

AL-TIJARAT-AL-RAABEHAH

ZONAL BUSINESS COUNCIL & SUB-COMMITTEE

Structure and Job Roles

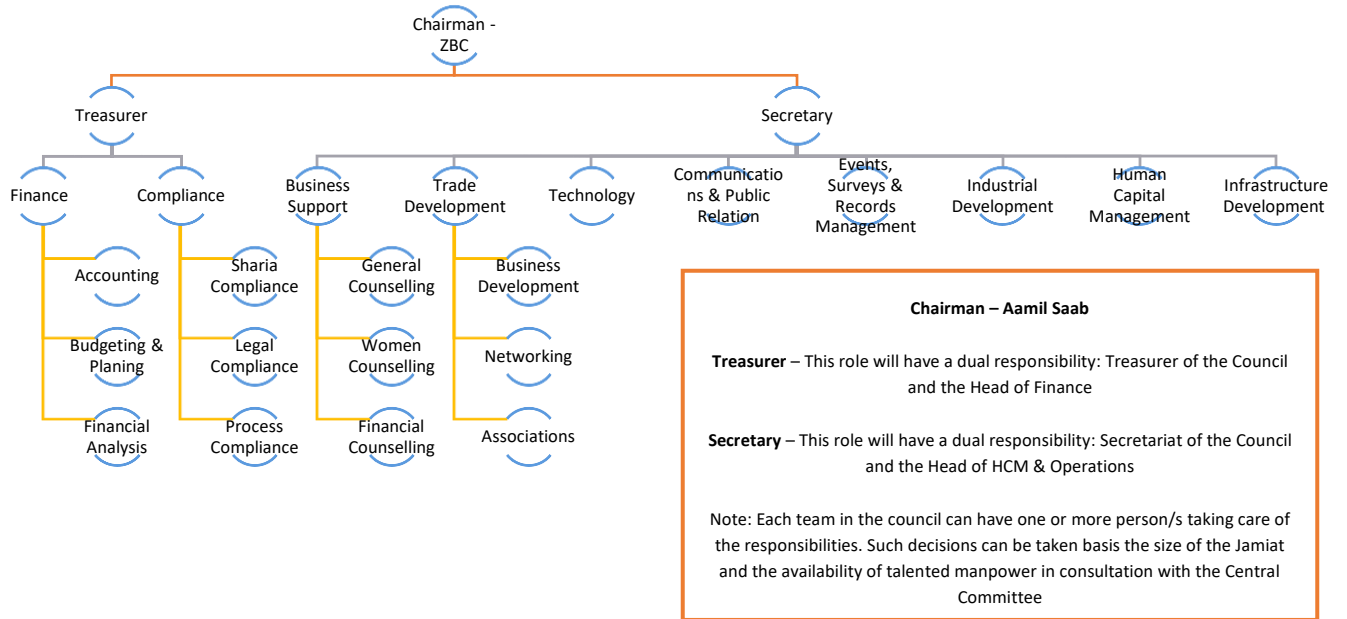


CONTENTS

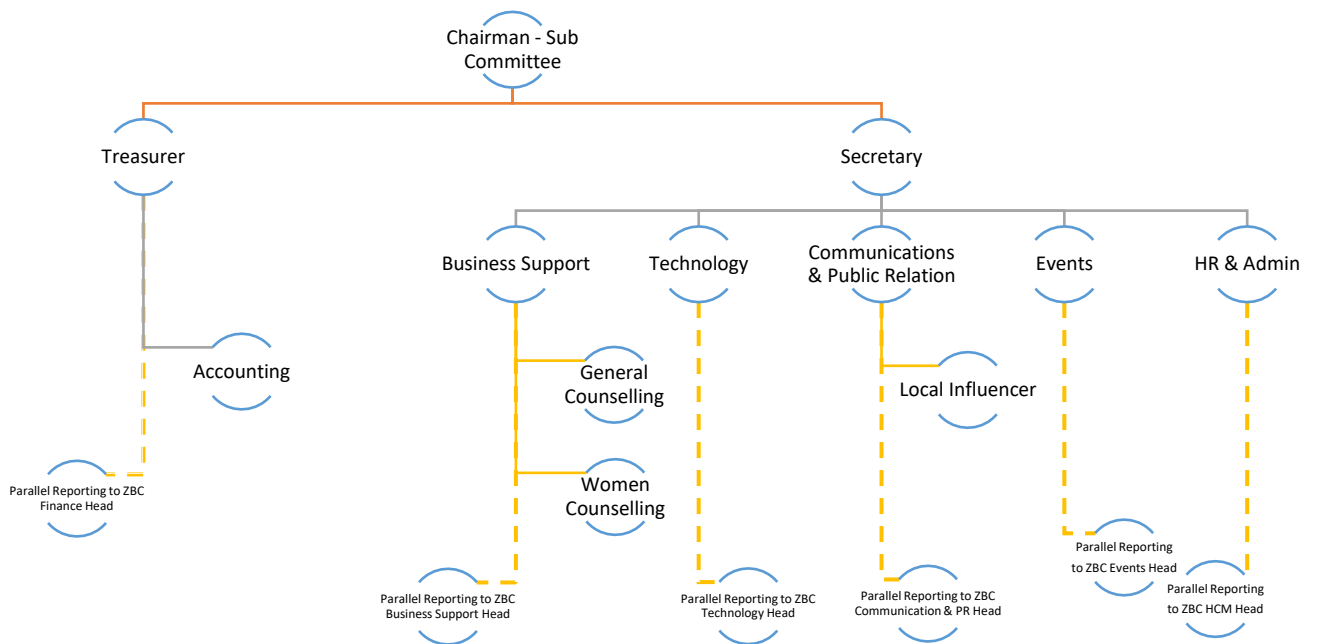
Hierarchy & Role defination	3
Hierarchy Chart - ZBC.....	3
Hierarchy Chart - Subcommittee	3
Team Finance (Sub Committee)	4
Sub Committee Member – Finance	4
Sub Committee Member - Accounting Management	4
Team Business Consulting (Sub Committee)	5
Sub Committee Member – Business Support.....	5
Sub Committee Member – General Counselling	6
Sub Committee Member – Women Counselling	6
TEAM TECHNOLOGY (SUB COMMITTEE)	7
Sub Committee Member – Technology	7
Team Communication & PR (Sub Committee)	8
Sub Committee Member – Communication & Public Relations.....	8
Sub Committee Member – Local Influencer	8
Team Event Organization (Sub Committee)	9
Sub Committee Member – Events.....	9
Team Human Resoures & Administration (Sub Committee)	10
Sub Committee Member – Human Capital management (Secretary).....	10

HIERARCHY & ROLE DEFINATION

HIERARCHY CHART - ZBC



HIERARCHY CHART - SUBCOMMITTEE



TEAM FINANCE (SUB COMMITTEE)

Position Title:	SUB COMMITTEE MEMBER – FINANCE
Position Reporting:	Sub Committee Treasurer <u>ZBC Finance Head</u>
Position Overview:	This position will drive the protocols set by the ZBC on the financial management of the committees
Responsibilities:	Accounting – Maintaining books of accounts for the sub committee Budgeting & Planning – Set and follow the yearly budgets for the sub committees
Work activities:	Prepare and submit the budget recommendation to the chairman and the ZBC finance head & prepare the annual budget basis the approvals from the ZBC for events, meets, workshops and seminars Review the budget with the subcommittee and present a periodic (quarterly) update to the ZBC Drive accounting standards and ensure accurate accounting for all the expenses Reference business proposals to the ZBC and share recommendations on the applications received Provide sound advice on financial needs of the mumineen at a local level, if needed Build a connect with the businessmen who would wish to invest in other businesses or would want to foster partnerships with other mumineen, push such references to the ZBC
Role holder attributes:	Outlook to do khidmat Eye for detail Business forecasting Accounting skills
Ideal committee member:	Preferably a Chartered accountant or a financial analyst Should have sound knowledge on accounting principles

Position Title:	SUB COMMITTEE MEMBER - ACCOUNTING MANAGEMENT
Position Reporting:	Sub Committee Finance Head
Position Overview:	This position will upkeep all the books of accounts for the sub committee
Responsibilities:	Maintaining books of accounts for the sub committee
Work activities:	Maintain the books of account for the subcommittees and ensure accurate accounting for all the expenses as per the standard set by the ZBC Prepare the accounting reports that needs to be presented to the chairman and the ZBC. Keep track of banking related procedures and ensure compliance.

	Report any inconsistencies in accounting by bill conciliation and regular auditing on the accounts
Role holder attributes:	Outlook to do khidmat Eye for detail
Ideal committee member:	Experience of accounting

TEAM BUSINESS CONSULTING (SUB COMMITTEE)

Position Title:	SUB COMMITTEE MEMBER – BUSINESS SUPPORT
Position Reporting:	Sub Committee Secretary <u>ZBC Business Support Head</u>
Position Overview:	The position will be responsible to drive the ZBC tools (on business support) in the moze to ensure effective business counselling is provided to the mumineen who would want to start or grow their businesses
Responsibilities:	Provide general counselling for the mumineen of the moze basis the guidelines of the ZBC for existing and new business Set up and execute the women counselling cell for developing home based industries Ensure accurate case by case filing of the services provided to mumineen Arrange for financial counselling as per requests
Work activities:	Work with the business counsellors at the central and zonal committees to identify and enrol mumineen in the incubation & business acceleration programme Counsel mumineen on the various tools available to them to advance their business through the TR/QH routes Be the POC (point of contact) for the mumineen and specialized counsellors (as needed) Advising on the financial aids available to the mumineen Build a pipeline and suggest relevant advisors on the advisory/counselling cell to the ZBC member Help build a network of women entrepreneurs for starting/developing their businesses and forward relevant cases to the ZBC Help build case files by maintaining proper documentation. Action any other initiative as directed by the ZBC
Role holder attributes:	Outlook to do khidmat Clear understanding of the shariat laws Influencing Charismatic

Ideal committee member:	Should be an established businessman/professional with an understanding of business activities, especially under the shariat guidelines OR Should be a business consultant with an experience of >3 yrs in the said profile.
--------------------------------	--

Position Title:	SUB COMMITTEE MEMBER – GENERAL COUNSELLING
Position Reporting:	Sub Committee Head – Business Support
Position Overview:	The position will support the lead on driving general counselling practice in the moze and across jamiaat (in case of specialized counselling)
Responsibilities:	Drive general counselling for business growth and new business mainly at the local level
Work activities:	Work closely with the lead on driving the incubation and acceleration cell and be a POC for such identified mumineen Keep a track of the counselling requests and ensuring that such requests are fulfilled through the various available tools Connect mumineen to the correct counsellors basis their needs, forward the requests for specialized counselling to the ZBC where local counselling may not be available Ensure end to end support for the requests thus received and ensuring closures to the requests made
Role holder attributes:	Outlook to do khidmat Interpersonal skills Business forecasting skills
Ideal committee member:	Should be an established businessman/professional with an understanding of business activities

Position Title:	SUB COMMITTEE MEMBER – WOMEN COUNSELLING
Position Reporting:	Sub Committee Head – Business Support
Position Overview:	The position will be supporting the lead on driving business counselling practice especially for women entrepreneurs
Responsibilities:	Help build women entrepreneurs by encouraging them to excel in their areas of expertise (from starting-up up to setting business operations) Build a network of women entrepreneurs within and outside the moze Identify skill gaps and work to close on them using training interventions
Work activities:	Identify the women who could benefit from the available TR tools and create awareness amongst them in the moze Connect the women to the right local counsellors to be able to provide appropriate guidance to them, and connect with specialized counsellors on dbohra for business specific advice Suggest the skill gaps to the ZBC to arrange for appropriate training sessions

	<p>Help ZBC to develop logistical and functional platforms for better business operations at a local level</p> <p>Set a platform for buyers and sellers to facilitate trade – arranging local exhibitions, local yellow pages (WhatsApp/Telegram groups), propagating businesses) with help of other sansthas</p>
Role holder attributes:	<p>Outlook to do khidmat</p> <p>Networking skills</p>
Ideal committee member:	<p>Should be an established businesswoman/professional with an understanding of business activities</p>

TEAM TECHNOLOGY (SUB COMMITTEE)

Position Title:	SUB COMMITTEE MEMBER – TECHNOLOGY
Position Reporting:	<p>Sub Committee Secretary</p> <p><u>ZBC Technology Head</u></p>
Position Overview:	<p>This position will support the ZBC technology head to drive & build IT expertise by setting up a counselling cell at the local level to help businesses improve their efficiency.</p>
Responsibilities:	<p>To provide strategic guidance to mumineen about technology and IT infrastructure and enable major business processes through enhancements to IT at a local level.</p>
Work activities:	<p>Advise mumineen on the knowhow of technology tools that can be harnessed in their business by understanding their work practices and nature of business</p> <p>Defining software, hardware and network requirements, and guide on procurement of such resources</p> <p>Analysing the IT requirements within businesses and give independent and objective advice on the use of technology in their business, connect the mumineen to vendors, software or specialized consultants for needs that they may have</p> <p>Advice mumineen on the change-management, from manual to IT</p> <p>Extend help if needed for installing and monitoring the new systems</p> <p>Organise training for businesses on the technology available for different processes basis the guidelines received from the ZBC</p>
Role holder attributes:	<p>Outlook to do khidmat</p> <p>Innovation skills</p> <p>Technology skills</p>
Ideal committee member:	<p>Degree in computer science, information technology, computer engineering, or similar.</p> <p>Advanced knowledge of hardware and software solutions and network maintenance.</p>

TEAM COMMUNICATION & PR (SUB COMMITTEE)

Position Title:	SUB COMMITTEE MEMBER – COMMUNICATION & PUBLIC RELATIONS
Position Reporting:	Sub Committee Secretary <u>ZBC Communication & PR Head</u>
Position Overview:	This position will ensure deep penetration of the TR tools in their moze by ensuring that programmes are well communicated to the mumineen and are received with enthusiasm.
Responsibilities:	Establishing and maintaining relationships with mumineen and businesses by using local influencing and other media communications, responding to requests for seeking help by them
Work activities:	<p>Work with the local sansthas to design a communication strategy for the programmes thus organized</p> <p>Find ways to reach mumineen at large using local influencing skills, mass media, social media, miqaat gatherings amongst others to make an influential presence about the various tools available for mumineen’s help</p> <p>Suggest ways to improvise the content on the idarah’s website/social media handles to make it more relevant to the need of the mumineen</p> <p>Gather local sponsorships for events to be able to execute events and programmes</p> <p>Share a report with the ZBC on the number of mumineen who have been reached out to during the various initiatives/programmes thus conducted</p>
Role holder attributes:	<p>Outlook to do khidmat</p> <p>Influencing skills</p>
Ideal committee member:	<p>Preferably have a degree in mass media and communication</p> <p>Blogging/vlogging experience</p>

Position Title:	SUB COMMITTEE MEMBER – LOCAL INFLUENCER
Position Reporting:	Sub Committee Head – Communication & PR
Position Overview:	This position will ensure that the local and central level initiatives are driven down and communicated to the mumineen, to ensure more mumineen benefit from the TR tools/events made available to them
Responsibilities:	Harness local influencer means to reach out to the correct target audience and spread awareness about the events and tools relevant at any given time
Work activities:	<p>Drive the communication strategy designed by the ZBC & sub committee communication head by identifying the correct channel to reach the target audience for any given event</p> <p>Spread general awareness about the available tools and drive maximum participation</p> <p>Support the central committee/ZBC and the events head to drive the programmes and garner sponsorships and participation</p>

	<p>Work closely with the events team and local sansthas to implement the local expos or drive participation in the other zonal or central expos</p> <p>Action any other initiative as per the decisions made by the ZBC, from time to time</p>
Role holder attributes:	<p>Outlook to do khidmat</p> <p>Influencing skills</p> <p>Planning & organizing skills</p>
Ideal committee member:	<p>Preferably have a degree in mass media and communication</p> <p>Blogging/vlogging experience</p>

TEAM EVENT ORGANIZATION (SUB COMMITTEE)

Position Title:	SUB COMMITTEE MEMBER – EVENTS
Position Reporting:	<p>Sub Committee Secretary</p> <p><u>ZBC Events Head</u></p>
Position Overview:	<p>This position will ensure smooth planning & execution of events as per the requests from the ZBC and central committee</p>
Responsibilities:	<p>Planning and organizing an event calendar that includes all the initiatives laid down by the ZBC; gather & analyse the feedback for improvements</p>
Work activities:	<p>Work on the budgets needed for the event</p> <p>Work closely with the influencers and local sansthas to get sponsorships for the event</p> <p>Work closely with the communications team to ensure the event details are sent out to all the relevant audience, in time</p> <p>Work with ZBC to arrange for expos & exhibitions at the community level for businesses to partake and develop trade</p> <p>Make arrangements for the events:</p> <ul style="list-style-type: none"> • Understand requirements and details of each event • Plan and organize events with attention to financial and time constraints • Book venues and schedule speakers • Look for and compare different vendors (catering, decorators, etc.) • Negotiate with vendors to achieve the most favourable terms • Manage all event operations (preparing venue, invitations, food, etc.) • Track the overall event expenses, and control them • Carefully oversee event happenings • Offer solutions to resolve problems in a timely manner • Evaluate event's success and submit reports <p>Share the feedback report with the chairman and ZBC for continuous improvements</p>
Role holder attributes:	<p>Planning & organizing skills</p> <p>Vendor management</p> <p>Eye for details</p> <p>Problem solving skills</p>

Ideal committee member:	Experience in event management
--------------------------------	--------------------------------

TEAM HUMAN RESOURCES & ADMINISTRATION (SUB COMMITTEE)

Position Title:	SUB COMMITTEE MEMBER – HUMAN CAPITAL MANAGEMENT (SECRETARY)
Position Reporting:	Sub Committee Secretary <u>ZBC HCM Head</u>
Position Overview:	This position will work closely with the chairman to help identify the right resources for the team and ensuring a smooth collaboration amongst the team members
Responsibilities:	Design effective communication plan for the subcommittee and align them to the central objective of the idarah
Work activities:	Plan the periodic meetings for the council and work closely with the chairman to define the agenda for the meetings Effectively communicate the meeting calendar and the agenda to the members for a meaningful discussion during the meeting Work closely with the chairman to identify the right talent on the council for the designated portfolios Record the MOM and maintain the records for all the interactions Be a POC for all the council for aligning them toward a common objective (example – streamlining communication between members, sort out differences amongst them, inducting new members and helping them settle down...)
Role holder attributes:	Strong communication skills Networking skills Problem solving skills
Ideal committee member:	Owner of a large business setup