b. One against whom disciplinary action was taken by Jamā'at and three years have not passed since his pardon.
- c. One who misused Jamā'at or Auxiliary funds (until three years after his pardon).
- d. If a person is subjected to disciplinary action two times, he shall never be eligible to hold any office.

A chanda paying member is defined as:

- One who is not in arrears of Chanda Aam/wasiyyat for more than 6 months and chanda Jalsa Salana for more than a year.
- And not in arrears of Ansar Chanda for more than 6 months and Ijtima' chanda for more than one year.

5) **Presiding Officer**

The election for Za'im can be conducted by the regional Nazim or Missionary or Jama'at President even if he is a Khadim. If Za'im has already served three terms (and permission has not been granted for him to be elected for an additional term) then current Za'im can hold the election as his name cannot be proposed for this office.

Za'im can conduct the Shura delegate election himself because he is an ex-officio member of the Shura. Technically highest officer in the Majlis should conduct the election: Ansār National 'Āmila Member - > Regional Nazim -> Za'im.

The presiding officer should not nominate anyone, nor vote himself. In case of a tie in election results, the presiding officer should add comments/recommendation with reasons and send the complete report to Sadr Majlis.

6) **Quorum:**

Quorum for such a meeting will be one-half of the eligible members of the Majlis. If an election meeting is adjourned for lack of quorum, the quorum will be one-third of the eligible voters for the next scheduled meeting.

It is expected that members will not absentane from such meetings without genuine reason. To avoid any impression of grouping it is advisable that no member proposes more than one name. Election is held by a show of hands and all eligible voters must vote. There is no quorum requirement should a need arise for a third attempt.



7) **Campaigning:**

Any action, which is aimed at influencing opinion in favor of or against an individual, will be considered propaganda. However, it is considered appropriate to say a few words in favor of a person during the election meeting. Adverse remarks against anyone are not permitted.

8) **Election results:**

Election serves as a recommendation from the local Majlis to the Sadr Majlis. The person with highest number of votes does not automatically get “elected”. All names that were proposed should be submitted to Sadr Majlis by presiding officer or Za’im for approval within one week of election. If a name was proposed and not seconded that name should also be submitted with a note that no one seconded it (a nomination that is not seconded is automatically dropped).

Regarding election for Sadr and Na’ib Sadr Saf Dom

Question 1: For the Sadr or Na’ib Sadr Saf Dom Election: What happens after the nominations of Sadr and Na’ib Sadr Saf Dom? When will the membership get to vote?

Answer: After nominations are received from all Majalis, they are discussed in the National ‘Amila meeting and then sent to Khalifatul Masih for approval.

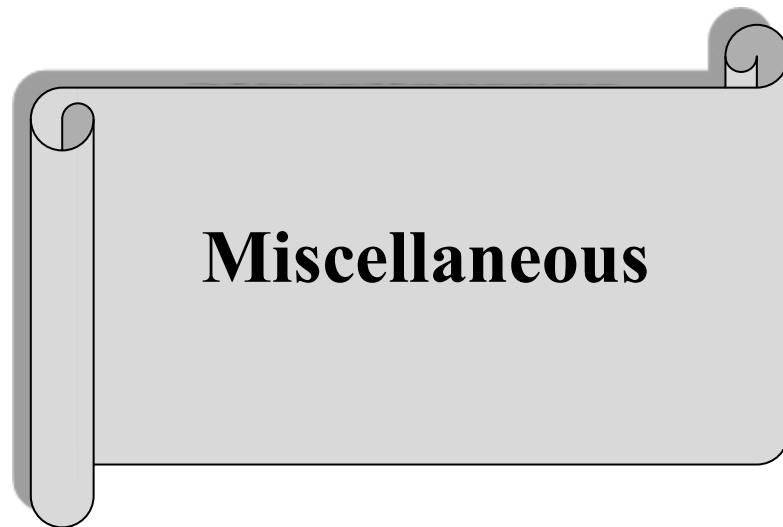
Once Khalifatul Masih approves those names, then those names are sent back to all the Majalis for the second round of election. In the second round Majlis vote for one individual from the approved list by following proposing and seconding procedure - it is not necessary to vote for every individual on the list. Third and the final round of election takes place during the Shura. At this time Za’im and Shura representative(s) of the given Majlis MUST vote for the same person who was voted upon in the second round in their Majlisa.

Question 2: For the Sadr or Na’ib Sadr Saf Dom Election: Who can be nominated?

Answer: Sadr and Na’ib Sadr Saf Dom can be nominated from anywhere in the Netherlands. They do not necessarily have to be from your own Majlis. Please note that there is an age limit for Na’ib Sadr Saf Dom; the nominated person should not be above 47 years of age. A nominated person should meet all the eligibility criteria (National 'Amila will check the status).

Related Question: What if we are not sure about the age for proposing a name for Na’ib Sadr Saf Dom?

Answer: If you are not sure about the age, you can still propose the name. Qā’id Umumi will check the age of each person proposed for this office before presenting the names to National ‘Amila for discussion.





Office Matrix and Commonly Used Terms

Jamā'at	Majlis		
	Ansārullāh	Khuddāmul Ahmadiyya	Lajna Imā'illah
National Offices			
Amīr	Sadr	Sadr	Sadr
Nā'ib Amīr	Nā'ib Sadr	Nā'ib Sadr	Nā'ib Sadr
General Secretary	Qā'id Umumi	Mo'tamid	General Secretary
Departmental Secretary	Qā'id (pl: Qā'ideen)	Mohtamim (pl: Mohtamimeen)	Secretary
Local Offices			
President	Za'im (pl: Zu'ama)	Qā'id (pl: Qā'ideen)	President or Sadr
General Secretary	Muntazim Umumi	Mo'tamid	General Secretary
Departmental Secretary	Muntāzim (pl: Muntazimeen)	Nāzim (pl: Nāzimeen)	Secretary
Member	Nāsir (pl: Ansār)	Khādim (Khuddām)	
Financial Years:			
Chnada 'Ām/Wasiyat/Jalsa Salana	July 1 to June 30		
Majlis Ansārullāh	January 1 to December 31		
Lajna Imā'illah	October 1 to September 30		
Majlis Khuddāmul Ahmadiyya	November 1 to October 31		
Tehrik Jadīd	November 1 to October 31		
Waqf Jadīd	January 1 to December 31		
Some common words:			
Urdu/Arabic	Dutch	Urdu/Arabic	Dutch
Chanda	Contributie	Mu'awin Sadr	Assistent aan Sadr
Dastūr Asāsī	Regelgeving	Ta'līm	Educatie
Ijlas	Vergadering	Ta'līmul Qur'ān	Educatie van Qur'ān
Intikhab	Verkiezing	Tajnid	Leden
Ishā'at	Publicatie	Tarbiyat	Morele Training
Ithar	Sociale diensten	Tarbiyat Nau Muba'i'in	Training van Nieuwe Leden
Māl	Financieel	Zehanat wa sehat Jismani	Intellectuele en Fysieke Gezondheid
Majlis 'Āmma Mulk	Nationale Majlis	Za'im A'lā	Za'im Hoofdkwartier
Majlis 'Āmma Ilāqah	Regionale Majlis	Ziyafat	Gastvrijheid
Majlis 'Āmmah Muqām	Locale Majlis		