



# TIJAARAT RAABEHAH

ZONAL BUSINESS COUNCIL  
& SUB-COMMITTEE

**Structure and Job Roles**

© 2024 Umooor Iqtesadiyah. All rights reserved

**Disclaimer:** The content provided in this course/booklet is for informational and educational purposes only. While every effort has been made to ensure the accuracy and reliability of the information presented, it is not intended to serve as legal, medical, financial, or professional advice. The creators, owners, instructors, and organizers of this content do not accept any responsibility for any loss, harm, or damage arising from reliance on the information provided. The creator is the sole owner of the course content and intended solely for personal and educational use. Unauthorized reproduction, distribution, or use of the materials is strictly prohibited. Also, it may not be reproduced, distributed, or used for commercial purposes without prior written permission. By accessing this content, you acknowledge and agree to this disclaimer.

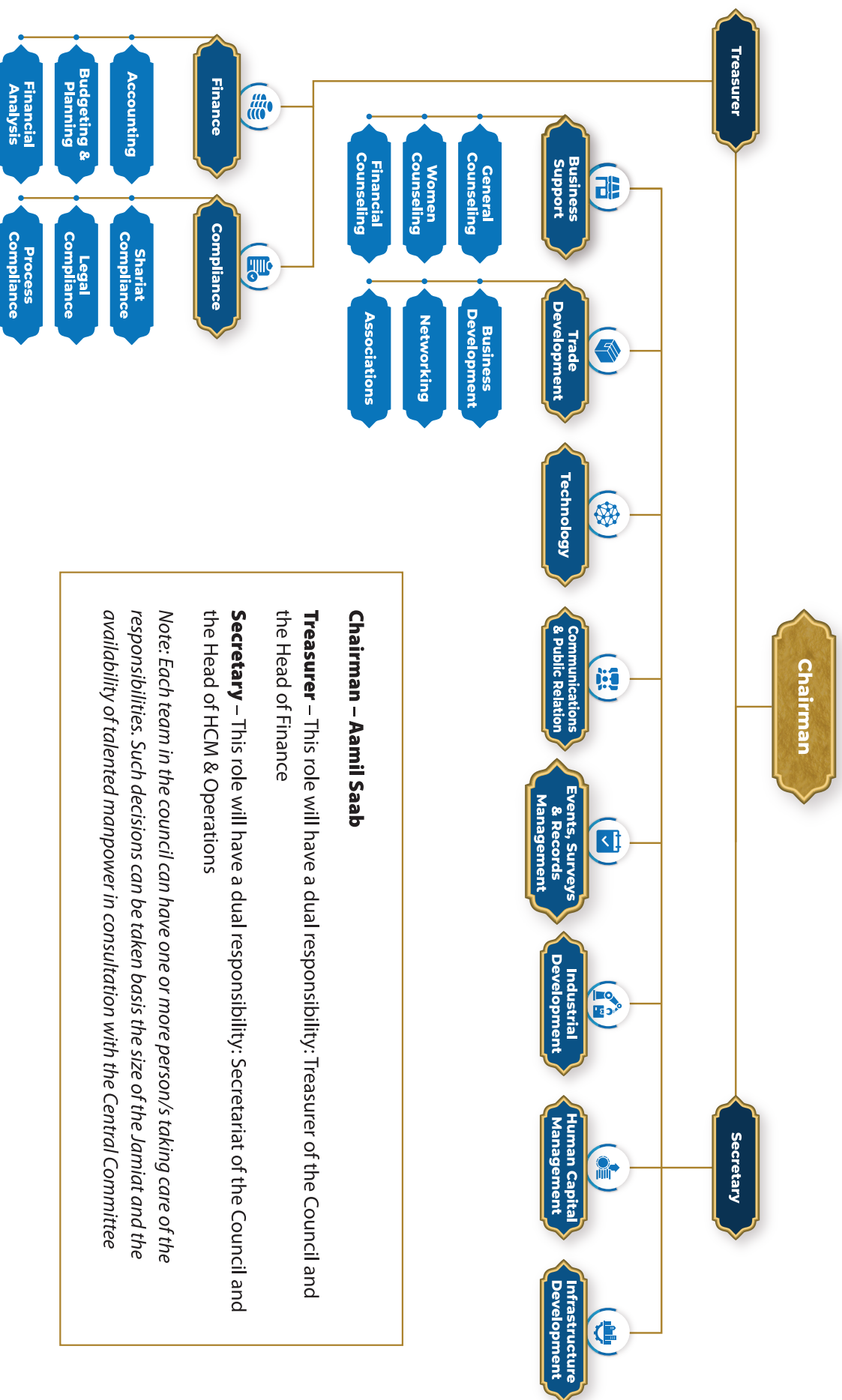
## TABLE OF CONTENTS

<b>Hierarchy &amp; Role definition</b> .....	1
Organogram - ZBC .....	1
Organogram - Subcommittee .....	2
<b>TR Departments</b> .....	3
<b>Team Finance</b> .....	5
ZBC Member – Finance .....	5
Accounting Management .....	6
Budgeting & Planning .....	7
Financial Analysis .....	8
<b>Team Compliance</b> .....	9
ZBC Member – Compliance .....	9
Sharia Compliance .....	10
Legal Compliance .....	11
Process Compliance .....	12
<b>Team Business Consulting</b> .....	13
ZBC Member – Business Support .....	13
General Counseling .....	14
Women Counseling .....	15
Case Management .....	16
Financial Counseling .....	17
<b>Team Trade Development</b> .....	18
ZBC Member – Trade Development .....	18
Business Development .....	19
B2B & B2C Networking .....	20
Association .....	21
<b>Team Technology</b> .....	22
ZBC Member - Technology .....	22



<b>Team Communication &amp; PR</b> .....	23
ZBC Member – Communication & Public Relations .....	23
<b>Team Event Organization</b> .....	24
ZBC Member – Events .....	24
<b>Team Survey &amp; Record Management</b> .....	25
ZBC Member – Survey & Record Management .....	25
<b>Team Industrial Development</b> .....	26
ZBC Member – IDD .....	26
<b>Team Human Resources</b> .....	27
ZBC Member – Human Capital management .....	27
<b>Team Infrastructure Development</b> .....	28
ZBC Member – Infrastructure Development .....	28
<b>Team Finance (Sub Committee)</b> .....	29
Sub Committee Member – Finance .....	29
Sub Committee Member - Accounting Management .....	30
<b>Team Business Consulting (Sub Committee)</b> .....	31
Sub Committee Member – Business Support .....	31
Sub Committee Member – General Counseling .....	32
Sub Committee Member – Women Counseling .....	33
<b>Team Technology (Sub Committee)</b> .....	34
Sub Committee Member – Technology .....	34
<b>Team Communication &amp; PR (Sub Committee)</b> .....	35
Sub Committee Member – Communication & Public Relations .....	35
Sub Committee Member – Local Influencer .....	36
<b>Team Event Organization (Sub Committee)</b> .....	37
Sub Committee Member – Events .....	37
<b>Team Human Resoures &amp; Administration (Sub Committee)</b> .....	38
Sub Committee Member – Human Capital management (Secretary) .....	36

# ORGANOGRAM - ZBC



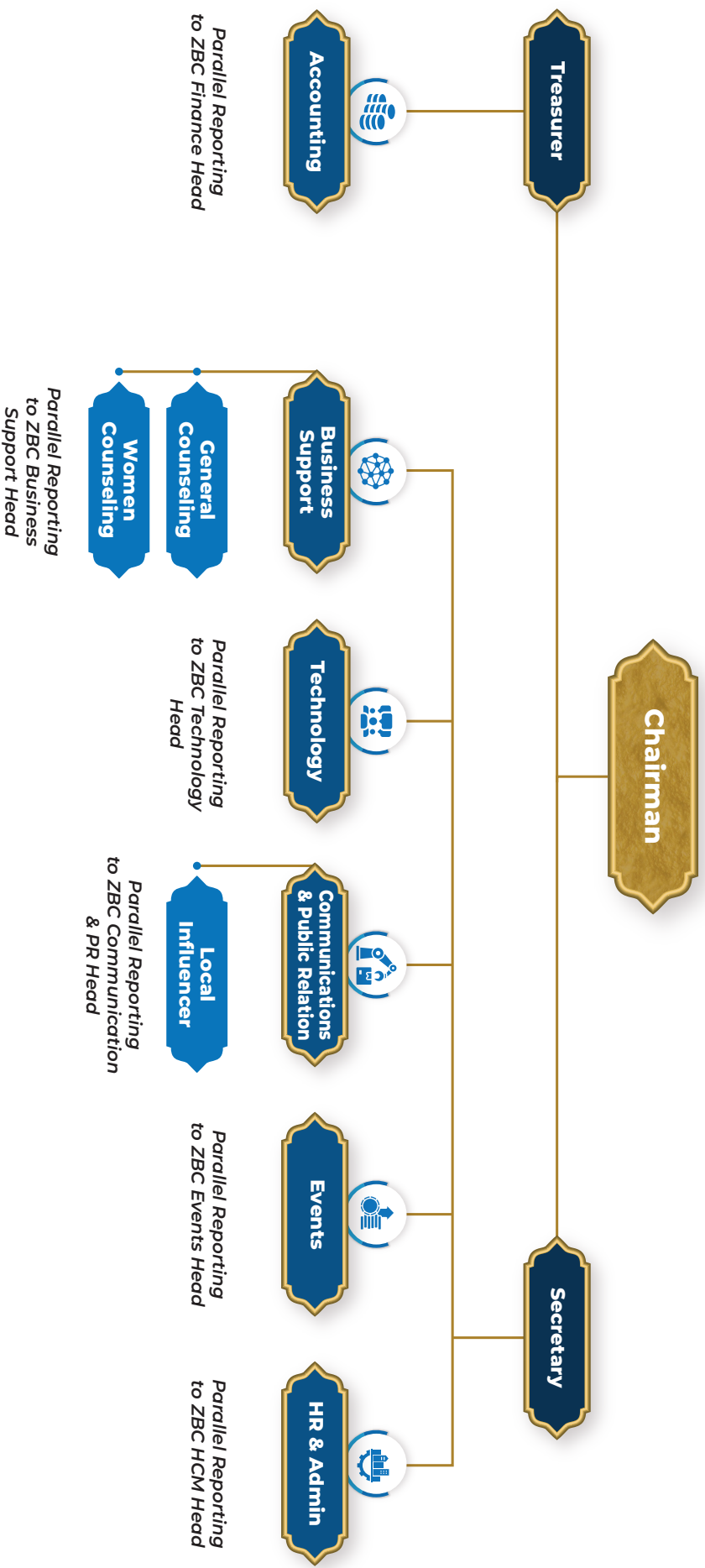
**Chairman – Aamil Saab**

**Treasurer** – This role will have a dual responsibility: Treasurer of the Council and the Head of Finance

**Secretary** – This role will have a dual responsibility: Secretariat of the Council and the Head of HCM & Operations

*Note: Each team in the council can have one or more person/s taking care of the responsibilities. Such decisions can be taken basis the size of the Jamiat and the availability of talented manpower in consultation with the Central Committee*

# ORGANOGRAM - SUBCOMMITTEE



## TR Departments

### Finance

- Accounting – Maintaining books of accounts for the committee/sub committee
- Budgeting & Planning – Set yearly budgets for the committees/sub committees and adhere to them
- Financial analysis – Analyse proposals for the committee basis their domain knowledge

### Compliance

- Sharia Compliance: Guide and drive mumineen on working under the guidelines of Sharia
- Legal Compliance: Guide mumineen on the legal compliance basis the local rules
- Process Compliance: Help set up internal compliances for the business, to help better day to day business operations

### Business Support

- Set a process for general counselling for business growth and new business
- Streamline 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

### Trade Development

- Business development – Develop networking across businessmen to build business ties amongst mumineen
- Create opportunities for mumineen (in similar businesses/business needs) to form associations/- cartels
- Identify mumineen with leadership qualities and top order businessmen to lead such cartels
- Handhold the associations to develop unity amongst themselves to consolidate their needs and instil a culture of knowledge sharing

## Technology

- To provide strategic guidance to mumineen about technology
- IT infrastructure and enable major business processes through enhancements to IT.

## Communications & PR

- Establishing and maintaining relationships with mumineen and businesses by using local influencing and other media communications, responding to requests for seeking help by them

## Events

- Organizing well thought out event calendar and execution thereof, while working in collaboration with the other council members and the central committee,
- Gather & analyse the feedback post events for improvements

## Record Management

- To conduct periodic formal surveys and combine it with existing data of mumineen businesses and their professional profile.
- Ensure protection of such data and using it only for official purposes.

## Industrial Development

- Identify high potential businesses and their viability to participate in IDD programmes
- Give ground level feedback to the programme lead, suggest improvements

## Human Resources

- Identify right resources for the positions
- Communicate the meeting and agenda to the team
- Aligning the committee to the overall objectives of the idaraah

## Infrastructure Development

- Work with businesses to understand their development areas and work to close the gaps by providing the necessary advisory and resources to do so

# ZBC Member – Finance

Position Reporting: ZBC Treasurer

This position will set standards for financial management of the committee, and drive to ensure the financial principles are in place for all the sub committees under them

## Responsibilities

**Accounting** – Maintaining books of accounts for the committee/sub committee

**Budgeting & Planning** – Set yearly budgets for the committees/sub committees and adhere to them

**Financial analysis** – Analyse proposals for the committee basis their domain knowledge

## Work activities

Prepare and submit the annual budget to the chairman & central committee for the ZBC basis the budget recommendations received from the subcommittees for their events, meets, workshops and seminars

Review the budget with the subcommittee and present a periodic (quarterly) update to the ZBC

Drive accounting standards for each of the subcommittees and ensure accurate accounting for all the expenses

Work closely with other ZBC members to evaluate large business proposals received from mumineen

Work closely with general counselling member to give sound advice on financial needs of the mumineen, if needed

Work closely with subcommittee finance team members to build strategies to make the them self-reliant for any expenses

Build a connect with the businessmen who would wish to invest in other businesses or would want to foster partnerships with other mumineen

Should be able to give sound advice to the mumineen to build their own capital first, secure investments through their own halal resources and keep a steady flow of investments on their own as needed in the long term perspective

## Role holder attributes

Outlook to do khidmat

Eye for detail

Business forecasting

Interpersonal skills

## Ideal committee member.

Preferably a Chartered accountant or a financial analyst

Should have sound knowledge on accounting principles

# Accounting Management

Position Reporting: ZBC Member – Finance

This position will maintain all the books of accounts for the ZBC and associated mozes

## Responsibilities

Maintaining books of accounts for the committee and sub committee

## Work activities

Maintain the books of account for each of 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 ZBC and the central committee.

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

# Budgeting & Planning

Position Reporting: ZBC Member – Finance

This position will foresee the financial budgeting and planning for the committee

## Responsibilities

Set yearly budgets basis the interventions planned for the year by the ZBC

## Work activities

Analyse the expenses incurred in the past year, and plan the budgets for the forthcoming year

Work closely with the finance, events, communication and other teams to understand the programmes set for the year

Plan the finances that may be needed for such programmes by doing a budget exercise (last year analysis + plan for the year)

Submit the plan to the finance lead and present it to the committee for approval and execution

Keep a track of the budget and report deviations for sub committees

## Role holder attributes

Outlook to do khidmat

Eye for detail

## Ideal committee member:

Experience of financial planning & analysis

# Financial Analysis

Position Reporting: ZBC Member – Finance

This position will work closely with the finance lead to analyse business proposals that may be submitted for review

## Responsibilities

Advice on the feasibility of the business proposals basis domain knowledge on business and financial analysis

## Work activities

Analyse the business proposals submitted to the various committee members for review

Suggest any improvements or changes needed in the proposal, advice on the feasibility of the proposal

Render help, if needed to the mumin, for making a better financial proposal

## Role holder attributes

Outlook to do khidmat

Eye for detail

## Ideal committee member.

CA/Inter CA

Business consultancy experience

# ZBC Member – Compliance

Position Reporting: ZBC Treasurer

The position will be responsible to educate, encourage and help businessmen to set up an ethical value system along with legal compliance in their businesses that ensures that they are conducting their operations basis the Shariat and local government guidelines as per the farman of Huzurala (TUS)

## Responsibilities

**Sharia Compliance:** Guide and drive mumineen on working under the guidelines of Sharia

**Legal Compliance:** Guide mumineen on the legal compliance basis the local rules

**Process Compliance:** Help set up internal compliances for the business, to help better day to day business operations

## Work activities

Set up various channels of guiding mumineen on the local and sharia laws at the moze level

Develop local reach of the subcommittee member by guiding them to identify the needs of mumineen basis their businesses, and collating such needs

Guiding the subcommittee member to develop local network of legal consultants who could provide value added seminars at the moze of business laws, direct & indirect taxation, accounting standards, book keeping, and others

Keep self-abreast about the shariat laws and have a strong understanding of the ethical means of doing business by training from the Aamil Saab and the noorani kalemaat of Huzurala (TUS) during his sermons

Educate the mumunieen on various platforms (personal or group interactions) with respect to the shariat laws of doing business, guide the subcommittee members to do the same

Build a network of consultants across mozes on process compliance on various aspects like manufacturing licenses, trading across states/countries, cyber security laws, financial & process audits amongst other things by connecting with subject matter experts, and diverting the consultancy requests to them basis the needs.

## Role holder attributes

Outlook to do khidmat

Charismatic

Clear understanding of the shariat laws

Interpersonal skills

Influencing

## Ideal committee member.

Should preferable be a legal consultant or a compliance officer with a relevant education degree

Should be abreast with the ethical guidelines of business

Should be aware of the business processes and compliance thereof

# Sharia Compliance

Position Reporting: ZBC Compliance

The position will educate, encourage and help businessmen to set up an ethical value system in their businesses that ensures that they are conducting their operations basis the Shariat guidelines as per the farman of Huzurala (TUS)

## Responsibilities

Ensure that the mumineen are educated on the sharia laws and are given the resources/advice to bridge gaps in following the sharia laws

## Work activities

Set channels of communication of the Sharia Laws for the subcommittees at individual and group levels on:

Positives of doing businesses (halal business activities) while following the laws & the negatives of not following such laws (haram business activities)

Identify mumineen who need help (in aligning to the laws)and setting a process to render such help – connecting with Aamil Saab, hand holding

Encourage mumineen to refrain from business activities during Asharah as per the Farmaan Mubarak of Huzurala (TUS)

Keep encouraging the mumineen who are yet to come under the wings of halal business and helping them with the right resources – connecting them to other committee members for counselling in business matters

## Role holder attributes

Outlook to do khidmat

Clear understanding of the shariat laws

Interpersonal skills

## Ideal committee member.

Should be an established businessman compliant with the sharia laws

# Legal Compliance

Position Reporting: ZBC Compliance

The position will educate and help businessmen on the specifics and effective execution of the local legal compliance to be followed

## Responsibilities

The position will be responsible to educate the local mumineen on the laws of the land on specific businesses, direct and indirect taxes, mandatory licences and other legal proceedings as per the book of law

## Work activities

Conduct legal analysis and researching legal and tax matters for mumineen

Helping build strategy to minimize tax liabilities (under Sharia guidelines)

Providing advice and training mumineen on current applicable and amended legal and tax matters, build & train the subcommittee to do it at a local level

Helping draft legal opinions & memoranda for new businesses/expansions

Monitoring the implementation of the legal clauses in agreements/licenses and other matters as needed.

## Role holder attributes

Mathematical knowledge.

Logical communication of complex facts.

Legal knowledge.

## Ideal committee member.

Degree in law

Have experience in handling diverse legal issues

Stay relevant by keeping abreast with amendments in local laws

# Process Compliance

Position Reporting: ZBC Compliance

The position will educate and give recommendations to improve business processes and practices with an aim to improving the overall efficiency

## Responsibilities

Advise and facilitate improvements in pre-implemented or to be implemented processes to the mumineen in their respective businesses to ensure effective business execution

## Work activities

Work closely with the subcommittee to resolve mumineen queries on:

Improving business efficiency by advising them on process development & improvement in their current, expansion or start up businesses

Help align the thoughts of the businessman to form linkages between processes & business goals

Help identify the redundant processes and work on streamlining them (with the help of legal and financial consultant)

Help make SOPs for larger businesses for standardization and documentation

Build a pool of consultants for specific business process requirements (like logistics, e commerce, marketing, procurement, trading, retailing, amongst others) to align specific needs of the mumineen in the jamiat to such subject matter experts.

## Role holder attributes

Problem solving skills

Logical thinking

Analytical skills

## Ideal committee member:

Degree in business management

Have experience as a business analyst (workflows, project management and/or business processes)

Preferably experience on using technology/software for effective business execution

# ZBC Member - Business Support

Position Reporting: ZBC Secretary

The position will be responsible to set systems in the attached mozes to ensure effective business counselling is provided to the mumineen who would want to start or grow their businesses

## Responsibilities

- Set a process for general counselling for business growth and new business
- Streamline 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

- Set up the incubation & business acceleration process & train the subcommittee members (in liaison with the other members of the committee) at each moze:
- Basic business fundamentals of strategizing, planning and smooth execution on accounting, finance, supply chain and logistics, legal, marketing, sales, procurement, manpower planning, areas of operations, office space, IT support, business tools or any other areas that need through planning before execution – to be able to guide mumineen on navigating these aspects while starting or developing their business
- Advising on the financial aids available to the mumineen
- Handholding the mumineen for the next few months or a year to keep providing the advice as needed
- Set case based advisory cell in each moze on areas that are specific to the business needs (example – software usage, trade licenses, certifications, or others) help them to get the right advice from appropriate advisors available in the network (through dbohra, trade desks, ZBC)
- Build similar network of women entrepreneurs for starting/developing their businesses on the above mentioned areas.
- Set standards of case management at the mozes so that the subcommittee members are keeping a strong and accurate records of the cases handled. Send a month report on completed and on-going cases to the central committee.
- Work with the sub committees to build financial advisory cell by training them on the tools available for mumineen as offered by the Idarah, build network of investors, train on self-sourcing business finance in the long term (while abiding the Sahria laws).

## Role holder attributes

- |   |                      |
|---|----------------------|
| Outlook to do khidmat                   | Charismatic          |
| Clear understanding of the shariat laws | Interpersonal skills |
| Influencing                             |                      |

## 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 >5 yrs in the said profile.

# General Counselling

Position Reporting: ZBC Business Support

The position will be supporting the lead on setting business counselling practice & to identify the subject matter experts (SMEs) for the attached mozes for specific requirements on counselling that may come by.

## Responsibilities

Support in streamlining a process for general counselling for business growth and new business

## Work activities

Work closely with the lead on setting up the incubation and acceleration cell by identifying the counsellors and encourage them to participate in the advisory cell

Keep a track of the counselling requests and ensuring that such requests are fulfilled in each of the sub committees

Advise the sub-committee members on case basis and direct them to the right counsellor basis the need – SCM, marketing, finance, manufacturing, retail, B2B business, amongst others

Ensure end to end support for the requests thus received and ensuring closures to the requests made in all the sub committees

Set up training programmes for the sub-committee members on business advisory with the lead of the business support, with the help of events team

## Role holder attributes

Outlook to do khidmat

Business forecasting skills

Interpersonal skills

## Ideal committee member.

Should be an established businessman/professional with an understanding of business activities

# Women Counselling

Position Reporting: ZBC Business Support

The position will be supporting the lead on setting 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 various tools

## Work activities

Conduct a survey on the existing and potential businesses of muminaat behno (ex. Handwork, home based industry, professional services...)

Identify the skill sets needed in each segment and identify the gaps.

Work closely with the sub-committee members to set up processes for developing & accelerating women entrepreneurs. Train them to work with women by setting end to end help for women by collaborating with:

Counselling committee member - to arrange for sessions/advisories for gaps areas & to help develop the business plan for the women from scratch (if needed) for small or medium sized business

Financial Counsellor – advice on sourcing funds from self or other resources

Connect with counsellors on dbohra for business specific advice

Identify the women with skills and help them to develop business around the skills (example: women who can cook specialty food items, women who can design garments, who trade on fast moving goods, start professional services...)

Make a business plan

Arrange for resources

Help in marketing strategies

Advise on business operations

Help develop logistical and functional platforms for better business operations

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

## Role holder attributes

Outlook to do khidmat

Interpersonal skills

Networking skills

## Ideal committee member.

Should be an established businesswoman/professional with an understanding of business activities.

# Case Management

Position Reporting: ZBC Business Support

The position will be responsible for record management of all the cases handled and executed with up to date information

## Responsibilities

Make a detailed report on the cases worked by various committee member preferably on a digital platform

## Work activities

Set benchmarks on case management for all the mozes by making templates and helping the team to align on to the templates

Ensure all the information is detailed out in the case files to make them robust

Audit the case files maintained by the mozes and help streamline the files

Send a periodic report to the ZBC on the cases for feedback and further action, as needed

Work to digitize the files that have been made in the past

## Role holder attributes

Outlook to do khidmat

Interpersonal skills

## Ideal committee member.

Should be an established businessman/professional with an understanding of business activities

# Financial Counselling

Position Reporting: ZBC Business Support

Setting up channels for mumineen to get the finances from the right and lawful resources for starting/accelerating their businesses

## Responsibilities

Provide advisory to mumineen on the right and best financial resources and tools to advance their business

## Work activities

Keep pace with the various schemes available for the mumineen through the Idarah

Build a connect with the businessmen who would wish to invest in other businesses or would want to foster partnerships with other mumineen across the jamiat

Set a financial advisory cell in each moze to advice the mumin to build their own capital first, secure investments through their own halal resources and keep a steady flow of investments on their own as needed in the long term perspective

Train the sub committees on understanding the need of the mumin and help them to get the required help from any one or multiple forums:

Business investors

Build partnership between mumineen who can finance and mumineen who have the know-how on certain lines of business (LOBs)

Various schemes of Qarzan Hasanat(QH)

Inayat from Huzurala (TUS)

Help them to overcome difficulties that they may encounter while being able to access such initiatives

## Role holder attributes

Outlook to do khidmat

Detail oriented

Analytical skills

Financial know-how

## Ideal committee member.

Degree in finance/

Should be an established businessman/professional with an knack of finance

# ZBC Member – Trade Development

Position Reporting: ZBC Secretary

This position will be responsible for development of business in their jamiat by developing trade networks between mumineen businesses

## Responsibilities

Business development – Develop networking across businessmen to build business ties amongst mumineen  
 Create opportunities for mumineen (in similar businesses/business needs) to form associations/cartels  
 Identify mumineen with leadership qualities and top order businessmen to lead such cartels  
 Handhold the associations to develop unity amongst themselves to consolidate their needs and instil a culture of knowledge sharing

## Work activities

Work in collaboration with the record management team to identify the businessmen in similar businesses in the jamiat  
 Network with a few top order/prominent businessmen in dominated businesses (example – glass, bearings, hardware tools...) and encourage them to make business associations, with them leading the cartels to help develop younger businessmen and provide leads (B2C & B2B business leads) through the subcommittee members  
 If such associations already exists, encourage them to induct new and younger businessmen  
 Encourage and provide options to mumineen to buy their regular resources from a nearby mumineen business  
 Identify the skill sets needed in each segment and identify the gaps. Work with the association heads and the central training committee to find ways to bridge such gaps.  
 Help them to consolidate their requirements and help them network with service and resource/material suppliers to fulfil their needs faster/ cost effective manner with the help of dbohra website, bohra connect application, trade desk concepts and others.

## Role holder attributes

Outlook to do khidmat  
 Networking skills

Developing others  
 Assertiveness skills

Planning & organizing

## Ideal committee member.

Should be well connected with multiple businessmen in the moze (large retail network/distribution network)  
 Should be an established businessman while being aligned to shariat laws of doing business

# Business Development

Position Reporting: ZBC Trade Development

The position will coach and help mumineen to find ways and means to grow their businesses turnover by tapping the right markets for their products or services

## Responsibilities

Advise and facilitate mumineen on understanding the correct target audience for the business, the right markets to promote their business and organically grow their reach by identifying the optimum business development practices

## Work activities

Educate, lead and supervise members of the business development team (of the business) on how:

To conduct complex analysis in order to find new market opportunities and on penetrating business deeply in such areas using market research tools

To investigate existing products and services and compare them with competitors (for further analysis and improvements in them)

To develop measures for improving customer satisfaction and loyalty, for repeat & referral business

To execute small, mid and large orders with equal precision

To maintain long standing relationships with the customers

Work closely with the subcommittee members to develop the above expertise on business development for individual business needs of the mumineen

## Role holder attributes

Organizational skills

Communication skills

Networking skills

## Ideal committee member:

Degree in business management with marketing

Have experience as a marketer and sales strategy

# B2B & B2C Networking

Position Reporting: ZBC Trade Development

The position will coach and help mumineen on developing networks for a better positioning of their products and services in either or both, B2B and B2C markets (basis their needs)

## Responsibilities

Advice and facilitate mumineen on developing meaningful network for their businesses for a wider reach of their products and develop multi-channel sales and resale network, especially amongst other mumineen businesses

## Work activities

Work closely with the survey management team to gather the inputs on businesses in the jamiat on the various businesses that have a large, medium and small presence

Connect with such businesses and share the data of smaller businesses with them to collaborate and expand their reach

Encourage such large businesses to work with fellow smaller businesses by using the concept of trade desks, dbohra website, amongst other such tools made available by the central committee

Suggest ways to improve such relationships and give ideas to develop tools to the ZBC lead and eventually to the central committee

## Role holder attributes

Networking skills

Oratory skills

## Ideal committee member.

Should preferably have a large distribution network in their current business

Or

Have a large (multi branch) retail /wholesale setup

# Association

Position Reporting: ZBC Trade Development

This position will be responsible for the consolidation of similar business related needs of mumineen and help them to reduce their costs by optimization of resource planning

## Responsibilities

- Encourage mumineen (in similar businesses/business needs) to form associations within the mozes/jamiat
- Identify mumineen with leadership qualities and top order businessmen to lead such cartels
- Handhold the associations to develop unity amongst themselves to consolidate their needs and instil a culture of knowledge sharing

## Work activities

- Network with a few top order/prominent businessmen in dominated businesses (example – glass, bearings, hardware tools...) and encourage them to make business associations, with them leading the cartels to help develop younger businessmen
- If such associations already exists, encourage them to induct new and younger businessmen
- Identify the skill sets needed in each segment and identify the gaps. Work with the association heads and ZBC to bridge such gaps
- Help them to consolidate their requirements and network with service and suppliers to fulfil their needs faster/ cost effective manner with the help of dbohra website, bohra connect application, trade desk concepts and other TR tools.
- Work with multiple other committees to arrange for expos & exhibitions at the community level for businesses to partake and develop trade
- Collect the feedback and understand the trade figures, and update the ZBC for further course of action

## Role holder attributes

- Networking skills
- Influencing Skills

## Ideal committee member.

- Should be a well networked businessman
- Or
- Have a large business setup



# ZBC Member - Communication & Public Relations

Position Reporting: ZBC Secretary

This position will ensure deep penetration of the TR tools in their jamiat 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

Work with the local sansthas to design a communication strategy for the programmes thus organized

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

Tapping the subcommittee's reach by monitoring their communication strategy and guiding them on better reach and training them on communication skills

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

Prepare a report on the communication strategies used and the number of mumineen tapped using such tools, to create a case study for other committees

## Role holder attributes

Outlook to do khidmat

Strategic thinker

Influencing skills

## Ideal committee member.

Preferably have a degree in mass media and communication

Blogging/vlogging experience

# ZBC Member – Events

Position Reporting: ZBC Secretary

This position will ensure smooth planning & execution of events as per the requests from the council

## Responsibilities

Organizing well thought out event calendar and execution thereof, while working in collaboration with the other council members and the central committee, gather & analyse the feedback for improvements

## Work activities

Work with the finance team to dish out the events planned for the year and allocate appropriate budgets for the same

Prepare and present the plan to the council for approval for the year, gather the plan for the subcommittees and guide them for better planning and execution

Work closely with the communications team to ensure the event details are sent out to all the relevant audience, in time

Work with multiple other committees to arrange for expos & exhibitions at the community level for businesses to partake and develop trade (in collaboration with trade development team)

Make arrangements for the events:

- 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

Share the feedback report with the council for continuous improvements

## Role holder attributes

Planning & organizing skills

Vendor management

Eye for details

Problem solving skills

## Ideal committee member:

Experience in event management

# ZBC Member - Survey & Record Management

Position Reporting: ZBC Secretary

This position will ensure accurate record management of mumineen business in the jamiat for ensuring a better reach and making tailored programmes by the council

## Responsibilities

To conduct periodic formal surveys and combine it with existing data of mumineen businesses and their professional profile, ensure protection of such data and using it only for official purposes

## Work activities

Maintain the electronic data and paper data (if any)

Audit the data regularly to ensure proper upkeep and updates

Design and develop filing schemes for all the records, data from survey, feedback, case files, previous & current financial records, or any other data as gathered over the working of the Idarah's activities

Grouping of the data on business surveys and make such information available only for official purposes to the respective council members

Respond to information enquiries from the council or the central committee for further analysis

Work with the events team to gather feedback and record the feedback analysis for each initiative/event/activity for improvement plans

Identify high potential businessmen and share the list with the industrial development team

## Role holder attributes

Strong communication skills

Eye for details

Problem solving

Analytical skills

## Ideal committee member.

Experience in record management

# ZBC Member – IDD

Position Reporting: ZBC Secretary

This position will work closely with the central committee (programme executives) of the IDD for identifying the businesses, incorporating them and effective execution of the programme objectives in their regions

## Responsibilities

Identify the potential businesses, driving the programme objectives and organizing events with the events team for specific programmes

## Work activities

Drive programme awareness in the moze/jamiat

Drive events related to the programme

Work closely with the programme lead for identifying of high potential businesses

Work with the business consulting team to identify the business viability of participation from such businesses, and financial consultant for financial sustainability of the proposed new/expansion

Hold monthly review with the lead to ensure a better reach and correct driving of the programme

Work with the events team to hold events related to the programme

Give ground level feedback to the programme lead, suggest improvements thereof

## Role holder attributes

Strong communication skills

Analytical skills

Networking skills

## Ideal committee member:

Owner of a large manufacturing business setup

# ZBC Member - Human Capital Management

Position Reporting: ZBC Secretary

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 committee and 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

Problem solving skills

Networking skills

## Ideal committee member.

Owner of a large business setup

# ZBC Member - Infrastructure Development

Position Reporting: ZBC Secretary

Keeping in mind the vision of Huzurala (TUS): "If [someone] is earning 100 then may they earn 500," this position will be responsible for identifying the needs of mumineen to build on their current business, educate and equip them with the resources to do so.

## Responsibilities

Work with businesses to understand their development areas and work to close the gaps by providing the necessary advisory and resources to do so

## Work activities

Seek to identify the areas in current businesses of the mumineen that can be worked up on to make advancements

Work closely with the mumineen and business development team to identify on ways to bridge such gaps – example: invest in technology, larger commercial/industrial premise (upcoming or existing SEZs), better machinery, better talent, quality of resources, warehousing facilities, or any other

Help mumineen to get the right & specialized counselling team (within or outside the moza), mentorship & networking with established business houses, training, financial assistance amongst the others to help them make a shift (these may vary basis the business)

Plan out the various options available to the mumineen in terms of other tools like QH/or any other applicable scheme

Keep in constant touch with the mumineen to help them in any resolving any difficulties that they may encounter

## Role holder attributes

Interpersonal skills

Problem solving skills

Networking skills

## Ideal committee member.

Should be an established businessman while being aligned to shariat laws of doing business

## TEAM FINANCE (SUB COMMITTEE)

# Sub Committee Member – Finance

Position Reporting: Sub Committee Treasurer | ZBC Finance Head

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
- Business forecasting
- Eye for detail
- Accounting skills

### Ideal committee member.

- Preferably a Chartered accountant or a financial analyst
- Should have sound knowledge on accounting principles

# Sub Committee Member - Accounting Management

Position Reporting: Sub Committee Finance Head

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

# Sub Committee Member – Business Support

Position Reporting: Sub Committee Secretary | ZBC Business Support Head

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                   | Influencing |
| Clear understanding of the shariat laws | 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.

# Sub Committee Member – General Counselling

Position Reporting: Sub Committee Head – Business Support

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

Business forecasting skills

Interpersonal skills

## Ideal committee member:

Should be an established businessman/professional with an understanding of business activities

# Sub Committee Member – Women Counselling

Position Reporting: Sub Committee Head – Business Support

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

Help ZBC to develop logistical and functional platforms for better business operations at a local level

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

## Role holder attributes

Outlook to do khidmat

Networking skills

## Ideal committee member.

Should be an established businesswoman/professional with an understanding of business activities

# Sub Committee Member – Technology

Position Reporting: Sub Committee Secretary | ZBC Technology Head

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.

## Responsibilities

To provide strategic guidance to mumineen about technology and IT infrastructure and enable major business processes through enhancements to IT at a local level.

## Work activities

Advise mumineen on the knowhow of technology tools that can be harnessed in their business by understanding their work practices and nature of business

Defining software, hardware and network requirements, and guide on procurement of such resources

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

Advice mumineen on the change-management, from manual to IT

Extend help if needed for installing and monitoring the new systems

Organise training for businesses on the technology available for different processes basis the guidelines received from the ZBC

## Role holder attributes

Outlook to do khidmat

Technology skills

Innovation skills

## Ideal committee member.

Degree in computer science, information technology, computer engineering, or similar.

Advanced knowledge of hardware and software solutions and network maintenance.

# Sub Committee Member – Communication & Public Relations

Position Reporting: Sub Committee Secretary | ZBC Communication & PR Head

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

Work with the local sansthas to design a communication strategy for the programmes thus organized

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

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

Gather local sponsorships for events to be able to execute events and programmes

Share a report with the ZBC on the number of mumineen who have been reached out to during the various initiatives/programmes thus conducted

## Role holder attributes

Outlook to do khidmat

Influencing skills

## Ideal committee member.

Preferably have a degree in mass media and communication

Blogging/vlogging experience

# Sub Committee Member – Local Influencer

Position Reporting: Sub Committee Head – Communication & PR

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

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

Spread general awareness about the available tools and drive maximum participation

Support the central committee/ZBC and the events head to drive the programmes and garner sponsorships and participation

Work closely with the events team and local sansthas to implement the local expos or drive participation in the other zonal or central expos

Action any other initiative as per the decisions made by the ZBC, from time to time

## Role holder attributes

Outlook to do khidmat

Influencing skills

Planning & organizing skills

## Ideal committee member.

Preferably have a degree in mass media and communication

Blogging/vlogging experience

## TEAM EVENT ORGANIZATION (SUB COMMITTEE)

# Sub Committee Member – Events

Position Reporting: Sub Committee Secretary | ZBC Events Head

This position will ensure smooth planning & execution of events as per the requests from the ZBC and central committee

### Responsibilities

Planning and organizing an event calendar that includes all the initiatives laid down by the ZBC; gather & analyse the feedback for improvements

### Work activities

Work on the budgets needed for the event

Work closely with the influencers and local sansthas to get sponsorships for the event

Work closely with the communications team to ensure the event details are sent out to all the relevant audience, in time

Work with ZBC to arrange for expos & exhibitions at the community level for businesses to partake and develop trade

Make arrangements for the events:

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

Share the feedback report with the chairman and ZBC for continuous improvements

### Role holder attributes

Planning & organizing skills

Vendor management

Eye for details

Problem solving skills

### Ideal committee member.

Experience in event management

# Sub Committee Member – Human Capital Management (Secretary)

Position Reporting: Sub Committee Head | ZBC HCM Head

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

Problem solving skills

Networking skills

## Ideal committee member.

Owner of a large business setup





SCAN TO FOLLOW US



@umoor.iqtesadiyah



@dbohraofficial