

2020-2021 Department Plan

Department: Aitmad

Name: Zafir Ahmed

Email: motamid@mkausa.org

Phone: 443-979-1348

Department Goals

1.	100% Majalis holding monthly General and Amila meetings. Target for general meeting attendance is 50% of tajneed
2.	100% Majalis submitting monthly report on time by the 5th of each month
3.	100% Majalis should hold Local Ijtema before Regional Ijtema
4.	Setup MKA office/space at mosque where possible

GOALS IN DETAIL (This is from Local Majlis perspective)

Goal	Target (to be used for Alme-e-Inami)			National Target	Funding	Due Date
	Small	Medium	Large			
Monthly General Meetings (count local/regional/national Ijtemaat)	12	12	12	100% Majalis holding a meeting every month	Use local majlis funds for food if needed	Monthly
Minimum 50% Tajneed attendance at General Meeting	50% of the tajneed	50% of the tajneed	50% of the tajneed	50% of the tajneed at National Ijtema		Monthly
Monthly Amila meeting	12	12	12	100% Majalis holding meeting every month	Use local majlis funds for food if needed	Monthly
Monthly Reports	12	12	12	100% reporting	N/A	Monthly by 5th of the month

2020-2021 Department Plan

Hold Local Ijtema	1(Only hold Ijtema if COVID-19 pandemic subsidies)	1 (Only hold Ijtema if COVID-19 pandemic subsidies)	1 (Only hold Ijtema if COVID-19 pandemic subsidies)	TBD	Use local funds for food expenses. Request regional fund if needed	one month before Regional Ijtema
Setup MKA Office/space at mosque	As applicable - No Target	As applicable - No Target	As applicable - No Target	Use MKA office at Bait-ur-Rehman two days a week	Use local/regional funds if needed	N/A

Local Implementation (Monthly Reporting Questions - questions cannot change throughout the year)

1.	How many Khuddam participated in General Meeting?
2.	Amila meeting held this month?

Key Dates (add more as necessary)

Nov 1st, 2020	Start of MKA Year
Nov 14th/21st 2020	Virtual Fazl-e-Umar Qaideen
TBD	Hold Local Ijtema
TBD	Hold Regional Ijtema
TBD	Quarterly In person National Amila Meetings
TBD	National Ijtema
TBD	Jalsa Salana USA
TBD	Majlis-e-Shura

Online Calendar: <https://www.mkausa.org/calendar/>

Import to your Calendar:

<https://calendar.google.com/calendar?cid=ZDhINmNvdHZnaGdxNjEyMGJzMWs2YW9kY29AZ3JvdXAuY2FsZW5kYXluZ29vZ2xlLmNvbQ>

iCal Format:

<https://calendar.google.com/calendar/ical/d8e6cotvghgq6120bs1k6aodco@group.calendar.google.com/public/basic.ics>

2020-2021 Department Plan

Communication Plan (add more as necessary)

National Motamid to Local Motamid	Monthly Conference Call; monthly feedback on reports if general/Amila meetings are not held
National Motamid to RQ/Regional Motamid	Monthly Conference Call

Success Factors

What should a Local Motamid do to contribute toward the National Goals?	<ul style="list-style-type: none"> Plan for the entire year to set dates for general and Amila meetings. First weekend of the month is designated nationally for holding local general meetings. Hold monthly General Meeting and increase attendance to at least 50% of the tajneed Hold monthly Amila meeting Submit Monthly report by the 5th of the month Use Zoom and Google Hangout to host virtual meetings
How can a Local Motamid obtain the “How-To” Guide for the dept goals?	<p>Qaideen Handbook (Searchable): https://hafiz.mkausa.org/article-categories/qaid-handbook/</p> <p>PDF: https://www.mkausa.org/download/qaid-handbook-2/</p> <p>General Meeting Agenda and Resources: https://www.mkausa.org/meeting</p> <p>Hafiz Knowledgebase: https://hafiz.mkausa.org</p>
What other Local Majalis have done to be successful?	<p>Communicate via multiple methods: text, phone and email. Have outings with khuddam. Hold meetings with sports activities.</p> <p>Create monthly/annual calendar of activities at the start of the year so there are set dates for meetings</p>
Who should a Local Motamid call for help?	Regional Motamid -> Motamid MKA USA
Who should a Regional Motamid call for help?	Motamid MKA USA

Other References (websites, Quran, literature, etc.)

<ol style="list-style-type: none"> 1) Download Telegram and join proper group chats 2) Submit 100% of reports 3) Regional Qaideen are following up with their Qaideen 4) Regional Motamideen are following up with local Motamideen 5) National Departments are sending content for meetings 6) Qaideen are using their @mkausa.org accounts
<p>Monthly Reports submission: https://www.mkausa.org/reports</p> <p>Monthly Meeting Resources: https://www.mkausa.org/meeting</p> <p>MKA Constitution: https://www.mkausa.org/download/15430/</p> <p>Qaid handbook: https://www.mkausa.org/download/qaid-handbook-2/ https://hafiz.mkausa.org/article-categories/qaid-handbook/</p>

2020-2021 Department Plan

Hafiz: <https://hafiz.mkausa.org>

Video Conference Call options: <https://zoom.us/> (40 min free and then reconnect)

Other free options for Conference Call: Google Hangout (Part of MKA email account package)

Setup interactive quizzes for meetings: <https://kahoot.com/>

Broadcast Text Messaging Service: <https://flocknote.com/> (Free for upto 40 members)

Sample General Meeting Agenda

The General Meeting Agenda remains the same throughout the year with the following format. There is some flexibility in the agenda to add more things as needed. Feel free to combine general meetings with other fun activities like bowling, sports, etc.

1. Tilawat (required)
2. Pledge (required)
3. Poem (optional)
4. Taleem presentation/Book Club discussion
5. Tarbiyat presentation/discussion
6. Health tip / discussion
7. Updates about local MKA activities and plan for upcoming activities
8. Open discussion/ Q/A
9. Dua (Required)

Please count the Khuddam attending the meeting for monthly report. Also take a few pictures for records and sharing on Twitter from Majlis official account and Telegram.

Local/Regional/National Ijtemaat count as general meeting.

Importance of attending jamaat meetings:

Hazrat Musleh Maud Khalifatul Masih II (radi Allahu anhu) said:

“That day is near when those who work for Ahmadiyyat will acquire stature. But, the children of those who do not take interest in Jama`at work now will be shunned. When nations like England and America will send their representatives for advice and they will consider this to be source of respect for them, then the children of these people will ask to be included in the advices. But, then they will be told, Go! your parents and grandparents rejected the advices in their time and did not care about the work of Jama`at, hence you cannot be included in this process either.

Therefore, remove this ignorance and create this awareness in you that a person who attends a meeting of Jama`at is rewarded so much that the membership of the council of America is nothing in front of it. Even if he must make hundred compromises to attend this meeting, he must do so. If he does not attend the meeting than the system of Jama`at will not suffer because of his absence,

2020-2021 Department Plan

rather he will be deprived of the rewards of Allah”.

[Report Majlis Mushawirat, 1956, page 24]