

Guidelines for Conducting a Local Atfal Amila Meeting

Conducting a local Atfal Amila meeting involves proper planning and execution to ensure an effective and productive session. Below are steps to guide you:

1. Preparation

- Set the Date and Time:
 - Choose a date and time convenient for most of the Amila members. *Ideally on the 1st weekend when Tarbiyyat Class is held*
- Venue:
 - Decide whether the meeting will be held at the mosque.
- Agenda:
 - Prepare a detailed agenda and share it with Amila members beforehand. This helps everyone come prepared.
- Invite Members:
 - Send reminders through phone call, WhatsApp, email, or any preferred communication channel.

2. Structure of the Meeting

1. Opening
 - Recitation of the Holy Qur'an:
 - i. Begin with the recitation of a few verses, followed by their translation.
2. Review of Previous Minutes
 - Review the minutes of the last meeting to check on the status of pending tasks or follow-ups.
3. Departmental Reports
 - Each secretary (Taleem, Tarbiyyat, Khidmat-e-Khalq, Sports, etc.) presents a brief report of their activities and plans.
 - Discuss the strengths and challenges of each department.
4. Planning and Discussion
 - Plan upcoming events, classes, or initiatives for the month (or quarter)
 - Discuss any new ideas or suggestions to improve Atfal engagement.
 - Ensure every member has a chance to voice their opinions or concerns.

5. Financial Matters

- Present and discuss the financial status related to Atfal activities.

6. Task Assignment

- Assign responsibilities and set deadlines for upcoming projects or events.

7. Miscellaneous

- Address any other matters that may arise.

8. Feedback and Suggestions

- Encourage members to share constructive feedback about the meeting or overall functioning of the Amila.

3. Closing

- Vote of Thanks:
 - Acknowledge everyone's efforts and participation.
- Silent Prayer:
 - Conclude the meeting with silent prayer.

4. Post-Meeting

- Minutes of the Meeting:
 - Document key points, decisions made, and tasks assigned.
- Follow-Up:
 - State when will the next meeting be held
 - Ensure follow-up on the assigned tasks and commitments before the next meeting.

Tips for a Successful Meeting

- Punctuality:
 - Start and end the meeting on time.
- Active Participation:
 - Encourage all members to actively participate.
- Focus:
 - Stick to the agenda to avoid unnecessary delays.
- Leadership:
 - The Nazim Atfal or meeting chair should guide the discussion and ensure productivity.

Agenda

- ☐ Tilawat with Translation (3 min)
- ☐ Opening Remarks by Meeting Chair (3 min)
- ☐ Review of Previous Minutes (5 min)
- ☐ Departmental Report Updates (15 min)
- ☐ Planning the upcoming month (15 min)
- ☐ Dua

Discussion Details for Departments

- ☐ Secretary Umoomi
 - Attendance Atfal Class
 - What are the meeting minutes?
 - Is the meeting minutes accessible to everyone?
- ☐ Secretary Tarbiyyat
 - Survey results and update
 - Tarbiyyat class schedule
- ☐ Secretary Taleem
 - Class attendance
 - Class topics discussed
 - Has the material distributed within local atfal?
 - Next class session (Date, time & Location)
- ☐ Secretary Tajneed
 - Changes in the Tajneed?
 - Which Tifl have you talked to?
 - If a Tifl has moved in or out of the Majlis, have they completed the [Tajneed form](#)? If not, it should be completed within the month
- ☐ Secretary Maal
 - Maal update, current status of participation and collection
 - Is the Maal Tajneed matching with the Tajneed in Database?
 - Who is pending?
 - How are you reaching out?

Discussion Challenges for Departments

- ☐ Secretary Umoomi
 - Who has not attended?
 - Are you having trouble reaching out?
 - Who is not responding?
 - Have we promoted the upcoming events?
- ☐ Secretary Tarbiyyat
 - Who is pending in the Tarbiyyat Survey?
 - Is there a need for a hybrid method?
- ☐ Secretary Taleem
 - Are we low on attendance?
 - How can we improve attendance?
 - Is there a need for a hybrid method?
- ☐ Secretary Tajneed
 - What challenges do you face?
 - Who has not responded to you?
 - How are you contacting them?
- ☐ Secretary Maal
 - Maal update, current status of participation and collection
 - Is the Maal Tajneed matching with the Tajneed in Database?
 - Who is pending?
 - How are you reaching out?
- ☐ Additional Resources by Local Nazim Atfal
 - Does anyone need access to any document or sheet?
 - Does anyone need their email password reset?
 - Is any help needed from National departments?