

Table of Contents

Aims and Objectives of Majlis Ansārullāh.....	2
Ansār Pledge.....	3
Mission Statement	5
Key Goals and Objectives – 2025	6
Alam-e-Inami Criteria – 2025	9
Monthly Campaigns	12
Contact Information - National ‘Āmila	13
Contact Information - Nāzimeen A’ala	14
Plans and Responsibilities	15
Responsibilities of a Qā’id	16
Responsibilities of a Regional Nāzim A’ala.....	17
Responsibilities of a Za’im.....	18
1: Umumi (General Secretary)	21
2: Ta’lim.....	23
3: Tarbiyat	25
4: Mal (Finance)	27
5: Īthār - (Ee-saar) – Social Services.....	28
6: Tablīgh	31
7: Health (Dhahanat Wa Siht Jismani)	34
8: Waqf-e-Jadīd	35
9: Tahrīk-e-Jadīd	36
10: Tajnīd (Membership).....	37
11: Publications	38
12: Ta’līmūl-Quran and Waqf-e-Ardhi	40
13: Tarbiyat Nau Mubā’i’īn.....	42
14: Audit.....	44
Shūrā/Election	45
Majlis Shūrā	46
Ansār Tahir Scholarship.....	49
Miscellaneous.....	51
Office Matrix and Commonly Used Terms.....	52

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 promise that • I shall endeavor • till the end of my life • for the
consolidation • and propagation of • Islām Ahmadiyyat • and for upholding •
the institution of Khilafat. • I shall also be prepared • to offer the greatest sacrifice •
for this cause. • Moreover, • I shall urge all my children • to remain true to • Khilafat
Ahmadiyya. • 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.*

Hazrat Khalifatul Masih V (aba) took the following pledge while addressing the UK/USA Ansārullāh National Ijtimā 2023:

"I bear witness that there is none worthy of worship except Allah, He is one and has no partner. And I bear witness that Muhammad is His servant and messenger.

I swear by Allah and proclaim that I will always endeavour to convey and propagate the teachings of Islam Ahmadiyyat and the blessed name of the Holy Prophets to the corners of the earth until my dying breath.

And for the sake of fulfilling this most sacred obligation, I shall forever keep my life devoted to the service of Allah the Almighty and His Messenger (PBUH). I shall give every possible sacrifice, no matter how heavy its burden, in order for the blessed flag of Islam to be raised aloft in every nation until the end of time.

I also solemnly pledge to strive with unyielding conviction to protect and strengthen the institution of Khilafat until my last breath. And I shall always urge my progeny to remain firmly attached to Khilafat and to seek its blessings, so that Khilafat-e-Ahmadiyya may remain protected until the end of time. And so that, through the Ahmadiyya Muslim Community, the propagation of Islam may continue until the last day. And so that the flag of the Holy Prophet Muhammad may be raised far higher than any other flag in this world.

"O God, enable us to fulfil this pledge.

Allah-humma Amin, Allah-humma Amin, Allah-humma Amin."

Mission Statement

We are the Helpers of Allah

Key Goals and Objectives – 2025

Umumi	All Majālis holding Āmila meeting every month
	All Majālis holding General meeting every month with attendance 50% or more of total Tajnid
	50% of Ansar Tajnid attending National Ijtimā
	Arranging and conducting Ansar Majlis-e-Shura
Ta’lim	Encourage Ansar to form local virtual/in person book clubs
	100% Ansar participate in the Annual Ta’lim test
	100% Ansar read the syllabus book
	Make English Language Learning resources available where necessary
Tarbiyat	Qayadat Tarbiyat will hold a Webinar twice a year.
	Qayadat Tarbiyat will hold a Tarbiyat Week every quarter.
	The monthly meeting with local Muntāzimeen e Tarbiyat will be held.
	Suhbat e Saliheen will be arranged
	Qayadat Tarbiyat will send the daily Dars to Zoama and Muntāzimeen.
	Qayadat Tarbiyat will share the Friday sermon link in different languages and summary of the Friday Sermon.
	Qayadat Tarbiyat will conduct three surveys during the whole year. These will be sent in April, July, and November.
	Qayadat Tarbiyat will also compile results to evaluate the local Āmila efforts done to meet Tarbiyat goals.
Tabligh	Reach out to 25% of Americans.
	Create a Tabligh Handbook that is simple and easy to use.
	Partner with Ta’limul Quran & Waqf-e-Ardhi to organize 3-day Tabligh focused Waqf-e-Ardhi program. Goal will be to organize four within the year.
	Organize Street Tabligh or Flea Market events for each region / National Tabligh Department would also attend, this can be part of the above.
	Organize Zoom Calls where we answer critical questions related to Tabligh
	Active a Majlis Ansārullāh Tabligh Social Media Account, keep Ansar in the loop.
	Motivate members to write letters to Editors of various periodicals or newspapers either in response to articles in the news or to Introduce Islam Ahmadiyyat.
Mal	100% Participation
	Reconcile reports monthly
	Manage Expenses
	Manage bank transactions
	Year-End End Reporting (Collections – Expenses = Reserve Fund)

Ithar	Active participation in “Ansar Brotherhood Project”, In the spirit of Ansār and Emigrants (Muhajareen) to Medina, establish brotherhood (Mu'akhaat) with fellow Ansār. a. Continue prior year goal of reaching out to 80% of Ansār one-on-one via phone, virtually, or in person (bring a gift).
	Three hundred (300) Waqar-e-Amal group activities.
	Three hundred (300) Khidmat-e-Khalq group activities.
	Encourage local Majālis to fund-raise for 1 model villages (\$100K) in Africa. As a Majlis, we are helping to build 2 model villages: 100K in collections/funds raised at the local level The other \$100K will be from the Majlis (NATIONAL GOAL)
	Participating in the National Tree Planting Program to be held at the Regional Level -> 10K Trees
	Participating in the National Charity Walk to raise funds for Humanity First USA in HQ/VA Regions (in-person), others will be virtually. -> \$70K Raised
	Participating in Feed a Million Meals (Prepare food packages, hot meals & distribute to those in need). > 1M People
	Donate as Majlis, \$100K to Model Village
	Support an independent Puerto Rico Food Pantry Program/Location funded by Majlis Ansārullāh USA
Tajnid	Verify contact information of 4800 members and update national Tajnid system with changes in mailing address, phone, email etc.
Health	At least 35% members exercise regularly, 30 minutes daily or 150 minutes weekly, most days of the week
	All Members to get an annual checkup (BP, Sugar, Cholesterol, BMI, Vaccination
	Establish GYM, Bike Clubs and Other Health Clubs in every Majlis
	Reduce or Eliminate Single Use plastic bottles
Tahrīk-e-Jadīd	All Ansar members as per Tajnid data to participate in the Tarik e Jadid scheme. This is the wish of Huzoor (aba).
	Provide Quarterly report to Majālis.
	Contact 4 Muntāzimeen monthly.
	Publish periodic encouraging/inspiring excerpts from the Holy Quran, Ahadith, Sayings of the Promised Messiah and Khulfa’s.
Waqf-e-Jadīd	100% Ansar participation in Waqf-e-Jadīd.
	Call 10 Zu’amā monthly to provide encouragement and motivation.
	Provide quarterly emails to the entire Āmila and all Zu’amā to identify gaps and provide motivation.
	Share inspiring accounts of those who have participated in Waqf-e-Jadīd.
Publications	12 monthly e-newsletters (Ansar Connection)
	4 quarterly Special focus Issues (Ansar Connection)
	1 Year-in-review issue of Al-Naḥl

Talim-ul-Quran and Waqf-e-Ardhi	100% of Ansar should be able to recite the Holy Qur'an in Arabic with correct pronunciation.
	Identify Waqf-e-Ardhi Projects nationally and share with members for sign-up.
	Coordinate with TaQWA to arrange Tarteel-ul-Quran and teacher certification prep classes.
	Motivate Ansar to sign up for Waqf-e-Ardhi
Tarbiyat Nau Mubā'i'in	To train and integrate new Ahmadi brother to become mature and fully functional Ahmadis
	Help New Ahmadis build an integrated and deep relationship with Majlis Ansārullāh.
	Organize annual new converts retreat
Audit	Conduct yearly audit of income and expenses submitted by Majālis and National departments.
	The National Auditor will make sure that the expense reimbursement policy was followed.
	Conduct real time audits within 2 days of receipt of expense vouchers during the year.
	Review the end of the financial year closing.
Regional Nāzim-e-Ala	Visit every Majlis at least once a year

Alam-e-Inami Criteria – 2025

Department	Local Goals	Due	Points
Umumi	General meeting attendance at least 50% or more every month Monthly	Monthly	65
	Hold Amila meeting every month	Monthly	35
	50% Tajnid attending National Ijtimā	Annually	30
Ta'lim	Participation in Talim Test	7/1/2025	70
	Number of Ansar who read the syllabus book	7/1/2025	30
	Number of book club meetings held during the year	3/31, 6/30, 9/30, 11/30	20
Tarbiyat	Appoint Saeqeen Saeqeen perform according to expectations	February 15 Monthly	30
	Survey Response: Small Majlis: 90%, Medium Majlis: 80%, Large Majlis: 70% ((20 points for each survey)	4/30, 7/31, 11/30	30
	Positive response in survey for 4 survey questions (30 points for each survey)	4/30, 7/31, 11/30	90
Tabligh	Group (2+ members) Tablīgh activities organized	12/31/2025	40
	Number of Tablīgh related letters to editor/articles submitted	12/31/2025	30
	10% of Tajnid holding personal Tablīgh meeting	12/31/2025	30
Mal	100% Participation	12/31/2025	120
	100% Income Budget Submissions	8/31/2025	80
Ithar	Ansār Brotherhood Project (Outreach)	All Year Long	75
	Waqar-e-Amal (6 group activities during the year)	Annually	20
	Khidmat-e-Khalq (6 group activities during the year)	Annually	20
	Feed a Million Meals (see Ithar page for points breakdown)	All Year Long	25
	Plant 10,000 Trees (see Ithar page for points breakdown)	All Year Long	10
Health	At least 50% of Members exercise 4 or more times a week	Monthly	50
Tajnid	Door-to-Door Tajnīd Drive I	3/31/2025	50
	Door-to-Door Tajnīd Drive II	9/30/2025	50
Tahrīk-e-Jadīd	100% Tahrīk-e-Jadīd Participation	10/15/2025	50
Waqf-e-Jadīd	100% Participation against total Tajnid	12/31/2025	50
Publications	Submit 4 Short stories during the year but must be by 11/30/2025 (25 points for each story)	11/30/2025	100

	Identify local Waqf-e-Ardhi projects (Majlis Target: small-1, medium-1, large-2)	2/28/2025	15
	Enroll Ansar into TaQWA Tarteel-ul-Quran Classes. Majlis Target: Small: 1 sign up per 6-months, Medium: 2 sign ups per 6-months, Large: 4 sign ups per 6-months Or Hold local correct pronunciation Quran class(s) by a Quran teacher with minimum students in attendance (Small:2, Medium:2, Large:4)	6/30/2025 11/30/2025	30
	Number of new Ansar who volunteer to become Quran teachers by signing up on TaQWA: Majlis Target: Small: 1 sign up per year, Medium: 1 sign up per year, Large: 2 sign ups per year	11/30/2025	30
	Memorization of Surah (Majlis Target: Small: 50% of Tajnid, Med & Large: 25% of Tajnid) 1) Al-Fath (last Ruku) or Al-Hashr (last Ruku) 2) Al-Mulk (1st Ruku) or As-Shams	6/30/2025 11/30/2025	30
Ta'lim-ul-Quran and Waqf-e-Ardhi	Number of Ansar signed up for Waqf-e-Ardhi. Majlis Target: Small: 1 sign up per year, Medium: 2 sign ups per year, Large: 3 sign ups per year	11/30/2025	45
Tarbiyat Nau Mubaeen	New converts participations in overall Jamaat activities	Sadr Discretionary Points	
	How many have successfully completed Salaat memorization		
Audit	Quarterly reports	Quarterly	50
Total Points:			1,400

Ansār Calendar 2025

Local Events and Action Items

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

Date	Day	Majlis Ansārullāh Local / Regional Event
1/17/2025, 2025	Friday	National Amila meeting at the ALC (Dallas, TX)
January 18-19, 2025	Saturday-Sunday	Ansār Leadership Conference (Houston, TX)
March 31, 2025	Monday	Deadline for Door-to-Door Tajnid Drive I
April 30, 2025	Wednesday	Deadline for the first Tarbiyat survey
May 10-11, 2025	Saturday-Sunday	Ansar Regional Ijtimā' (first option)
June 14, 2025	Saturday	National Amila meeting (in person) - Location: Austin
June 21-22, 2025	Saturday-Sunday	Ansar Regional Ijtimā' (second option)
July 1, 2025	Tuesday	Start holding elections of Shūrā Representative, Sadr-Naib Sadr elections and send Shura proposals
July 31, 2025	Thursday	Deadline for the 2nd Tarbiyat survey
August 31, 2025	Sunday	Deadline to submit Shūrā proposals, Shūrā Representative and Sadr-Naib Sadr elections results
August 31, 2025	Sunday	Deadline to submit Income Budget for 2026
September 6, 2025	Saturday	National Amila meeting (in person) - Location: TBD
September 30, 2025	Monday	Deadline for Door-to-Door Tajnid Drive II
October 3-5, 2025	Friday-Sunday	Ansar National Ijtimā' at Baitur Rahman Mosque, Silver Spring, MD
October 10, 2025	Friday	Start holding Zaim Majlis election - Deadline is November 30, 2025
October 15, 2025	Wednesday	Deadline for 100% Ansar participation in Tahrik-e-Jadid
November 22-23, 2025	Saturday-Sunday	Ansar Majlis-e-Shura at Baitur Rahman Mosque, Silver Spring, MD
November 30, 2025	Sunday	Deadline to submit Zaim Majlis elections results
November 30, 2025	Sunday	Deadline for the Talim Test
November 30, 2025	Sunday	Deadline for the 3rd Tarbiyat survey
December 31, 2025	Wednesday	Deadline for 100% participation in Ansar Chanda
December 31, 2025	Wednesday	Deadline for 100% Ansar participation in Waqf-e-Jadid
December 31, 2025	Wednesday	Deadline for Ansar Brotherhood (outreach)
January 16-18, 2026	Friday - Sunday	Ansār Leadership Conference 2026 (Location: TBD)
Every 1st Monday of the month		National Amila Zoom meeting at 9 pm EST
Every 1st Tuesday of the month		Nazimeen Ala monthly Zoom meeting with Sadr Majlis at 9 pm EST
Every 1st Tuesday of the month		Zoama monthly conference call with Sadr Majlis at 9:30 pm EST
Other Important dates:		Ramadhan: March 1 to March 30
		Eidul Fitr : Monday, March 31
		Eidul Adha: Friday, June 6
		USA Jalsa Salana in Richmond, VA (Annual Convention): July 4-6

Monthly Campaigns

Month	Monthly Campaigns	Year-Round Campaigns
January	Ansar Leadership Conference / Departmental Plans	Five Daily Prayers Congregational Salat Friday Sermons Recitation of the Holy Quran Monthly general meeting attendance Tabligh activities
February	Outreach / Wasiyyat	
March	Door to Door Tajnid Drive I, Holy Quran recitation drive	
April	Local Ijtimā / Mal Chanda participation Drive	
May	Regional Ijtimaat	
June	Regional Ijtimaat	
July	Tarbiyat Survey II Mal Chanda participation Drive and Income Budget 2026	
August	Ijtimā Drive / Shura and Sadr-Naib Sadr elections	
September	Door to Door Tajnid Drive II / Ijtimā Drive	
October	Tahrik-e-Jadīd / Zoama elections	
November	Mal Chanda participation / Tarbiyat Survey III / Annual Ta'lim Test	
December	Mal Chanda participation / Waqf-e-Jadīd	

Contact Information - National ‘Āmila

No:	NAME	OFFICE	OFFICIAL E-MAIL (@ansarusa.org)
1	Mansoor Ahmad Qureshi	Sadr	sadr@ansarusa.org
2	Suhail Kausar	Nā'ib Sadr Awwal	naibsadr.awwal
3	Muhammad Ahmad	Nā'ib Sadr Saf Dom	naibsadr.safdom
4	Abdul Hadi Ahmed	Nā'ib Sadr	naibsadr1
5	Zahid Mian	Nā'ib Sadr	naibsadr3
6	Mahfooz Sheikh	Qā'id Umumi	qaid.umumi
7	Iftikhar Ahmed	Qā'id Ishā'at (Publication)	qaid.publications
8	Tahir Soofi	Qā'id Īthār (Social Services)	qaid.ithar
9	Mahmood Hanif	Qā'id Māl (Finance)	qaid.mal
10	Nasir Bukhari	Qā'id Ta'lim (Education)	qaid.talim
11	Muhammad Shahid Mahmood	Qā'id Ta'līmūl Qur'ān (Education of the Holy Qur'ān)	qaid.talimulquran
12	Khurram Shah	Qā'id Tablīgh (Preaching)	qaid.tabligh
13	Mohammad Antwi	Qā'id Tāhrīk Jadīd	qaid.tj
14	Rizwan Ahmad	Qā'id Tajnīd (Membership)	qaid.tajnid
15	Tariq Mahmood Malik	Qā'id Tarbiyat (Training)	qaid.tarbiyat
16	Ismail Anani	Qā'id Tarbiyat Nau Mubā'i'īn (New Converts)	qaid.newconverts
17	Abu Bakar Bin Saeed	Qā'id Waqf Jadīd	qaid.wj
18	Syed Tanvir Ahmad	Qā'id Zehanat wa Sehat-e-Jismani (Health)	qaid.health
19	Mohammed Javed Khan	Auditor	Auditor
20	Adil Mian	Mu'āwin Sadr (IT)	muawinsadr.it
21	Yasar Khan	Mu'āwin Sadr (Wasiyyat)	muawinsadr.was

Contact Information - Nāzimeen A'ala

Majlis Ansārullāh is established in 58 Majālis (chapters) in USA, each headed by a Za'im. For the purpose of administration these Majālis are grouped into 14 regions, each headed by a Nāzim A'ala.

No	Nāzim Name	E-mail	CELL
1	Central East 460 members	Anas Ahmed Mirza Central Jersey, Lehigh Valley, North Jersey, Philadelphia, Willingboro	Nazim.ce@Ansarusa.org 732-266-3733
2	Central West 185 members	Aftab Jamil Bay Point, Sacramento, Silicon Valley	Nazim.cw@Ansarusa.org 408-691-0750
3	Chicago 397 members	Siddique Ahmad Mirza Chicago, Indiana, Kansas, St. Louis	Nazim.ch@Ansarusa.org 962-550-1725
4	Great Lakes 263 members	Mahmood Ahmad Qureshi Cleveland, Columbus, Dayton, Detroit, Kentucky	Nazim.gl@Ansarusa.org 650-430-6047
5	Gulf States 510 members	Syed Ammar Bin Talha Austin, Dallas, Fort Worth, Houston, New Orleans, Tulsa	Nazim.gs@Ansarusa.org 214-668-0869
6	Headquarters 608 members	Fakhar Ahmad Baltimore, Harrisburg, Maryland, Pittsburgh	Nazim.hq@Ansarusa.org 301-377-8907
7	Midwest 191 members	Zeeshan Virk Iowa, Milwaukee, Minnesota, Oshkosh, Zion	Nazim.mw@Ansarusa.org 414-477-5667
8	New England 178 members	Masood Ashraf Albany, Boston, Fitchburg, Hartford	Nazim.ne@Ansarusa.org 978-407-8571
9	New York 390 members	Mahmood Ahmad Bhutta Brooklyn, Long Island, New York	Nazim.ny@Ansarusa.org 917-599-8382
10	Northwest 130 members	Syed Uzair Ahmed Portland, Seattle	Nazim.nw@Ansarusa.org 425-214-3849
11	Southeast 320 members	Syed Mudassar Ahmed Alabama-TN, Charlotte, Georgia-Carolina, Miami, Orlando	Nazim.se@Ansarusa.org 706-897-2829
12	Southwest 400 members	Faheem Ahmad Las Vegas, Los Angeles, Phoenix, Tucson	Nazim.sw@Ansarusa.org 951-675-7507
13	Virginia 644 members	Haroon Ahmed Shakoor North Virginia, South Virginia, Research Triangle, Richmond	Nazim.va@Ansarusa.org 480-358-7963
14	Western New York 140 members	Tahir Ahmad Khokhar Binghamton, Buffalo, Rochester, Syracuse	Nazim.wny@ansarusa.org 646-469-1146



Plans and
Responsibilities

Responsibilities of a Qā'id

Key Contacts:

Sadr:		Nā'ib Sadr Awwal:	
Name:	Mansoor Ahmad Qureshi	Name:	Suhail Kausar
Cell:	734-646-6401	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 96 to 148.

181. 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'id (Deputy Qā'id) 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. 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.

Responsibilities of a Regional Nāzim A'ala

Key Contacts:

Sadr:		Qā'id Umumi:	
Name:	Mansoor Ahmad Qureshi	Name:	Mahfooz Sheikh
Cell:	734-646-6401	Cell:	(972) 697-7920
E-mail:	sadr@ansarusa.org	E-mail:	qaid.umumi@ansarusa.org

Responsibilities of a Regional Nāzim A'ala

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

151. Regional Nāzim A'ala shall be responsible for affairs of all Majālis in his region. may be appointed in each Qiyadat
152. He shall preside over the meetings of Majlis Āmila of his region.
158. He shall send a report of his activities to Sadr Majlis every month.
183. It shall be necessary for all Nāzimeen A'ala and Zu'amā to attend the national Ijtimā unless prior permission has been requested and granted by Sadr Majlis.

A Regional Nāzim A'ala should:

1. Appoint at least one Nā'ib Nāzim A'ala to assist him.
2. Develop Plan and organize Regional Ijtimā in accordance with provided guidelines. He should work with Zu'amā to ensure maximum attendance at local, regional and National Ijtimā.
3. Be prompt in communications with Zu'amā and National Āmila members and be in touch with Zu'amā at least once a month to review their performance in meeting their local goals for every department.
4. Encourage every Za'im to involve his Nā'ib Za'im in communications to keep Majlis active consistently
5. Ensure his and Zu'amā's attendance in monthly conference calls with Sadr Majlis.
6. Personally visit all Majālis of his region at least once a year to develop personal relationships with their Ansār brothers and hold a quarterly teleconference with Zu'amā.
7. Ensure that each Majlis submits its monthly report by the 7th of each month; he should submit his own report by 12th of every month.

Responsibilities of a Za'im

Key Contacts:

Sadr:		Qā'id Umumi:		Regional Nāzim A'ala:	
Name:	Mansoor Ahmad Qureshi	Name:	Mahfooz Sheikh	Name:	
Cell:	734-646-6401	Cell:	(972) 697-7920	Cell:	
E-mail:	sadr@Ansarusa.org	E-mail:	gaid.umumi@Ansarusa.org	E-mail:	

Responsibilities of Za'im

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

167. 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.
168. Za'im shall preside over meetings of his Majlis 'Āmila.
169. 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.
172. Za'im has the power to temporarily 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'ala.
174. Za'im shall send the report of his activities to the Sadr Majlis every month.
188. Every Majlis shall appoint one Sā'iḳ (group leader) for every 10 members; this group leader shall endeavor to activate these members and help keep them motivated.

Za'im should:

1. Get to know all the members of the Majlis personally.
2. Form Āmila as early as possible and submit Āmila list through AManAT.
3. Train Nā'ib Za'im and 'Āmila members by delegating different responsibilities to them.
4. Hold Āmila meeting and Ansār general meeting every month. He must aim at energizing members for maximum attendance using all possible means like emails, phone calls and personal conversations.
5. Implement National Plans as listed in the Ansār Handbook (or as communicated by Qā'ideen) and inspire members towards Alam-e-Inami
6. Should organize local Ijtimā and strive for maximum attendance at Regional and National Ijtimā.
- 7. Must ensure his attendance at ALC, monthly conference calls with Sadr Majlis and any other event or meeting requested by national Headquarters.**
8. Submit monthly report of activities to Sadr Majlis by 7th of every month.
9. Report demise of a Nāsir to Sadr Majlis as soon as possible (send full particulars and photo if possible), and assist with burial arrangements when a Jamā'at member passes away.
10. Send report of new Bai'ats to Sadr Majlis, Qā'id Tablīgh and Qā'id Membership (Tajnīd).

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 Hadhrat 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 Hadhrat 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. [Local 'Āmila should be created in AManaT.](#)

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

Āmila Meeting:

1. Hold Āmila meeting every month.
2. 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	Muntāzim Umumi
• Communication from headquarters	Za’im
• Report of activities	Each Muntāzim
• Plans for next month
• Other agenda items
• Date of next meeting & Dua	Assign

** Pledge is not required in ‘Āmila meeting*

3. Keep minutes of all meetings as part of local records.
4. 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: Umumi (General Secretary)

Key Contacts:

Qa'id:		Na'ib Qa'ideen:	
Name:	Mahfooz Sheikh	Mujeeb Chowdhary	
Cell:	972-697-7920	240-429-6590	
E-mail:	Qaid.umumi@Ansarusa.org	Naibqaid.umumi1@Ansarusa.org	

Responsibilities of Muntāzim Umumi:

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

120. Muntāzim Umumi shall be in charge of the office at local Majlis.
121. He shall see that instructions of Za'im are being carried out and remind all concerned when necessary.
122. 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 monthly General 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) Record minutes of the proceedings of 'Āmila meetings.
 - b) Track implementation of Majlis Āmila decisions.
- 4) Report:
 - a) Assist the Za'im in preparing Majlis activity reports.
 - b) Obtain monthly reports from office holders.
- 5) Perform all other duties that the Za'im may assign.

National Departmental Goal(s)

1. All Majālis holding Āmila meeting every month
2. All Majālis holding General meeting every month with attendance 50% or more of total Tajnid
3. 50% of Ansar Tajnid attending National Ijtimā
4. Arranging and conducting Ansar Majlis-e-Shura

Local Majlis Goal(s)

1. Hold Āmila and General meeting every month
2. General meeting attendance at least 50% or more every month
3. 50% of local Majlis Tajnid attending National Ijtimā

Monthly Reporting Question(s):

1. Did you hold Ansar Āmila meeting this month?
2. Did you hold a monthly general meeting (Y/N)?
3. How many Ansar attended monthly general meeting?
4. How many new immigrant Ansar members have arrived in your Majlis this month?
5. Have you appointed a personal mentor for them?

Majlis Evaluation on Umumi Department

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points (%)
General meeting attendance 50% or more	Every month	50%
Hold Āmila meeting every month	Every month	25%
50% Tajnid attending National Ijtimā	Annually	25%

Any Additional Information

- Monthly meetings may be held online or over the phone due to distance or weather or pandemic.
- Monthly meeting is not required if a Majlis is holding local or regional Ijtimā in that month.
- For Umumi resources, visit <http://Ansarus.org/departments/umumi>

2: Ta'lim

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Nasir Bukhari		
Cell:	248.884.7880		
E-mail:	qaid.talim@ansarusa.org		

Responsibilities of Muntāzim Ta'lim:

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

125. It shall be the duty of Muntāzim Education to propagate and inculcate the Islamic teachings amongst the members of Majlis Ansārullāh.

126. Muntāzim Education shall arrange the education of illiterate persons.

The Muntazim should:

1. Encourage Ansar to read/listen to the books of Promised Messiah^{as} and Jama'at, especially, the Ta'lim Test syllabus book for 2025.
2. Encourage Ansar to complete Ta'lim test on time.
3. Promote and facilitate learning of Islamic teachings among Ansar.
4. Links to useful websites/resources can be pointed out to such Ansār and are available at <https://ansarusa.org/taleem>

National Departmental Goal(s)

1. Encourage Ansar to form local virtual/in person book clubs
2. 100% Ansar participate in the Annual Ta'lim test
3. 100% Ansar read the syllabus book
4. Make English Language Learning resources available where necessary

Local Majlis Goal(s)

1. Set up virtual book clubs, and to reach out to 100% Ansar to read the following syllabus book:
2. English Link: [Noah's Ark](#)
3. Urdu Link: [Kashti e Nooh](#)
4. Reach out to 100% Ansar to participate in the Ta'lim test
5. 100% membership to participate in the annual Ta'lim test
6. Optional – Read maximum number of books of Promised Messiah^{as}
 - a. Nasir who reads the most books in the year will be recognized at National Ijtimā
 - b. [Books in English](#)
 - c. [Books in Urdu](#)

Monthly reporting Question(s):

1. Was any virtual or non-virtual book club meeting held this month?
2. If such a meeting was held, how many Ansar participated in that meeting?

Majlis Evaluation:

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points
Participation in Talim Test	11/30/2025	60%
Number of Ansar who read the syllabus book	11/30/2025	25%
Number of book club meetings held during the year	3/31, 6/30, 9/30, 11/30	15%

Any Additional Information

1. Participation of Ansar in the Ta'lim test: Points will be awarded based on %age. If the total Tajnid of a Majlis is 100 and 50 tests were submitted 35 points will be awarded. Some exceptions may be allowed.
2. A virtual/in-person book club has been established and functional. One meeting per quarter (**Not Ansar General Meeting**). Minimum 4 members to participate in each meeting to be able to gain points. Each meeting gets 5 points.

3: Tarbiyat

Key Contacts:

Qa'id:		Na'ib Qa'ideen:	
Name:	Malik Tariq Mahmood	Ehsanullah Mangat Sahib	
Cell:	323 219 9050	9295095147	
E-mail:	qaid.tarbiyat@ansarusa.org	ahsanullahmangat@gmail.com	

Responsibilities of Muntazim Tarbiyyat:

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

To make necessary steps for the developments of true Islamic character amongst member of Majlis Ansārullāh.

The Muntazim should:

1. The Muntazim Tarbiyat shall appoint saeqeen after consulting the Zaim and take their help.
2. The Muntazim Tarbiyat shall advise the saeqeen to call every member of his Hizb (group) at least once a month just to know how they are doing.
3. The Muntazim Tarbiyat shall take necessary steps for the developments of true Islamic character amongst Ansar.
4. The Muntazim Tarbiyat shall instill in Ansar, the habit of offering five-time daily prayers, reciting the Holy Quran, offering Tahajjud prayer, and listening to Huzoor's (aba) Khutba regularly.
5. Every Nasir should offer at least one prayer in the Mosque or Salat Center. Other prayers should be offered in congregation with the family members followed by Dars. A family member should be able to deliver Dars in their absence. Dars will be provided by Qayadat Tarbiyat.
6. The Muntazim Tarbiyat shall remind Ansar to watch MTA at least one hour a day.
7. The Muntazim Tarbiyat shall remind Ansar to observe at least one voluntary fast every month.
8. The Muntazim Tarbiyat shall make the Ansar realize that they are not responsible for themselves only but the Tarbiyat of their children, grandsons, granddaughters, great grandsons and great granddaughters is their responsibility as well. That's why they should draw their attention to these basic expectations.

National Departmental Goal(s)

1. Qayadat Tarbiyat will hold a Webinar twice a year.
2. Qayadat Tarbiyat will hold a Tarbiyat Week every quarter.
3. The monthly meeting with local Muntāzimeen e Tarbiyat will be held.
4. Suhbat e Saliheen will be arranged
5. Qayadat Tarbiyat will send the daily Dars to Zoama and Muntāzimeen.
6. Qayadat Tarbiyat will share the Friday sermon link in different languages and summary of the Friday Sermon.
7. Qayadat Tarbiyat will conduct three surveys during the whole year. These will be sent in April, July, and November.
8. Qayadat Tarbiyat will also compile results to evaluate the local Āmila efforts done to meet Tarbiyat goals.

Local Majlis Goal(s)

1. Offering five daily prayers in congregation
2. Reciting the Holy Quran daily
3. Offering Salatul Tahajjud
4. Listening to the Friday Sermon Delivered by our beloved Imam (ATBA)
5. Daily Dars in every Nasir's home
6. Observing voluntary fast every month

Monthly reporting Question(s):		
<ol style="list-style-type: none"> 1. Have you established the system of “Saeqeen” (group leaders) in your Majlis? 2. If so, how many Saeqeen do you have in your Majlis? 3. What are the steps taken to implement the local Tarbiyat plan? 4. How many Ansar offered at least one prayer in congregation at the Mosque and/or Salat Centers? 5. How many additional Ansar offered Maghrib/Isha payers in congregation at the Mosque and/or Salat Centers from last month? 6. Did you hold Tarbiyat week this month? 		
Majlis Evaluation:		
Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points
<ol style="list-style-type: none"> 1. Number of Ansar who advised their family members to offer prayers, recite the Holy Quran and listen to Huzoor (aba) Friday Sermon 2. Group leaders phone calls 3. Group leaders’ visits 4. Number of Ansar praying one Salat daily at mosque or Salat Center 5. Number of Ansar holding Dars at home (15 days minimum) 6. Number of Ansar reciting the Holy Quran (20 days minimum) 7. Number of Ansar listening to Huzoor (aba) Friday Sermon (2 sermons minimum) 	<p>April 30th, July 31st & November 30th</p>	<p>150 per year (See breakup below)</p>
<ol style="list-style-type: none"> 1. Had the Muntazim appointed Saeqeen until February 15, 2025? 2. Are the Saeqeen performing according to expectations 	<p>February 15 Monthly</p>	<p>20% (10 for each survey)</p>
<p>Survey Response: Small Majlis: 90% Medium Majlis: 80% Large Majlis: 70%</p>	<p>See Survey dates above</p>	<p>20% (10 for each survey)</p>
<p>Positive response in survey for 4 survey questions</p>	<p>See Survey dates above</p>	<p>60% (30 for each survey)</p>

4: Mal (Finance)

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Mahmood Hanif	Hisham Qureshi	Layeequdeen Ahmed
Cell:	201-838-9338	781-572-0035	414-243-6188
E-mail:	qaid.mal@Ansarusa.org	naibqaid.mal1@ansarusa.org	naibqaid.mal2@ansarusa.org
		Muzaffar Khan	
		848-467-0480	
		naibqaid.mal3@ansarusa.org	

Responsibilities of Muntāzim Mal:

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

128. Muntāzim Finance shall organize the assessment of annual budget of all Ansār in his Majlis, and shall arrange collection of subscription according to this budget.
130. He shall correspond with Qā'id Māl on matters concerning his Majlis.
131. 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.
132. He shall present annual budget of his Majlis to Qā'id Māl for presentation to Majlis Shūrā
133. He shall present the income and expense statement before local Majlis Āmila every month.
187. 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. Collect, report, deposit Chanda; collect income budgets on time
2. Remind members of finance obligations regularly, at least once a month
3. Go "door-to-door" to collect income budgets
4. Consult with local Āmila about expenses
5. Submit batch regularly (deposit checks within 2 weeks)
6. Encourage online Chanda payments (to avoid issues with deposits)
7. Read this document

National Departmental Goal(s)

1. 100% Ansar Chanda participation
2. Reconcile reports monthly
3. Manage Expenses
4. Manage bank transactions
5. Year-End End Reporting (Collections – Expenses = Reserve Fund)

Local Majlis Goal(s)

1. Contact (in-person or by call) 100% of members for Chanda
2. 100% Income Budget Submission
3. 100% Participation

Monthly reporting Question(s): None

Majlis Evaluation:

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points
100% Participation (based on count provided by Jamaat)	December 31, 2025	60%
100% Income Budget Submissions	August 31, 2025	40%

5: Īthār - (Ee-saar) – Social Services

Key Contacts:

Qā'id	Nā'ib Qā'id I	Nā'ib Qā'id II	
Name:	Tahir Ahmed Soofi	Navees Ahmed	Kamaldeen Muili
Mobile:	847-687-5674	425-402-4117	614-962-9091
E-mail:	qaid.ithar@ansarusa.org	naibqaid.ithar1@ansarusa.org	naibqaid.ithar3@ansarusa.org

Responsibilities of Muntāzim Ithar

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

134. Qā'id Īthār shall chalk out programs in order to sympathize with Allah's creatures, to serve them and to work for their welfare and shall ask all the Majālis to act upon these programs.

The Muntazim should:

1. Reach out to the National Ithar Department for general guidance and in case of questions.
2. Ensure that the Ansarullah USA Services poster is visible in the local Mosque and Ansarullah office as applicable.
3. As per the goals and guidelines provided, organize, and execute Ansar Brotherhood Project/Outreach effort starting in February and then throughout during the year.
4. Seeking out opportunities for Waqar-e-Amal group activities and Khidmat-e-Khalq group activities for the local Majlis membership.

National Goal:

1. Active participation in "***Ansar Brotherhood Project***", In the spirit of Ansār and Emigrants (*Muhajareen*) to Medina, establish brotherhood (*Mu'akhaat*) with fellow Ansār.
 - a. Continue prior year goal of reaching out to 80% of Ansār one-on-one via phone, virtually, or in person (bring a gift).
2. Three hundred (300) Waqar-e-Amal group activities.
3. Three hundred (300) Khidmat-e-Khalq group activities.
4. Encourage local Majālis to fund-raise for 1 model villages (\$100K) in Africa. As a Majlis, we are helping to build 2 model villages:
 - + 100K in collections/funds raised at the local level
 - + The other \$100K will be from the Majlis (**NATIONAL GOAL**).
5. Participating in the ***National Tree Planting Program to be held at the Regional Level***
-> **10K Trees**
6. Participating in the ***National Charity Walk*** to raise funds for Humanity First USA in HQs/VA Region (in-person), others will be virtually.
-> **\$70K Raised**
7. Participating in ***Feed a Million Meals*** (Prepare food packages, hot meals & distribute to those in need).
> **1M People**
8. Support an independent Puerto Rico Food Pantry Program/Location funded by Majlis Ansārullāh USA

Local Majlis Goal(s)

1. Under Ansar Outreach, reach out to at least 80% of local Ansar membership all year long.
2. Six (6) Waqar-e-Amal group activities during the year. I.E. Tree Planting
3. Six (6) Khidmat-e-Khalq group activities during the year. I.E. Food Security
4. Encourage local Majālis to fund-raise for 2 model villages in Africa.
5. Participate in Tree Planting events to be held regionally.
6. Participate in National Charity Walk to be held regionally to raise funds for Humanity First USA.

7. Feed a Million people, work with local Humanity First Chapter, work with local Food Banks, Soup Kitchen or prepare meals at the local chapter all year long.

Monthly reporting Question(s):

1. How many additional Ansār in your Majlis were reached this month as part of '*Ansar Brotherhood Project*' effort?
2. As part of Waqar-e-Amal during this month,
 - a. How many group activities were done?
 - b. How many total Ansār participated in Waqar-e-Amal activities?
 - c. How many total hours were spent in Waqar-e-Amal activities?
3. As part of Khidmat-e-Khalq e.g., blood drives, feed the hungry, job help, soup kitchens, visit the elderly, distribute gifts, etc. during this month:
 - a. How many group activities were done?
 - b. Which Khidmat-e-Khalq activities were done?
 - c. How many people were helped by Khidmat-e-Khalq activities?
4. How many Meals were provided to the Americans (number of meals)?
5. How many Trees Planted?

Majālis Evaluation

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points
Ansār Brotherhood Project (Outreach)	All Year Long	50%
Waqar-e-Amal	6 group activities during the year.	13%
Khidmat-e-Khalq	6 group activities during the year.	13%
Feed a Million Meals (See Next Page for points breakdown)	All Year Long	17%
Plant 10K Trees (See Next Page for points breakdown)	All Year Long	7%

Resources: <https://ansarusa.org/ithar>

Example of Ithar Projects:

- Providing food or services at local soup kitchens
- Feeding the hungry
- Shoveling snow/mowing lawns at the mosque or for neighbors
- Visiting incapacitated Ansar brothers – bring flowers/gifts
- Helping refugee families with their chores
- Lending a hand with Ziafat at the mosque
- Providing professional help (e.g. tax preparation, resume writing)
- Assisting with transportation
- Adopt a street around the neighborhood to pick up garbage

Muslims Feed a Million:

Hunger is a very real issue for 12% or 41 million people in the United States. Hunger is the distress that comes from not having enough food. *Therefore, Majlis Ansarullah USA will continue the program to feed a million Americans across the nation throughout 2025. We can partner with Humanity First USA for 12 locations. We can also partner with local soup kitchens and local mosques/mission houses to prepare hot meals. Last year, we provided 130,000 meals*

Feed a Million		
<u>Majlis Size</u>	<u># of Meals</u>	<u>Points Awarded</u>
<i>Large</i>	>300K	25
	>200K	20
	>100K	15
	>50K	10
	>25K	5
<i>Medium</i>	>100K	25
	>90K	20
	>80K	15
	>70K	10
	>60K	5
<i>Small</i>	>40K	25
	>30K	20
	>20K	15
	>10K	10
	>5K	5

Muslims Tree Planting:

11 million hectares of forest are now lost each year due to rising temperatures and erratic weather patterns. *Therefore, Majlis Ansarullah USA will plant 10,000 trees across all Majalis at the regional level all year long. Last year, we planted 205 trees.*

Plant 10K Trees		
<u>Majlis Size</u>	<u># of Trees</u>	<u>Points Awarded</u>
<i>All</i>	>100	10
	>80	9
	>60	8
	>40	7
	>20	6
	>1 to <19	4

Muslims Charity Walk:

Charity walks are more than just communal gatherings; they are powerful catalysts for change, fostering unity and propelling missions forward. *Therefore, Majlis Ansarullah USA will partner with Humanity First USA to conduct a ‘virtual’ walk in the Fall 2025. Last year, we raised \$30,000.*

6: Tabligh

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Khurram Shah	Saleem Qadir	Hassiem Babatu
Cell:	925-655-7772	408-204-3740	414-305-9188
E-mail:	qaid.tabligh@ansarusa.org	saleem_qadir@yahoo.com	hassiembabatu@yahoo.com

Responsibilities of Muntāzim Tabligh:

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

135. Muntāzim Tabligh shall prepare all members to practically participate in preaching.
136. Muntāzim Tabligh shall prepare a scheme for preaching and shall motivate the members to use all their resources to implement it.

The Muntazim should:

1. Write to Huzoor at least once a month requesting prayers for local Majlis Tabligh efforts.
2. Motivate every Nasir to participate in some Tabligh activity every month
3. Arrange/Coordinate monthly group Tabligh activity for Majlis (use the Tabligh Carts)
4. Help Za'im with data for monthly Tabligh report
5. Enable local Ansar to increase in their Tabligh related religious knowledge
6. Highlight Huzoor's instructions regarding Tabligh to local Ansār
7. Implement 2021 Shura recommendations at local level
 - a. Create a dedicated social media team
 - b. Train the social media team in co-ordination with national department
 - c. Engage locally through social media & keep track of engagement
 - d. Encourage ansar to write letters & articles in local/national newspapers

National Departmental Goal(s)

1. Reach out to 25% of Americans.
2. Create a Tabligh Handbook that is simple and easy to use.
3. Partner with Ta'limul Quran & Waqf-e-Ardhi to organize 3-day Tabligh focused Waqf-e-Ardhi program. Goal will be to organize four within the year.
4. Organize Street Tabligh or Flea Market events for each region / National Tabligh Department would also attend, this can be part of the above.
5. Organize Zoom Calls where we answer critical questions related to Tabligh
6. Active a Majlis Ansārullāh Tabligh Social Media Account, keep Ansar in the loop.
7. Motivate members to write letters to Editors of various periodicals or newspapers either in response to articles in the news or to Introduce Islam Ahmadiyyat.

Local Majlis Goal(s)

1. Group (2+ members) activity every month [Target: Small:12, Medium/Large: 24, make up is ok]
2. Submit letters to editor/articles in local/national newspaper (including Muslim Sunrise). [Target: Small:12, Medium: 24, Large: 36, make up is ok]
3. 10% of Tajnid holding a 1:1 Tabligh contact meetings.

Monthly reporting Question(s):

1. Number of group (2+ members) Tabligh activities organized by Ansārullāh?
2. Number of Tabligh related letters to editor/articles in local/national newspaper?
3. Number of Daeen who were able to conduct a 1:1 lunch/dinner/coffee etc. meeting with Tabligh

contacts?

4. Total Ansar Daeen in your Majlis?
5. Number of contacts under Tabligh?
6. Number of new contacts made this month?
7. Number of new Bait this month? (Must be a Nasir - above 40 years old)
8. Total number of literature distributed this month (including flyers, Holy Quran & books)?
9. Number of Tabligh Stalls organized this month?
10. Number of Tabligh exhibitions held?
11. How many people were conveyed the message of Islam/Ahmadiyyat?

Majlis Evaluation:

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points
Group (2+ members) Tabligh activities organized	12/31/2025	40%
Number of Tabligh related letters to editor/articles submitted	12/31/2025	30%
10% of Tajnid holding personal Tabligh meeting	12/31/2025	30%

Any Additional Information

Majlis Ansārullāh USA Tabligh Department page – [<http://www.ansarusa.org/tabligh>]

Daeen Training Guide – [<https://www.alislam.org/library/books/Tabligh-Guide.pdf>]

Examples of individual Tabligh activities in which a Nasir can participate:

- i. Attend Congregational Tahajjud prayers for success in Tabligh
- ii. Participate in a Daeen-illahllah class or a regional Tabligh conference arranged by Jamaat.
- iii. Having a brief conversation with a neighbor or a colleague to introduce himself as an Ahmadi Muslim
- iv. Having a one-to-one conversation with a Tabligh contact about true Islam, Ahmadiyyat. v
- v. Inviting a non-Muslim or non-Ahmadi guest at home or at Mosque
- vi. Visit rehab facilities and prisons to introduce true Islam, Ahmadiyyat.
- vii. Post an article or a blog about Ahmadiyyat, the true Islam, on a social media avenue e.g. Twitter or Facebook.
- viii. Publish a newspaper article e.g., a letter to the editor or an opinion editorial on Islam and Ahmadiyyat.
- ix. Participation in any of the following Tabligh events
 - a. Coffee Cake and True Islam
 - b. Flyer and literature distribution
 - c. Interfaith symposium
 - d. Quran Exhibition
 - e. Bookstall
 - f. Small town or University Tabligh event
- x. Any other Tabligh activity, which is not listed here (a brief description of that activity, should be written by the Nasir).

Examples of group Tabligh activities that a Majlis can organize:

- i) Arrange congregational Tahajjud prayers for success in Tabligh
- ii) Arrange a Daeen-illahllah class
- iii) Host a regional Tabligh conference arranged by Jamaat
- iv) Arrange a Quran exhibition at any venue v)
- v) Arrange an open house or other Tabligh event
- vi) Organize a local flyer distribution event
- vii) Organize a bookstall at a flea market or another public place
- viii) Organize a talk about Islam at a local school, library or university etc.
- ix) Organize an interfaith event

- x) Any other group Tabligh activity, which is not listed here (a brief description of that activity, should be written by the Muntazim)

National Tabligh Waqf-e-Ardhi Program:
(Budget: Need based, \$500, for a 3-day event)

Goal for Regional Nazimeen-e-Ala is to organize one three-day Waqf-e-Ardhi program in their region based on the following recommended criteria:

1. Organize this trip as a group (3+)
2. Travel to a city within derivable distance to a Majlis of your region for 3 days (e.g. Friday – Sunday)
3. Plan Tabligh based activities for the group;
 - a. Meet community representatives (e.g. church pastor, local mayor etc.)
 - b. Participate in a social activity (e.g. food bank, tree planting etc.)
 - c. Organize Tabligh activity (e.g. flyer distribution, exhibition in local library, interfaith event)

ORDER A TABLIG CART FOR YOUR MAJLIS TODAY



7: Health (Dhahanat Wa Siht Jismani)

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Syed Tanvir Ahmed	Irfan Chaudhry	Salman Akhtar
Cell:	601-209-3546	(425) 269-4104	(717) 494-6271
E-mail:	qaid.health@ansarusa.org	irfan.chaudhry@ahmadiyya.us	salmanakhtar77@gmail.com

Responsibilities of Muntāzim Health:

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

137. Qā'id Dhahanat Wa Siht Jismani shall chalk out programs for maintaining intellectual and physical health of members.

The Muntazim should:

1. Promote Health related activities in the Majlis - Establish Bike Clubs, GYMs, Walking Clubs
2. Assist Members in need of Medical Care particularly those without health insurance
3. Encourage Physicians / health Professionals to get involved in the department activities
4. Take a lead in Developing new ideas, plans and future projects

National Departmental Goal(s)

1. At least 35% members exercise regularly, 30 minutes daily or 150 minutes weekly, most days of the week
2. All Members to get an annual checkup (BP, Sugar, Cholesterol, BMI, Vaccination)
3. Establish GYM, Bike Clubs and Other Health Clubs in every Majlis
4. Reduce or Eliminate Single Use plastic bottles

Local Majlis Goal(s)

1. At least 35% of members exercise regularly (30 minutes daily and 150 Minutes or more / most day of the week)
2. Arrange Health Related Activities at Regional and National events
3. Provide material for monthly meetings
4. Ansār Help-Line for Free Health Services especially those in need and without insurance
5. Bike Clubs in all Majālis, New Gyms, Waking and other clubs
6. New Free clinics
7. Special Projects

Monthly reporting Question(s):

1. How many Ansār exercise at least 30 minutes daily and a total of at least 150 minutes / week?

Majlis Evaluation:

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points
At least 50% of Members exercise 4 or more times a week	Monthly	100%

Any Additional Information

1. Establish New Bike Clubs and Other Health Clubs
2. Establish New Free Clinics
3. Eliminate Plastic Water Bottles - Install Fountains and Coolers
4. Serve Healthy Food @ Majlis Gathering

8: Waqf-e-Jadīd

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Abubakar Bin Sa-eed		
Cell:	414-731-5392		
E-mail:	qaid.wj@ansarusa.org		

Responsibilities of Muntāzim Waqf-e-Jadīd:

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

138. Muntāzim Waqf-e-Jadīd shall motivate members of Majlis Ansārullāh to participate in the financial sacrifices and other programs of Waqf-e-Jadīd.

The Muntazim should:

1. Assist local Waqf-e-Jadīd Secretaries with pledges. All pledges should be sent to the center by March 30, 2025. 100% participation should be encouraged.
2. Follow up to ensure collection targets are on schedule. Members could be reminded through meetings, phone calls, E-mails or by personal visit.
3. Paying members should be encouraged to increase their contribution to Waqf-e-Jadīd over their previous contribution.
4. Paying members should also be used to recruit non participating members.
5. Encourage family members to participate in the blessed Waqf-e-Jadīd scheme.

National Departmental Goal(s)

1. 100% Ansar participation in Waqf-e-Jadīd.
2. Call 10 Zu'amā monthly to provide encouragement and motivation.
3. Provide quarterly emails to the entire Āmila and all Zu'amā to identify gaps and provide motivation.
4. Share inspiring accounts of those who have participated in Waqf-e-Jadīd.

Local Majlis Goal(s)

1. 100% Ansār participating in Waqf-e-Jadīd

Monthly reporting Question(s):

1. Were Ansar reminded to make a pledge or participate in Waqf-e-Jadīd? (Y/N)

Majlis Evaluation:

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points
100% Participation against total Tajnid	12/31/2025	100%

Any Additional Information

1. Waqf-e-Jadīd year begins on **January 1st** and ends on **December 31st**.
2. For Waqf-e-Jadīd resources please refer to Ansār Website.

<https://www.ansarusa.org/waqfejadid>

9: Tahrīk-e-Jadīd

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Mohammed Antwi		
Cell:	817-932-0659		
E-mail:	qaid.tj@ansarusa.org		

Responsibilities of Muntāzim Tahrīk-e-Jadīd:

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

139. Muntāzim Tahrīk 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 Muntāzim should

1. Should contact at least 4 Ansar to remind them to participate in Tahrīk-e-Jadīd Scheme monthly.
2. Make every effort to remind and explain the need to contribute to Tahrīk-e-Jadīd during Ansar Amila meetings.
3. New Converts should be introduced to the Tahrīk-e-Jadīd Scheme.

National Departmental Goal(s)

1. All Ansar members as per Tajnid data to participate in the Tarik e Jadid scheme. This is the wish of Huzoor (aba).
2. Provide Quarterly report to Majālis.
3. Contact 4 Muntāzimeen monthly.
4. Publish periodic encouraging/inspiring excerpts from the Holy Quran, Ahadith, Sayings of the Promised Messiah and Khulafa's.

Local Majlis Goal(s)

1. Achieve 100% goal of Tahrīk-e-Jadīd Participation.

Monthly reporting Question(s):

1. How many Ansar have been contacted to Participate in Tahrīk-e-Jadīd

Majlis Evaluation

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points (%)
100% Tahrīk-e-Jadīd Participation	October 15th	100%

Any Additional Information

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

10: Tajnīd (Membership)

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Rizwan Ahmad		
Cell:	414-617-1749		
E-mail:	qaid.tajnid@ansarusa.org		

Responsibilities of Muntāzim Tajnīd:

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

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

The Muntāzim should:

1. Maintain complete membership record of all Ansār in [AManaT](#) online Tajnid/Finance system.
2. Promptly record any change in member's contact information (address, phone, email & profession) in [AManaT](#).
3. Report members who have moved in or out of Majlis using online [Tajnid update form](#).
4. Gather information and report in AManaT on all new immigrants less than 5 years (refugee or asylee)

National Departmental Goal(s)

Verify contact information of 4800 members and update national Tajnid system with changes in mailing address, phone, email etc.

Local Majlis Goal(s)

1. Maintain accurate contact information of all members in [AManaT](#) online Tajnid/Finance system.
2. Participate in national Tajnid drives.

Monthly reporting Question(s):

1. How many members Tajnid information is changed this month?
2. Are all Tajnid changes recorded in [AManaT](#): (Y/N)

Majlis Evaluation

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points (%)
Validate 100% of Ansar with correct phone number, mailing address, YOB, profession information and e-mail address in AManaT (Points will be deducted for mail returns, invalid emails and phone call rejections).		
Door-to-Door Tajnīd Drive I	March 31st	50%
Door-to-Door Tajnīd Drive II	September 30th	50%

***Detailed Tajnīd Guidelines are available at: <http://www.Ansarusa.org/Tajnid>

11: Publications

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Iftikhar Ahmed	Salman Khalid	Kamran Mirza
Cell:	408-203-0935	206-450-6976	331-725-6980
E-mail:	qaid.publications@ansarusa.org	naibqaid.publications1@ansarusa.org	naibqaid.publications2@ansarusa.org

Responsibilities of Muntāzim Publications:

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

142. Muntāzim Publications shall try to ... motivate members to contribute articles to [Ansār newsletters and Al-Naḥl] ...
143. He shall assist Qā'id Publications with the sale and distribution of books and literature, as and when required...

The Muntāzim should:

1. Remind all Ansār to read Al-Hakam newsletter (alhakam.org) as instructed by Huzoor (ayyadahullah).
2. Encourage members to subscribe to Review of Religions on ongoing basis.
3. Ensure that all Ansār are receiving Majlis' publications. If someone is not receiving these publications, submit mailing address and/or email address updates to Qā'id Tajnīd at qaid.tajnid@Ansarusa.org.
4. Urge Ansār to regularly read Majlis' publications.
5. Encourage Ansār to write short stories including accounts about how they accepted Ahmadiyyat. Story examples can be found at Ansarusa.org/publications/story-examples.
6. Send brief reports of significant local and regional activities and news about Ansār achievements, illness, demise, etc. to newsletter@Ansarusa.org.

National Departmental Goal(s)

1. 12 monthly e-newsletters (Ansar Connection)
2. 4 quarterly Special focus Issues (Ansar Connection)
3. 1 Year-in-review issue of Al-Naḥl

Local Majlis Goal(s)

1. Submit at least 4 short stories (200-500 words each) during the year. Story examples can be found at Ansarusa.org/publications/story-examples.
2. Submit one profile of a senior Nasir in your Majlis (Based on Our Roots Initiative guidelines)

Monthly reporting Question(s):

None

Majlis Evaluation:

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points
Each Short story (For consideration of Alam-e-Inami, the last submission of story from local Majlis must be received by Nov 30.)	November 30	25%

Additional Information

Examples of Short Stories

- Memories highlighting faith-enhancing incidents such as acceptance of prayer
- Narrating an inspiring experience of a Mulaqāt (meeting) with Khalīfatul-Masīh
- Describing a Tabligh or Īthār event with pictures
- Local Ijtimā report with action shots
- Writing about Majlis' achievement of a goal such as Wasiyyat, Chanda participation, etc.
- Stories of brotherhood, Ijtimā experience

Useful Links

Publications material submission (stories, news, etc.): newsletter@Ansarusa.org
Tajnīd updates (mailing address, email address): qaid.Tajnīd@Ansarusa.org
Online Tajnīd updates: Ansarusa.org/Tajnīd-update
Short story examples: Ansarusa.org/publications/story-examples

Ordering Ansār publications

Books, pamphlets, and other materials published by Majlis Ansārullāh, USA can be ordered at Jamā'at's online bookstore at amibookstore.us.

Guidelines for Group Photos

The following protocol must be followed when taking group photos:

- **For local Ijtimā'**: Regional Nāzim A'ala (if attending) otherwise Za'im 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'im Şaff Dom; Nā'ib Za'im on the left to the Za'im, then Muntāzim 'Umūmī. After that, other 'Āmila members or elders can be seated.
- **For regional Ijtimā'** : Representative of National 'Āmila should be seated/standing in the middle; Regional Nāzim A'ala on the right, host Majlis' Za'im 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'im, Regional Nāzim A'ala, 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 Ansār publications.**

12: Ta’līmul-Quran and Waqf-e-Ardhi

Key Contacts:

Qa’id:		Nā’ib Qa’ideen:		
Name:	Muhammad Shahid Mahmood	Dr. Bashiruddin K. Ahmad	Habibullah Virk	Habibullah Virk
Cell:	313-283-3521	248-925-8868	703-624-0939	703-624-0939
E-mail:	qaid.talimulquran@ansarusa.org	bkahmad@gmail.com	habibvirk@gmail.com	habibvirk@gmail.com

Responsibilities of Muntāzim Ta’līmul -Quran and Waqf-e-Ardhi:

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

144. Muntāzim Education Quran shall motivate members to learn reading and recitation of the Holy Quran with correct pronunciation and teach it to others.

145. He shall urge members to participate in Waqf-e-Ardhi.

The Muntāzim should:

1. Inculcate the love of the Holy Quran among Ansar by encouraging members to:
 - (a) Learn Holy Quran with correct pronunciation and teach it to others
 - (b) Memorize prescribed verses of Holy Quran
 - (c) Encourage Ansar to become Quran Teachers ([TaQWA](#))
 - (d) Coordinate with local Jama’at Sec. TaQWA and Missionary to identify and submit [Waqf-e-Ardhi Projects](#)
2. Arrange Quran Classes:
 - (a) Local classes by Quran teachers (Online or in-person)
 - (b) One to one mentorship by Quran teachers
 - (d) Coordinate with members to sign-up for Al-Tarteel and teacher classes on [TaQWA](#)
3. Encourage Ansar to devote time for Waqf-e-Ardhi

TaWQA = USA Jama’at National Talim-ul-Quran and Waqf-e-Ardhi Department
(<https://www.altaqwa.us>)

National Departmental Goal(s)

1. 100% of Ansar should be able to recite the Holy Qur’an in Arabic with correct pronunciation.
2. Identify Waqf-e-Ardhi Projects nationally and share with members for sign-up.
3. Coordinate with [TaQWA](#) to arrange Tarteel-ul-Quran and teacher certification prep classes.
4. Motivate Ansar to sign up for Waqf-e-Ardhi

Local Majlis Goal(s)

1. Motivate members to learn reading and recitation of the Holy Quran with correct pronunciation and teach it to others. To strive for 100% Ansar to be able to recite the Holy Quran in Arabic.
2. Motivate Ansar to become **Quran teachers**.
3. Motivate Ansar to enroll into [TaQWA Tarteel-ul-Quran](#) classes.
4. Encourage members to memorize prescribed portion of Holy Quran
5. Educate and encourage Ansar to sign up for Waqf-e-Ardhi

Monthly reporting Question(s):

1. How many Ansar in your majlis have memorized (Year- to date)?
Surah Al-Fath (last Ruku) or Al- Hashr (last Ruku):
2. How many Ansar in your majlis have memorized (Year- to date)?
Surah Al-Mulk (1st Ruku) or As- Shams:
3. How many Ansar in your majlis have attended [TaQWA](#) Tarteel-ul-Quran online or local Quran class (this-month)?
4. How many Ansar in your majlis have enrolled into [TaQWA](#) Quran teacher class (Year- to date)?
5. How many Ansar in your majlis have signed up for Waqf-e-Ardhi (Year- to date)?

13: Tarbiyat Nau Mubā'i'in

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:
Name:	Ismail Cudjoe Anani	Najeemdeen Dayisi
Cell:	630-696-1780	404-450-8394
E-mail:	qaid.newconverts@ansarusa.org	naibqaid.newconverts@ansarusa.org

Responsibilities of Muntāzim Tarbiyyat Nau Mubā'i'in:

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

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

NOTE: Nau Mubā'i'in (New Members) are defined as those brothers who have performed the initiation on or after January 1, 2022.

The Muntāzim should:

- Build brotherly relationship with new Ahmadi and involve them in all Majlis Ansārullāh programs both nationally as well as local activities
- Update & maintain Tajnīd of new Ahmadi Brothers
- Motivate and educate new brothers about the benefits and significance of attending International Jalsa Salana, UK as well as USA Jalsa Salana
- Motivate and encourage New Ahmadi brothers to attend all Ijtimāat locally as well as National
- Encourage and ensure new converts learn and complete prayers in Arabic with translation.
- Educate Nau Mubā'i'in to participate in Tahrik-e-Jadīd and Waqf-e-Jadīd schemes even as low as a dollar.
- Create a one-on-one mentorship system for new brothers with sincere and friendly Ahmadi brothers.

National Departmental Goal(s)

1. To train and integrate new Ahmadi brother to become mature and fully functional Ahmadis
2. Help New Ahmadis build an integrated and deep relationship with Majlis Ansārullāh.
3. Organize annual new converts retreat

Local Majlis Goal(s)

1. Set up education and training program for new Ahmadi brothers and actively monitor their progress
2. Encourage new Ahmadi brothers to read Holy Quran, offer salaah regularly as well as study materials in syllabus. Including literature on Jihad, Islam's Response to contemporary Issues, Ahmadiyyat or True Islam and Philosophy of the Teachings of Islam.

Monthly reporting Question(s):

1. How many Ansar new converts do you have in your Majlis?
2. How many New converts were contacted?
3. List the name(s) of new convert(s) who participated or attended any Jamaat events
4. Have you assigned him/them mentor(s)?
5. Name of Mentor(s)
6. Briefly describe how the new convert education syllabus is progressing?

Majlis Evaluation

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points (%)
New converts participations in overall Jamaat activities		Sadr Discretionary points
How many have successfully completed Salaah memorization		points

Any Additional Information

- Motivate and educate new Members to participate in all financial schemes in the Jamaat.
- Provide uniform and succinct syllabus to educate and integrate new converts in our community.
- Update a tracker of all new brothers (≤ 3 yrs) in conjunction with local Muntāzimeen.
- Track monthly reports from local Majālis on contacts and follow up with local Muntāzimeen on gaps observed from various Majālis.
- Visit by Qaid and/ or Naib Qaid to some Majālis with a high number of new brothers (at least 4 visits).
- Conduct surveys with new brothers to learn about their experiences and progress.
- Solicit highlights/: memorable stories from new brothers and publishes them in Ansārullāh connection and other magazines.

14: Audit

Key Contacts:

Auditor:		Nā'ib Auditor:	
Name:	Mohammed Javed Khan		
Cell:	510-908-3948		
E-mail:	auditor@ansarusa.org		

Responsibilities of Audit:

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

148. Local Auditor shall assist National/Nā'ib National Auditor in auditing Majlis accounts.

The Muntāzim (Auditor) should ensure that

1. Request Zaim to generate a quarterly audit report using the current form from AManaT.
2. Conduct an audit, ensuring any discrepancies are explained and submit an audit report, no later than 20th day after the quarter ends. Audit report should be signed by both the Auditor and Za'im.

National Departmental Goal(s)

1. Conduct yearly audit of income and expenses submitted by Majālis and National departments.
2. The National Auditor will make sure that the expense reimbursement policy was followed.
3. Conduct real time audits within 2 days of receipt of expense vouchers during the year.
4. Review the end of the financial year closing.

Local Majlis Goal(s)

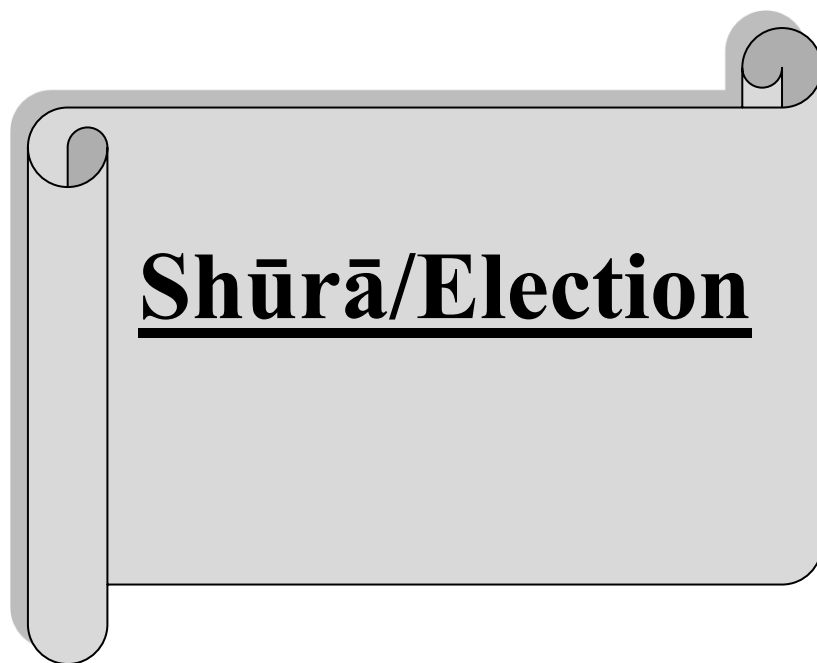
1. Send quarterly audit reports by the 20th day after the close of each quarter except the last quarter audit report should be submitted by December 31st to qualify for the full 12.5 points.
2. Reports received by the 30th would still get 8.0 points.
3. Submitting quarterly audit reports is mandatory even if submitted late, for which you may not get any points, however, do submit it ASAP.

Majlis Evaluation:

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points
Send quarterly audit reports, ensuring discrepancies are explained, and duly signed by both Za'im and Auditor	20th day after close of calendar Quarter. The Q4 report is due on December 31st.	25% per quarter
Reports received by the	30th day after close of calendar Quarter	16% per quarter

Any Additional Information

1. Muntāzim Māl or Za'im cannot be the Auditor. In case of typical situations, the National Auditor should be apprised of the problem and a solution worked out temporarily.
2. It is mandatory that all Majālis submit the quarterly reports at some point of time.
3. For any discrepancies, please coordinate with Local Māl and Zaim and add any notes to the remarks section



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 48 (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 Shūrā proposals should be submitted online at under <http://Ansarusa.org/departments/umumi> before the deadline given in the calendar of events (Page 8) 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-Masīḥ 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 12-15 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 Jama'at President even if he is a Khadim.
- 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 'Āmila can request Sadr Majlis for this permission.

Ansār constitution states that No person shall be elected to the same office for more than three consecutive terms. However, Hadhrat 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 Jama'at and Majlis Ansārullāh. Regular dues paying member is one who is not in arrears of:

- a. Obligatory dues ('Āam & Wasiyyat) for more than six months (please check status with the Jama'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 Khādim 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 Āam/Wasiyyat for more than 6 months and Chanda Jalsa Salana for more than a year.
- And not in arrears of Ansār 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 Nāzim or Missionary or Jamā'at President even if he is a Khādim. 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 Shūrā delegate election himself because he is an ex-officio member of the Shūrā. Technically highest officer in the Majlis should conduct the election: Ansār National 'Āmila Member -> Regional Nāzim -> 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 abstain 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. If the quorum is short at the time of first election meeting and it has to be postponed, the quorum for the next meetings shall be one third of the eligible voters of the Majlis concerned.

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 Nā’ib Sadr Saf Dom

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

Answer: After nominations are received from all Majālis, they are discussed in the National ‘Āmila meeting and then sent to Khalīfatul-Masīḥ for approval.

If the proposed name for election from a Majlis is approved by Markaz then that Majlis is bound to instruct their Shūrā delegates (Za’im and Shūrā representative(s)) to vote for him at the time of election at Shūrā. Shūrā delegates cannot change their opinion by themselves and cannot vote for anyone else.

If proposed name from a Majlis is not one of the names approved by Khalīfatul-Masīḥ then that Majlis shall hold a general meeting, to decide by a majority vote, to support one person from the approved list and instruct their Shūrā delegates to vote for him at the time of election at Shūrā. Shūrā delegates cannot change their opinion by themselves and cannot vote for anyone else.

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

Answer: Sadr and Nā’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 Nā’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 ‘Āmila will check the status).

Related Question: What if we are not sure about the age for proposing a name for Nā’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 ‘Āmila 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.

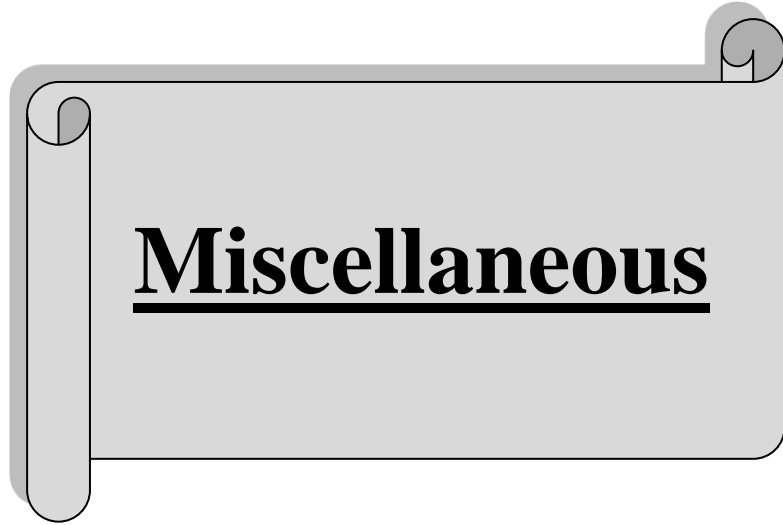
Application Requirements and Process:

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-e-A’ala 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 request from Tahir.Scholarship@Ansarusa.org



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'amā)	Qā'id (pl: Qā'ideen)	President or Sadr
General Secretary	Muntāzim Umumi	Mo'tamid	General Secretary
Departmental Secretary	Muntāzim (pl: Muntāzimeen)	Nāzim (pl: Nāzimeen)	Secretary
Member	Nāsir (pl: Ansār)	Khādim (Khuddām)	
Financial Years:			
Chanda 'Āam/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-e-Jadīd	November 1 to October 31		
Waqf-e-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	Tajnīd	Membership
Ishā'at	Publication	Tarbiyat	Moral Training
Īthār	Social Services	Tarbiyat Nau Mubā'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		