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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 interests 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

*ash hado • al-laa ilaaha • il-lallaaho • wahdahoo •
laa shareekalahoo • wa ash hado • anna
Muhammadan • 'abdohoo • wa rasooloh*

(Say this part once :)

*I bear witness that • there is none worthy of worship • except Allah. • He is One •
(and) has no partner, • and I bear witness • that Mohammad (peace be upon him) •
is His servant and His messenger. •*

(Say this part once :)

*I solemnly pledge that • I shall endeavor • throughout my life • for the propagation •
and consolidation of • Ahmadiyyat in Islām, • and shall stand guard • in defense 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.*

Notes:

- Text in (parenthesis) is not in the original Arabic text and has been added in the translation.
- “•” 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 to 1250
Qā'id Publication	Publish 26 bi-weekly e-newsletters, 6 bi-monthly print newsletters, and 1 annual Al-Nahl
Qā'id Tajnid	Verify contact information of 2600 members and update changes in mailing address, phone, email etc.
Qā'id Māl	Increase Ansar participation to 2550 2. Each Zaeem contact each member in his majlis.
Qā'id Tahrīk Jadīd	Increase Ansar participation to 2550 in Tahrīk-E-Jadīd
Qā'id Waqf Jadīd	Increase Ansar participation to 2550 in Waqf-E-Jadīd
Qā'id Tarbiyat	<ol style="list-style-type: none"> 1. 3000 Ansar offering Congregational Salat on a regular basis at home, salat centers and/or Mosque. 2. Wassiyat: Large Majlis - 7 more Ansar are enrolled, Medium Majlis - 5 more Ansar are enrolled & Small Majlis - 3 more Ansar are enrolled.
Qā'id Ta'līm	<ol style="list-style-type: none"> 1. Participation of 1438 Ansar in Talim tests. 2. Completion of 1st level (basic) Talim test by 1313 Ansar, out of which 313 achieving 2nd level (advanced) Talim test.
Qā'id Ta'līmul Qur'ān	100% of Ansar reciting Holy Quran Daily.
Qā'id Tarbiyat Nau Mubā'i'tīn	10 Nau Mubā'i'tīn attend either UK Jalsa Salana or National Majlis Ansarullah Ijtema.
Qā'id Tāblīgh	<ol style="list-style-type: none"> 1. Bring 100 guests to USA Jalsa, West Coast Jalsa or Ansar National Ijtimea. 2. Register 313 Active Daeens from Majlis Ansarullah
Qā'id Social Services	1000 Visits to sick and elderly Members
Qā'id Health	At least 1000 Asnar Exercise Regularly, Adopt Healthy Lifestyle. Continue Health Help Line and Material for Meeting. Contribute in Newsletter.
Auditor	Audit at least 50 majalis
Regional Nazim	Visit every Majlis once a year

Mission Statement

We are the Helpers of Allah

Ansār Calendar 2017

Local Events and Action Items

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

Date	Day	Majlis Ansārullāh Local / Regional Event
Jan 14-15, 2017	Sat-Sun	Ansār Leadership Conference (Houston, TX)
March 1-31		1. Ansār Chanda Collection month
		2. Tahrīk Jadīd & Waqf Jadīd Pledges collection month
April/May/June	Sat-Sun	Local/Regional Ijtimā'
6/18/2017	Sun	Deadline to submit Education Exam I
6/25/2017	Sun	Deadline to submit nominations for Sadr and Naib Sadr Saf Dom
7/30/2017	Sun	1. Submit Shūrā proposals and results of election for Shūrā Representative.
		2. Submit Budget for 2018
August 1-31		Ansār Chanda Collection month
8/20/2017	Sun	Submit 2nd round election results for Sadr and Naib Sadr Saf Dom
Sep 3-10	Sun-Sun	Tahrīk Jadīd Week – Collections
Sep 22 to Sep 24	Fri-Sun	National Shura and Ijtimā', Baitur Rahman Mosque, Silver Spring, MD
10/1/2017	Sun	Start holding Zaim election - Due by Dec 3rd
Nov 5-12	Sun-Sun	Waqf Jadīd Week – Collections
12/3/2017	Sun	Deadline to submit Zaim election results
12/3/2017	Sun	Deadline to submit Ta'līm Exam II
Jan 12-14, 2018	Sat-Sun	Ansār Leadership Conference 2018 (TBD)
Other Important dates:		
		Ramadan – May 27 - Jun 25
		Eidul Fitr – Monday June 26
		US Jalsa Salana (Annual Convention) July 14 - July 16
		Eidul Adha – Friday Sep 1

Contact Information

National ‘Āmila

No:	NAME	OFFICE	OFFICIAL E-MAIL (@ansarusa.org)
1	Faheem Younus Qureshi	Sadr	sadr@ansarusa.org
2	Suhail Kausar	Nā'ib Sadr Awwal	naibsadr.awwal
3	Imran Hayee	Nā'ib Sadr Saf Dom	naibsadr.safdom
4	M. Dawood Munir	Nā'ib Sadr	naibsadr1
5	Maqbool Ahmad Tahir	Qā'id Umumi	qaid.umumi
6	Rafiuddin Malik	Qā'id Ishā'at (Publication)	qaid.publication
7	Basharat Ahmad Wadan	Qā'id Ithar (Social Services)	qaid.ithar
8	Zahid Mian	Qā'id Māl (Finance)	qaid.mal
9	Karim Sharif	Qā'id Ta'līm (Education)	qaid.talim
10	Munir Malik	Qā'id Ta'līmul Qur'ān (Education of the Holy Qur'ān)	qaid.talimulquran
11	Mirza Ghulam Rabbi	Qā'id Tablīgh (Preaching)	qaid.tabligh
12	Hassiem Abdullah Babatu	Qā'id Tāhrik Jadīd	qaid.tj
13	Muhammad Shahid Mahmood	Qā'id Tajnid (Membership)	qaid.tajnid
14	Tahir Soofi	Qā'id Tarbiyat (Training)	qaid.tarbiyat
15	Rizwan Alladin	Qā'id Tarbiyat Nau Mubā'iṭn (New Converts)	qaid.newconverts
16	Mooda Shiraz Mantara	Qā'id Waqf Jadīd	qaid.wj
17	Syed Tanvir Ahmad	Qā'id Zehanat wa Sehat-e-Jismani (Health)	qaid.health
18	Mansoor Bhatti	Auditor	Auditor
19	Pervaiz Khan	Mu'āwin Sadr (IT)	muawinsadr.it
20	Abdul Hadi Ahmad	Mu'āwin Sadr (Special Projects)	muawinsadr.sp

Mailing address and up-to-date information is available at:
<https://creator.zoho.com/ansarusa/master-db/#>(password required)

Regional Nāzimeen Aala

Majlis Ansārullāh is established in 72 chapters (Majālis) in USA, each headed by a Za’īm. For the purpose of administration these Majālis are grouped into 13 regions, each headed by a Nāzim Aala.

No		Nāzim Name	E-mail	CELL
1	Central East	Abdul Nasir	Nazim.ce@ansarusa.org	732-890-6543
	319 members	Central Jersey, Lehigh Valley, North Jersey, Philadelphia, Willingboro		
2	Central West	Khurram Shah	Nazim.cw@ansarusa.org	925-260-4764
	147 members	Bay Point, Merced, Sacramento, Silicon Valley		
3	Great Lakes	Naseem Khan	Nazim.gl@ansarusa.org	248-214-1234
	194 members	Cleveland, Columbus, Dayton, Detroit (Toledo), Indiana, Kentucky, Pittsburgh		
4	Gulf States	Iftikhar Ahmad Sheikh	Nazim.gs@ansarusa.org	832-867-5356
	294 members	Austin, Cypress-Houston, Dallas, Fort Worth, Houston-N, Houston-S, New Orleans, Tulsa		
5	Headquarter	Khurram Bashir	Nazim.hq@ansarusa.org	240-215-7567
	367 members	Baltimore, Laurel, Potomac, Silver Spring, York		
6	Mid West	Abu Bakar Bin Saeed	Nazim.mw@ansarusa.org	414-731-5392
	125 members	Milwaukee, Minnesota, Oshkosh, Zion		
7	New York	Mahmood Ahmad Bhutta	Nazim.ny@ansarusa.org	917-599-8382
	307 members	Bronx, Brooklyn, Long Island, New York		
8	North East	Sarjo Trawalley	Nazim.ne@ansarusa.org	781-913-6461
	195 members	Albany, Binghamton, Boston, Buffalo, Fitchburg, Hartford, Rochester, Syracuse		
9	North West	Atta Karim Chowdhry	Nazim.nw@ansarusa.org	360-609-0163
	82 members	Portland, Seattle		
10	South East	Imtiaz Rajayki	Nazim.se@ansarusa.org	484-794-7644
	192 members	Alabama-TN, Charlotte, Georgia-Carolina, Miami, Orlando, Research Triangle		
11	South West	Abdul Basith Zafar	Nazim.sw@ansarusa.org	310-634-8773
	293 members	LA East, LA Inland, LA Riverside, LA West, Las Vegas, Phoenix, San Diego, Tucson		
12	Virgina	Zamir Mirza	Nazim.va@ansarusa.org	703-839-3254
	386 members	Central Virginia, North Virginia, South Virginia, Richmond, Washington DC		
13	Chicago	Khalid Aziz Ahmad	Nazim.ch@ansarusa.org	312-656-0251
	277	Bloomington (& Iowa), Chicago E, Chicago SW, Chicago NW, St. Louis, Kansas		



Plans and Responsibilities

Responsibilities of a Nāsir

The following is taken from the Constitution of Majlis Ansārullāh USA as approved by Khalīfatul-Masīh :

8. Every male Ahmadi 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 Ahmadi 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 prayer in congregation on regular basis	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	June 18 th and Dec 3 rd
Keep contact information up-to-date	As needed
Participate in Ansār meetings and Ijtimā's	As needed

Responsibilities of a Qā'id

Key Contacts:

Sadr:		Nā'ib Sadr Awwal:	
Name:	Faheem Younus Qureshi	Name:	Suhail Kausar
Cell:	(443) 414-0931	Cell:	(609) 217 3202
E-mail:	sadr@ansarusa.org	E-mail:	Naibsadr.awwal@ansarusa.org

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

ANā'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 6-10 Majālis	Every month	
Participate in Nāzim's regional teleconference	One region per quarter	

Responsibilities of a Regional Nāzim

Key Contacts:

Sadr:		Qā'id Umumi:	
Name:	Faheem Younus Qureshi	Name:	Maqbool Ahmad Tahir
Cell:	(443) 414-0931	Cell:	(248) 470-2162
E-mail:	sadr@ansarusa.org	E-mail:	qaid.umumi@ansarusa.org

Responsibilities of a Regional Nāzim

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

- 165. Regional Nāzim 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 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 teleconference with Zu'ama of the region.
6. Visit each Majlis at least once a year
7. Appoint regional 'Āmila if possible and obtain approval from Sadr.
8. Send appropriate person from a neighboring Majlis to help a Majlis in need.

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

Goal (Scope: Region)	Due Date	Resource(s)
Evaluate performance of each Majlis, and submit online report for Sadr Majlis's review	12 th of the following month	Majlis reports on Ansār website
Organize Local Ijtimā' in every Majlis	Before Regional Ijtimā'	Ijtimā' Flyer
Organize Regional Ijtimā'	Before National Ijtima	Ijtimā' Flyer
Visit each Majlis in region at least once, attend General Meeting and activate Ansār		List of Majālis in region on page 8.
Hold teleconference, or call each Za'im in region	Every Quarter	

Responsibilities of a Za'im

Key Contacts:

Sadr:		Qā'id Umumi:		Regional Nāzim:	
Name:	Faheem Younus Qureshi	Name:	Maqbool Ahmad Tahir	Name:	
Cell:	(443) 414-0931	Cell:	(248) 470-2162	Cell:	
E-mail:	sadr@ansarusa.org	E-mail:	qaid.umumi@ansarusa.org	E-mail:	

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 office-bearer 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 and photo if possible).
8. Send report of new Bai'ats to Sadr Majlis, Qā'id Tablīgh and Qā'id Membership.
9. Train Nā'ib Za'im and 'Āmila members by delegating different responsibilities to them.

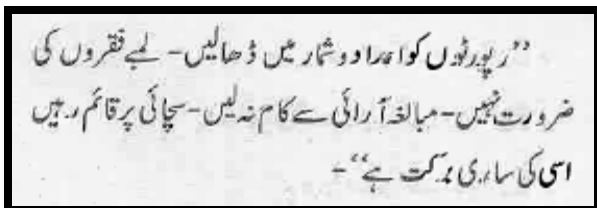
SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal (Scope: Local Majlis)	Due Date	Resource(s)	
Submit online Za'im report (including status of SMART goals)	7 th of month	Report Form	
Implement plan to activate all Ansār. Visit at least one inactive member	Every Month		
Hold local Ijtimā'	Before regional Ijtimā'	Ijtimā' Flyer	
Participate in regional Ijtimā'		Ijtimā' Flyer	
Elect Shūrā delegates			

Za'im Guidelines

Monthly Report: Ansāroffice 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-MasīhIV (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).



"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.

Majlis:		Date:	
Office / Muntazim	Name	Phone	E-mail Address
Za'im			
Nā'ibZa'imAwwal			
Nā'ibZa'imSaf 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. Tahrīk Jadīd			
Mz. Membership			
Mz. Publication			
Mz. Qur'ān Education			
Auditor			

‘Āmila Meeting:

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’īm
• Report of activities	Each Muntazim
• Plans for next month
• Other agenda items
• Date of next meeting & Dua	Assign

** 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.

1: Nā'ib Za'im Awwal & Saf Dom

Key Contacts:

Nā'ib Sadr Awwal:		Nā'ib Sadr Saf Dom:	
Name:	Suhail Kausar	Name:	Imran Hayee
Home:	(609) 217-3202	Cell:	(732) 801-4657
E-mail:	Naibsadr.awwal@ansarusa.org	E-mail:	Naibdar.dom@ansarusa.org

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)

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Maqbool Ahmad Tahir	Mujeeb Chowdhary	Mahfooz Sheikh
Cell:	(248) 470-2162	(240) 429-6590	(972) 697-7920
E-mail:	qaid.umumi@ansarusa.org	Naibqaid1.umumi@ansarusa.org	Naibqaid2.umumi@ansarusa.org

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'im 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'im.
- 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'im in preparing Majlis activity reports.
 - b) Record minutes of the proceedings of 'Āmila meetings, and send its agenda as part of monthly Za'im report.
- 5) Perform all other duties that the Za'im may assign.

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

Visiting 90% of unreachable members/once during 2017

Goal	Due Date	Resource(s)	Points
General meeting attendance >=50%	Every Month	http://ansarusa.org/departments/umumi	200*
Meeting attendance target for National Ijtima	Annually	http://ansarusa.org/events	100*

* Monthly meetings may be held over the phone if distance and/or weather are a factor.

* Monthly meeting is not needed if you are holding local or regional Ijtima

3: Propagation (Tabligh)

Key Contacts:

Qā'id:		Nā'ibQā'ideen:	
Name:	Mirza Ghulam Rabbi	TBD	TBD
Mobile:	(917)363-3673		
E-mail:	qaid.tabligh@ansarusa.org		
Address:	84-74 Homelawn Street, Jamaica Hills, NY 11432		

Responsibilities of Muntazim Tabligh

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

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

Expectations:

- All Ansarshould write to Huzooraqdas that Allah with His Grace make us to be the role model auxiliary for this noble task of Tabligh.
- Monthly Daeen Training** - Local MuntazimTabligh should work with local JamaatTabligh Secretary to hold a monthly DaeenTraning Classto increase the number of AnsarDaeen by one every month.It is suggested that class to be held by a Murabbi or an active Daeen who has received fruits of his tabligh efforts.
 - The Tabligh Guide (<https://www.alislam.org/library/books/Tabligh-Guide.pdf>) to be used as the syllabus for this action-orientedDaeen Training (12 classes in 12 months). Register Daeen and increase their number by one every month.
 - Daeenshould participate and train in the weekly Coffee, Cake & True Islam (CC&TI) meeting.All Ansars should invite their friends/colleagues/non-ahmadi relatives to CC&TI.
 - Daeen should perform congregational Tahajjud, keep volunteer Fast, distribute CC&TI flyers, offer Saqdah and write to Huzooraqdaswith their tabligh contact names for prayers.
 - If amajlis has no CC&TI programs yet, hold coffee conversation at home with contacts.
- Bring non-Ahmadi guests to USA Jalsa, West Coast Jalsa or National AnsarullahIjtima.** As a result of CC&TI and active Daeeninterations with guest during the year, majlis should have enough interested contacts who, inshallah will want to explore Ahmadiyyat in larger gatherings.

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

National Goal:			
Ansarullah USA should synchronize with Jamaat overall tabligh activities to implement the approved ShuraTabligh Recommendations (Khutba 4-9-2010)			
Local Goals	Due Date	Resource(s)	Points
Bring non-Ahmadi guests to USA Jalsa, West Coast Jalsa or National Ansarullah Ijtima Small Majalis = Min one Guest Medium Majalis = Min two Guests Large Majalis = Min Three Guests	Dec15,2017	Yearly Target = 100 Guests	60
Hold monthy Daeen Training class. Register Daeen and increase their number by one every month	Every month	Yearly Target = 313 AnsarDaeen Registered The Tabligh Guide (https://www.alislam.org/library/books/Tabligh-Guide.pdf)	40

4: Ma'al / Finance

Key Contacts:

Qā'id:		Nā'ib Qā'id (Expense):
Name:	Zahid Mian	Hisham Qureshi
Cell:	(508) 353-8909	(781) 572-0035
E-mail:	zahidmmian@gmail.com	hisham_aq@yahoo.com
Nā'ib Qā'id (Income):		Nā'ib Qā'id (Reporting):
Name:	Zia Azam	Layeequddin Ahmed
Mobile:	(919) 208-6951	(414) 243-6188
E-mail:	zia@nc.rr.com	layeeqahmed@yahoo.com

Responsibilities of Muntazim Ma'al / Finance:

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 members of their Ansar Chanda obligations.
4. Issue receipt(s) promptly
5. Make bank deposits regularly (don't hold on to checks 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

“Any member who is free from any financial constraints must pay this chanda.”

Hazrat Khalifatul Masih V in a letter to Sadr Majlis, June 24, 2009

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

Goal	Due Date	Resource(s)	Points
100% Participation	November 30, 2017	http://ansarusa.org/finance	100
Contact all members in your Majlis for Budget	July 30, 2017	http://ansarusa.org/finance	100

* For each set of receipts reported, an accurate deposit must exist. Max 10 points.

** Partial points for percentage. Based on participation as of this point. If 50% participation, then 5 points

Ansar Chanda Guidelines

Chanda should be calculated on actual income after deducting taxes and mandatory insurance.

Rate for **earning members**:

- Membership: 1% of net income
- Ijtimā': 1/8th of the Ansār Chanda
- Publication: \$10 per year
- **Rule of Thumb**: for every \$10,000 in net income, \$115 of Ansar Chanda
- **Chanda Equation (Annual)**: $Income * \frac{1}{100} + Income * \frac{1}{800} + 10$

Sample Chanda:

Annual Net Income	Ansar Chanda	Details:
Non-Earning	\$36.00	Membership: \$24; Ijtima: \$12
\$2,500	\$38.13	Membership \$25; Ijtima \$3.13, Publication \$10
\$10,000	\$122.50	Membership: \$100; Ijtima: \$12.50; Publication: \$10
\$20,000	\$235.00	Membership \$200; Ijtima \$25, Publication \$10
\$30,000	\$347.50	Membership \$300; Ijtima \$37.50; Publication \$10
\$40,000	\$460.00	Membership \$400; Ijtima \$50, Publication \$10
\$100,000	\$1,135	Membership \$1,000; Ijtima \$125, Publication \$10

Best Practises

- Muntazim should inform them 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
- Ask local missionary for assistance, if necessary
- 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.

- **Endorse** all checks upon receipt by stamping reverse side with Majlis rubber stamp.
- **Remit chanda (checks and cash)** to Headquarters promptly:
 - Either deposit in **Bank of America** (using *pre-printed* deposit slip) or
 - Send by mail to Qā'id Finance at his mailing address.
 - Do not mail cash
- **Staple proof of deposit** to green copies of chanda receipts and store locally until end of year (except if sending chanda by mail, in which case send everything to Qa'id Maal monthly).
- Visit ansarusa.org/finance for additional information on submitting chanda receipts

All bank accounts are held under a centralized Bank of America account. Contact National Auditor for additional information about these accounts.

Ansar Expenses

Expenses must comply with reimbursement policy available at <http://ansarusa.org/finance>

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'im 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, Ithar, Tabligh, and Administration.
5. If an expense will exceed approved budget (or is for a purpose other than #4 above), then Za'im 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. Restaurant expenses require pre-approval from Sadr Majlis.
7. Expenses for homeopathy and Jamā'at events should be funded through the Jamā'at finance system.
8. Rules for subsidy of Ijtimā travel are listed on next page. Updated rules will be published on ansarusa.org and in July issue of the Ansār Newsletter, Insha'Allah.
9. Regional and National expenses must be authorized by appropriate Regional Nazim or Qa'id.

Reimbursement:

- Muntazim Māl, Za'im or other office holder should request reimbursement by completing voucher at <http://ansarusa.org/expense-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.
- Reimbursement checks should be cashed as soon as possible, preferably within 30 days of receipt.

5: Talim (Education)

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:		
Name:	Karim Ahmad Sharif	Ghalib-ud-din	Masood Shammās	Adil Mian
Cell:	646-379-9204	347-209-6530	781-507-1075	781-205-4764
E-mail:	karimasharif@gmail.com	ghalibuddin@gmail.com	mrshams02@yahoo.com	amian1@yahoo.com

Responsibilities of Muntazim Talim (Education):

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

9. It shall be the duty of Muntazim Education to propagate and inculcate the Islāmic teachings amongst the members of MajlisAnsārullāh.

10. Muntazim Education 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 the target participation in the Ta'lim tests.
2. Arrange teaching of Hadith (see 2017 Talim o Tarbiyat Handbook).
3. Arrange teaching of books of the Promised Messiah (peace be on him) or books written by KhulafaAhmadiyyat.
4. Encourage Ansār to prepare for educational competitions at the local, regional, and national Ijtimā'at.

Encourage those Ansār to learn English as a second language who do not know English very well.

Links to useful websites/resources can be pointed out to such Ansār and are available at:

<http://ansarusa.org/content/education>

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

Goal	Due Date	Resource(s)	Points
50 % of Majlis Tajnid Talim Test 1	Sunday June 18, 2017	http://ansarusa.org/taleem	50
50 % of Majlis Tajnid Talim Test 2	Sunday December 03, 2017	http://ansarusa.org/taleem	50

Additional Information:

Reading assignments:

1. Selected Ahadith
2. General Religious Knowledge - will be provided in Urdu and English
3. Selected portions of Malfoozat Hazarat Promised Messiah AS Volume I
4. Books of Promised Messiah AS
 - الوصيت (The Will)
 - چشمہ مسیحی (Fountain of Christianity)
 - کشتی نوح (Noah's Arc)

The timeline for completion of these assignments will be sent to Zuama periodically.

6: Ta'lim-ul-Qur'an

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Munir Ahmad Malik	Shahzad Amjad	Maqbool Ahmad
Cell:	602-350-1121	480-363-8952	512-560-0818
E-mail:	muniramalik@gmail.com	Shahzad_amjad@yahoo.com	Abu_sarim@hotmail.com

Responsibilities of Muntazim Ta'lim-ul-Qur'an:

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
3. Arrange Qur'an classes : (a) one to one (b) online/via telephone
4. Make special arrangements to teach Quran recitation on one on one basis for converts
5. Encourage Ansār to devote at least one week (per year) to participate in Waqf Ardi for the purpose of teaching Holy Qur'ān under the plan of USA National Ta'limul Quran & Waqfe A'rdi Department
6. Evaluate progress and report on it.

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

Goal	Due Date	Resource(s)	Points
100% of Ansār reciting the Holy Quran (in any language) regularly	Monthly	Holy Qu'ran, Monthly inspirational quotes via monthly meetings, Huzur's July 31' 2015 Khutba, Frequent reminders regularly.	75

ADDITIONAL PROGRAMS

Department of Talimul Quran plans to encourage the following:

1. Completing the full recitation of the Holy Quran with its translation in the month of Ramadhan.
2. Memorization of Sure An-Naba Chapter 78 in the first half of 2017
3. Memorization of following 10 Quranic Prayers (Adiatul Quran) in the second half of 2017. These prayers are narrated below in Arabic with English translation.

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 one week or 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 and Quranic prayers 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.

Ten Quranic prayers to be memorized in 2nd half of 2017

رَبَّنَا آتِنَا فِي الدُّنْيَا حَسَنَةً وَفِي الْآخِرَةِ حَسَنَةً وَقِنَا عَذَابَ النَّارِ ﴿٢٠٢﴾

[2:202] Our Lord, grant us good in this world as well as good in the world to come, and protect us from the torment of the Fire.

رَبَّنَا أَفْرِغْ عَلَيْنَا صَبْرًا وَثَبِّتْ أَقْدَامَنَا وَانصُرْنَا عَلَى الْقَوْمِ الْكَافِرِينَ ﴿٢٥١﴾

[2:251] O our Lord, pour forth steadfastness upon us, and make our steps firm, and help us against the disbelieving people.

[2:287] Our Lord, do not punish us, if we forget or fall into error; and our Lord, lay not on us a responsibility as Thou didst lay upon those before us. Our Lord, burden us not with what we have not the strength to bear; and efface our *sins*, and grant us forgiveness and have mercy on us; Thou art our Master; so help us Thou against the disbelieving people.

رَبَّنَا لَا
تُؤَاخِذْنَا إِنْ نَسِينَا أَوْ أَخْطَأْنَا رَبَّنَا وَلَا
تَحْمِلْ عَلَيْنَا إَصْرًا كَمَا حَمَلْتَهُ عَلَى
الَّذِينَ مِنْ قَبْلِنَا رَبَّنَا وَلَا تُحَمِّلْنَا مَا لَا
طَاقَةَ لَنَا بِهِ وَاعْفُ عَنَّا وَاعْفِرْ لَنَا
وَارْحَمْنَا أَنْتَ مَوْلَانَا فَانصُرْنَا عَلَى
الْقَوْمِ الْكَافِرِينَ ﴿٢٨٧﴾

رَبَّنَا اغْفِرْ لَنَا ذُنُوبَنَا وَإِسْرَافَنَا فِي أَمْرِنَا وَثَبِّتْ أَقْدَامَنَا وَانصُرْنَا عَلَى الْقَوْمِ الْكَافِرِينَ ﴿١٤٨﴾

[3:148] Our Lord, forgive us our errors and our excesses in our conduct, and make firm our steps and help us against the disbelieving people.

[3:9] Our Lord, let not our hearts become perverse after Thou hast guided us; and bestow on us mercy from Thyself; surely, Thou alone art the Bestower.

رَبَّنَا لَا تُزِغْ قُلُوبَنَا بَعْدَ إِذْ هَدَيْتَنَا وَهَبْ
لَنَا مِنْ لَدُنْكَ رَحْمَةً ۗ إِنَّكَ أَنْتَ
الْوَهَّابُ ﴿٩﴾

[3:194] Our Lord, we have heard a Crier calling *us* unto faith, 'Believe ye in your Lord,' and we have believed. Our Lord, forgive us, therefore, our errors and remove from us our evils, and in death number us with the righteous.

رَبَّنَا إِنَّا سَمِعْنَا مُنَادِيًا يُنَادِي لِلْإِيمَانِ
أَنْ آمِنُوا بِرَبِّكُمْ فَآمَنَّا ۗ رَبَّنَا فَاغْفِرْ لَنَا
ذُنُوبَنَا وَكَفِّرْ عَنَّا سَيِّئَاتِنَا وَتَوَفَّنَا مَعَ
الْأَبْرَارِ ﴿١٩٤﴾

[3:195] Our Lord, give us what Thou hast promised to us through Thy Messengers; and disgrace us not on the Day of Resurrection. Surely, Thou breakest not Thy promise.

رَبَّنَا وَاتِنَا مَا وَعَدْتَنَا عَلَى رُسُلِكَ وَلَا
تُخْزِنَا يَوْمَ الْقِيَامَةِ ۗ إِنَّكَ لَا تُخْلِفُ
الْمِيعَادَ ﴿١٩٥﴾

[7:24] Our Lord, we have wronged ourselves; and if Thou forgive us not and have not mercy on us, we shall surely be of the lost.

رَبَّنَا ظَلَمْنَا أَنفُسَنَا وَإِنْ لَمْ
تَغْفِرْ لَنَا وَتَرْحَمْنَا لَنَكُونَنَّ مِنَ
الْخَاسِرِينَ ﴿٢٤﴾

رَبِّ ارْحَمْهُمَا كَمَا رَبَّيْنِي صَغِيرًا ﴿٢٥﴾

[17:25] My Lord, have mercy on them even as they nourished me in *my* childhood.

رَبِّ لَا تَذَرْنِي فَرْدًا وَأَنْتَ خَيْرُ الْوَارِثِينَ ﴿٢٥﴾

[21:90] My Lord, leave me not childless, and Thou art the Best of inheritors.

رَبَّنَا هَبْ لَنَا مِنْ أَزْوَاجِنَا وَذُرِّيَّاتِنَا قُرَّةَ أَعْيُنٍ وَاجْعَلْنَا لِلْمُتَّقِينَ إِمَامًا ﴿٩٠﴾

[25:75] Our Lord, grant us of our wives and children the delight of *oureyes*, and make us a model for the righteous.

7: Tarbiyyat

Key Contacts:

Qā'id:		Naib Qaid:	
Name:	Tahir Soofi Ahmed	Ismail Anani	
Cell:	847-687-5674	630-696-1780	
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Responsibilities of Muntazim Tarbiyyat:

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

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

The Muntazim should:

1. Write a letter to Hazur (ABA) regarding your position/department and success of this program.
2. Encouraging and assisting all Ansar members to watch/listen/read Huzur's (ABA) Friday Sermons (every week).
3. Send in number of Ansar's monthly survey regarding Ansar's participation in congregational prayers and the number of surveys sent. (e.g.) 10 surveys were sent and 8 responded affirmative thus 80% of Ansar are regular in congregational salat.
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.
8. Understand the Wassiyat program and encourage all Ansar to join this blessed scheme.

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

Goal	Due Date	Resource(s)	Points
75% of Ansar offering Congregational Salat on a regular basis at home, salat centers and/or Mosque.	Monthly through monthly Zaim report	www.ansarusa.org/tarbiyat	75
50% of local Ansar membership is enrolled in the Wassiyat program.	Monthly through monthly Zaim report	www.ansarusa.org/tarbiyat	150

8: Training of New Members (Tarbiyat Nau Muba’i’in [“TNM”])

Key Contacts:

Qā’id:		Nā’ib Qā’ideen:	
Name:	Rizwan Alladin	Arshad Janjua	Rafiq Lake
Cell:	(516) 302-6604	(516) 849-5894	(617) 216-4396
E-mail:	ralladin@gmail.com	ajmaster70@gmail.com	rafdon2000@yahoo.com

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 be part of US convoy to UK Jalsa Salana

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

Local Goal	Due Date	Resource(s)	Points
Personally invite and facilitate each new member’s attendance at local Ansar meetings	Monthly Meeting Date	New Member Tajneed	
Personally invite and facilitate each new member’s attendance at Regional Majlis Ansarullah Ijtema, National Jama’at Jalsa for New Converts and Jalsa Salana USA	Respective dates for each event		
Nau Muba’i’in attend the 2017 National Majlis Ansarullah Ijtema	September 2017		
Nau Muba’i’in attend the UK International Jalsa Salana 2017	July 2017		

Additional Information:

1. Points will be normalized by the number of NM in each Majlis.
2. Extraordinary service/assistance/guidance given to NM will be awarded bonus points after normalization, not to exceed 25 points.

Three-year Targets for Nau Muba'i'in

1. Learn Surah Fatiha
2. Read the Holy Quran in native language
3. Learn to read the Holy Quran in Arabic
4. Learn the claims of the Promised Messiah (as)
5. Articulate the purpose of the Promised Messiah (as)'s coming
6. Full participation in Chandas
7. Regular participation at Jummah and/or Majlis Ansarullah events
8. Have attended at least one National Majlis Ansarullah Ijtema

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

1. 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.
2. Encourage new members to develop strong affiliation with Jamā'at and Hadrat Khalīfatul Masīh (e.g. listening to Hazur's Friday Sermon, letter writing, attend Jalsa Salana UK, etc.)
3. Ensure that new members are receiving Al-Nahl.
4. Give new members a tour of Jamā'at's websites and show them how to:
 - a. Access online periodicals, books, and bookstore.
 - b. Read Muslim Sunrise at www.muslimsunrise.com
 - c. Browse Ansār website www.ansarusa.org
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-up.

9:Tahrīk Jadīd

Key Contacts:

Qā'id:			
Name:	Hassiem Abdullah Babatu		
Cell:	414-305-9188		
E-mail:	qaid.tj@ansarusa.org		

Responsibilities of MuntazimTahrīk Jadīd

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

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

The Muntazim should:

- Assist Jamā'at's Tahrīk Jadīd Secretary with the collection of the pledges.
- All pledges should be sent to the center by March 15, 2017.
- At least 25% of Ansār should be followed-up every month, to ensure collection targets are on schedule. Ansār members could be reminded through meetings, phone calls, E-mails or by paying them a personal visit.
- The sacrifices of DaftarAwwal (First Register: November 1934 – October 1944) need to be re-activated. Ansār whose parents or grandparents participated in this scheme during DaftarAwwal 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 Tahrīk 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 Tahrīk Jadīd in one year.
- Request Ansār d to encourage their family members to participate in this blessed Tahrīk-E-Jadid

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

Goal	Due Date	Resource(s)	Points
Report from Zoama every month	Every month		
100% participation from Majlis	Oct 31		

Tahrīk Jadīd Year

Tahrīk Jadīd year begins on November 1 and ends on October 31.

Demands of Tahrīk Jadīd

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 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. 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

Tahrīk Jadīd Registers

KhulāfaAhmadiyyat have launched new registers of TahrīkJadīd at 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

HadratKhalīfatul-Masīh V (May Allāh be his helper) initiated DaftarPunjam (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

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Shiraz Mantara	Name:	
Mobile:	913 526-4809	Mobile:	
E-mail:	Mooda.s.mantara@altria.com	E-mail:	
Address:	14713 Linden St. Leawood, KS 66224	Address:	

Responsibilities of Muntazim Finance

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

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

The Muntazim should:

- Educate Ansār of the importance of blessed Waqf –e-Jadīd scheme.
- Assist Jamā'at Secretary Waqf-e-Jadīd with collecting pledges from Ansār.
- Remind Ansār of their pledges and collection in every meeting.
- Contact at least half of the non-paying members monthly, to ensure collection targets are onschedule. Ansār members could be reminded through meetings, phone calls, E-mails or by paying them a personal visit.
- Encourage Ansār to pay monthly or pay off pledges early
- Educate every nasir to encourage their family members also participate in Waqf-e-jadid scheme

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

National Goal:			
Goal	Due Date	Resource(s)	Points
Send regular reminders to Ansār / follow up	Monthly	ahmadiyya.us/departments/waqf-e-jadid	
50% participation from Majlis	June 30	Local Majlis Tajneed	
90% participation from Majlis	Nov. 30	Local Majlis Tajneed	
100% participation from Majlis	September 30	Local Majlis Tajneed	

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

11: Publications (Ishā‘at)

Key Contacts:

Qā'id:		Nā'ib Qā'idīn:	
Name:	Rafi Malik	Mubasher A. Satkahi	Naveed A. Malik
Mobile:	614-999-5607	717-414-6146	302-345-6994
E-mail:	qaid.publication@ansarusa.org	AoA964@gmail.com	squashed4life@yahoo.com

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 *Al-Naḥl*] ...

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 *Anṣār Connection*, print newsletter *Anṣār*, and *Al-Naḥl* 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 *Al-Naḥl*, 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
Submit twostories with high resolution action shots of Ansar activities (200-500 words each): - 1 st story - 2 nd story	Apr 30, 2017 Jul 31, 2017		50
Submit twovideos for the “Stories of Our Elders” initiative: - 1 st video - 2 nd video	May 31, 2017 Sep 30, 2017		50

Publications Guidelines

Ordering Anṣār publications

Books, pamphlets, and other materials published by Majlis Anṣārullāh, USA can be ordered at Jamā'at's online bookstore at <http://www.amibookstore.us>

Guidelines for “Stories of My Elders”

The guidelines for “Stories of My Elders” are available at: www.ansarusa.org/stories/stories-of-my-elders

Guidelines for Group Photos

The following protocol must be followed when taking group photos:

- **For local Ijtimā’:** Front row should have odd number of chairs—5, 7, 9, 11, etc. (if no chairs are being used then odd number of standing people). Regional Nāẓim (if attending) otherwise Za‘īm should be seated/standing in the middle; local President, if present, on the right, then right to the local President should be Nā’ib Za‘īm Ṣaff Dom; Nā’ib Za‘īm Ṣaff Awwal on the left to the Za‘īm, then Muntazim ‘Umūmī. After that, other ‘Āmila members or elders can be seated.
- **For regional Ijtimā’:** Front row should have odd number of chairs—5, 7, 9, 11, etc. (if no chairs are being used then odd number of standing people). Representative of National ‘Āmila should be seated/standing in the middle; Regional Nāẓim on the right, host Majlis’ Za‘īm on the left. Zu‘amā of other Majālis should then be on either side to fill the chairs and then elders. If a missionary is present, he should be seated right to the person sitting in the middle (Za‘īm, Regional Nāẓim, or National Representative).

The protocol should also be followed for group photos taken at Majlis’ other programs—such as general meetings. **Any photo submitted that does not follow these guidelines will not be published in Anṣār publications.**

12: Intellect and Physical Health (Zehanat wa Sehte Jismani)

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Syed Tanvir Ahmed	Irfan Chaudhry	
Cell:	(601) 209-3546	425-269-4104	
E-mail:	tahmedmd@me.com	irfan.chaudhry@live.com	

Responsibilities of Muntazim Intellect and Physical Health (Zehanat wa Sehte Jismani):

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

Responsibilities of Muntāzim Health

142. Make health presentation on monthly basis in the local monthly meetings.

143 Encourage Members to Exercise at least three times weekly

144. Inform the local membership of availability of free health services

DEPARTMENTAL GOALS AND RESPONSIBILITIES

- Provide free medical & dental consult to any Ahmadi in USA
- Provide educational material for discussion in monthly meetings
- Arrange health booths / first aid stations during Regional and National Ijtemah
- Screening programs during National & Regional Ijtemah
- Health related presentations during National Ijtemah
- Promote, assist and coordinate efforts for Ansar to adopt healthy lifestyle
- Coordinate and assist sports programs during Regional Ijtemah
- Arrange coordinate, supervise and host sports @ National Ijtemah
- Assist Members with Health Related matters including Medicines, Health Insurance etc
- Guidance and Counseling to those seeking careers in Medicines

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

Goal	Due Date	Resource(s)	Points
At least 30% Ansar exercise 3-4 times a week	Monthly report	http://ansarusa.org/free-medical-services	50

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

Key Contacts:

	Qā'id	Nā'ibQā'id	Nā'ibQā'id
Name:	BasharatWadan	Nasir Jamil	Munawar Ahmad Malik
Mobile:	571-294-4580	443-567-1862	540-642-3111
E-mail:	basharatawadan@yahoo.com	Nasir.jamil@yahoo.com	Munawar20@gmail.com
Address:	4039 pender Ridge Terr, Fairfax VA 22033	666 Gairloch, Bel Air Pl. MD. 21015	8 Barly corn Drive, Stafford,VA 22556

Responsibilities of Muntazim Ithar

Items in this box have been adopted from the Constitution of MajlisAnsārullāh:
 Qa'idIthar shall chalk out programmes in order to sympathize with Allah's creatures, to serve them and to work for their welfare and shallask 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 does not have to be limited to 'Feed the hungry' rather it should be focused to the local area and/or to an incident that would help the local community.
2. Visit house/hospital for sick and elderly Ansar members in your Majlis or out side the Majlis at least once.
3. Help refugee/asyleeJamaat families (Khuddam and Ansar) to settle in USA.
4. Submit a story: A brief report of the activity for department of Ithar should be submitted along with pictures and video.

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

National Goal:	Continue to support the platform to help members of MajlisAnsarullah in getting entry-level jobs through a comprehensive list of professional and business owners. Revise and update the list of businesses around the country and make that available on the webpage for local Muntazimto utilize to help local members.		
Local Goals	Due Date	Resource(s)	PointsAnnualy
Service to the community and visiting the sick and the elderly	Monthly	http://ansarusa.org/ithar	75
Report of 300 words with action shots of Itharactivites	Monthly	http://ansarusa.org/ithar	25

14: Membership (Tajnid)

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Muhammad Shahid Mahmood		
Mobile:	313-283-3521		
E-mail:	mahmooms@yahoo.com		
Address:	4474 Hycliffedr, Troy MI 48098		

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 Ahmadi 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'iqa (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 via online [Tajnid update form](http://www.ansarusa.org/tajnid-update) (<http://www.ansarusa.org/tajnid-update>).
3. Report membership changes in Za'im's monthly report.

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

National Goal:			
Local Goals	Due Date	Resource(s)	Points
100% of Ansar with valid phone number, mailing address, YOB, profession information and email address.	Feb 12, 2017	http://www.ansarusa.org/tajnid	50
100% of Ansar with valid mailing address and other updated contact information (<i>points will be deducted for mail returns, email and phone call rejections</i>).	Oct 15, 2017	http://www.ansarusa.org/tajnid	50

Membership Guidelines

- Detailed Tajnid Guidelines are available at: <http://www.ansarusa.org/tajnid>
- Submit all membership changes to Qā'id Membership via online [Tajnid update form](http://www.ansarusa.org/tajnid-update) (<http://www.ansarusa.org/tajnid-update>), mention in Zaim's monthly report the number of ansar and/or name whose update was submitted during that month
- Encourage Ansār to submit Tajnid changes directly by filling out online form [Tajnid update form](http://www.ansarusa.org/tajnid-update) (<http://www.ansarusa.org/tajnid-update>)

Majalis will be periodically provided list of Ansar with invalid mailing address, email and phone numbers. Corrected information should be sent back to Qaid Tajnid.

15: Audit Plan

Key Contacts:

Auditor:		Nā'ib Auditor:	
Name:	Mansoor A. Bhatti	Name	
Cell:	732-407-9057	Cell	
E-mail:	auditor@ansarusa.org	E-mail	
Address	400 Elizabeth Dr. # 4211, Pittsburgh, PA 15220		

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	50
Selected Majlis Audit	Dec 31, 2017		

EVALUATION:

Majlis will be awarded **12.5 points for each quarterly report submitted by 20th of the following month after end of the quarter. 50 points for the year.**

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 chandah collected.
- Chandah 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.

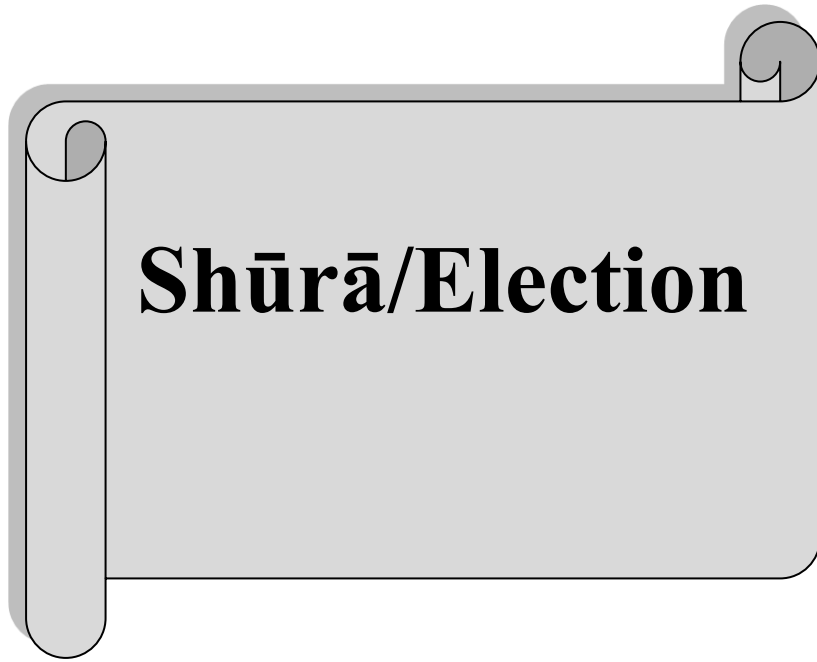
SCOPE OF AUDIT

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.



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'imis 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 online at under <http://ansarusa.org/departments/umumi> before the deadline given in the calendar of events (Page 7) 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 on September 22nd.

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 dues paying member of the Jamā'at and Majlis Ansārullāh. A regular dues 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 Nāzīm or Qā’id, or a Khadīm who turns 40 before the start of his term (January 1) (confirm dues status with Majlis Khuddāmūl 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 Ijtimā’ 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 USA. 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.

Ansār Tahir Scholarship

Scholarship Purpose and Scope:

1. This scholarship is for secular training of Ansār in US to improve their employability. The funds should be used for tuition or training only. Funds cannot be used for any other purpose including as seed money to start a new business.
2. The scholarships will be awarded for a maximum of \$4,000 per applicant per year for up to two years (total amount cannot exceed \$8,000 per applicant).
3. Scholarships will be granted on “first come, first serve” basis until funds allocated for the year are exhausted. Applications can be submitted at any time - there is no deadline for the application.
4. Applicant must:
 - a. Be a bona fide member of Majlis Ansārullāh, USA in good standing.
 - b. Be less than 60 years old.
 - c. Have exhausted all avenues for employment, or wishes to get additional training/education to enhance his employability.
 - d. Be ineligible or have exhausted all available state and federal funding for unemployed and/or displaced workers.
 - e. Have identified a new career path.
 - f. Be capable and willing to undertake successful completion of the proposed training.
 - g. Not have received scholarship for a different course in previous 5 year.
5. In most cases payments will be made directly to the training institution.

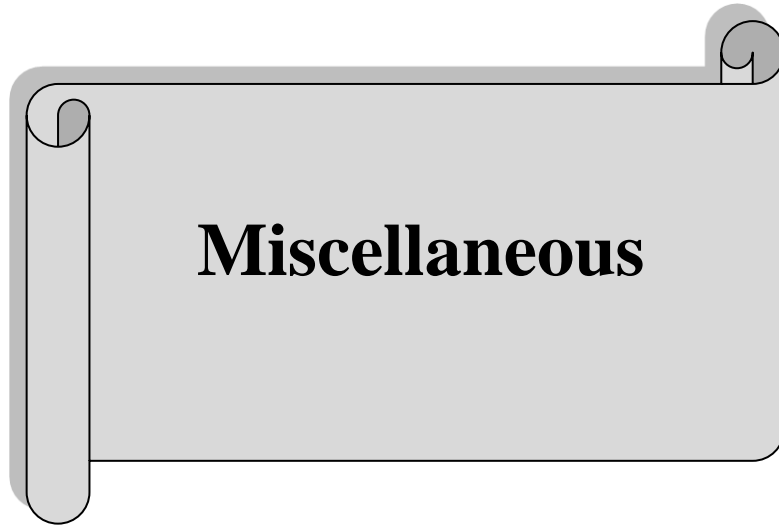
Application Requirements and Process:

1. Application should be accompanied by:
 - a. A letter of acceptance and financial requirement from the institution.
 - b. A cover letter stating that if applicant is unable to complete the planned training, he will promptly return the funds to Majlis Ansārullāh, USA.
 - c. Two letters of recommendations.
2. Applicant should complete Section A and then forward entire application to Za’im of his Majlis. If the applicant does not live in a Majlis, he should forward it to Nāzim of his region or Qā’id Umumi.
3. Za’im (or Nāzim) should complete Section B and send entire application to: Tahir.Scholarship@ansarusa.org

Continued Support:

1. Grades will be evaluated at the end of each semester. Applicant should maintain a passing grade to receive funds for the next semester/session.

Scholarship application and complete instructions can be downloaded from <http://www.ansarusa.org> or requested from Tahir.Scholarship@ansarusa.org



Office Matrix and Commonly Used Terms

Jamā'at	Majlis		
	Ansārullāh	KhuddāmulAhmadiyya	Lajna Imā'illah
National Offices			
Amīr	Sadr	Sadr	Sadr
Nā'ibAmīr	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)	Khādīm (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		
Tahrik Jadīd	November 1 to October 31		
Waqf Jadīd	January 1 to December 31		
Some common words:			
Urdu/Arabic	English	Urdu/Arabic	English
Chanda	Dues	Mu'awin Sadr	Assistant to Sadr
Dastūr Asāsī	The Constitution	Ta'līm	Education
Ijlas	Meeting	Ta'līmul Qur'ān	Education of Qur'ān
Intikhab	Election	Tajnid	Membership
Ishā'at	Publication	Tarbiyat	Moral Training
Ithar	Social Services	Tarbiyat Nau Muba'i'in	Training for New Members
Māl	Finance	Zehanat wa sehat Jismani	Intellectual and Physical Health
Majlis 'Āmma Mulk	National Majlis	Za'im A'lā	Za'im Headquarters
Majlis 'Āmma Ilāqah	Regional Majlis	Ziyafat	Hospitality
Majlis 'Āmmah Muqām	Local Majlis		