



Roles and Responsibilities of Muntazim ‘Umūmi:

1. Ensure the implementation of Zaim Majlis' instructions and issue reminders when necessary (Hub of communication).
2. Organize Majlis ‘Āmila and General Body meetings.
3. Maintain records of local Majlis meetings (‘Āmila meetings, general body meetings, etc.), report minutes to Markaz through monthly report forms, and disseminate important information/decisions to majlis members via the Saiqeen system or other appropriate means.
4. Collect report data from ‘Āmila members, compile it, and submit it to Markaz after Zaim sahibs’ approval (monthly report).
5. Assist Muntazim Tajnid and Saiqeen in achieving maximum Monthly Individual form submissions.

Departmental Goals & Targets:

1. Submit monthly reports before the 7th of the month.
2. Conduct Majlis ‘Āmila meetings every month.
3. Organize Ijlas Aam / General Body Meetings every month (either organized by Majlis or Jamā’at).
4. Ensure effective communication among region, local Majlis ‘Āmila, and Ansar members of the Majlis.
5. Help other ‘Āmila members in learning virtual meeting tools, Ansarullah portal, and resources available at ansar.ca.
6. Initiate the use of dedicated Official Gmail accounts for all Amila members for all Anṣārullāh related communications.
7. Organize MACMIS Training sessions.