

UMOORE TALIBAAT GUIDELINES

Majlis secretares tasks and responsibilities

2022

**“It is the duty of every Muslim man and every Muslim woman to
acquire knowledge.”**

(Hadith, Ibne Majah)

Umoore Talibaat Secretaries tasks and responsibilities:

TASK 1:

Database:

All Majlis secretaries must compile a student database and ensure that it is up to date. Majlis secretaries must ensure that all Lajna members in their Majlis are added to the database and their information is recorded.

Majlis secretaries have the following tasks:

1. Create a Majlis database.

The following details should be collected:

- First Name
- Last Name
- Email Address
- Full name of institution
- Full name of course or school
- Currently enrolled (yes or no)
- Year commenced
- Does the course have any training/placement requirements (yes or no)

Separate current students from those that have completed their studies. Please ensure that the data is collated on an excel spreadsheet.

Please a copy of the database is attached to Umoore Talibaat quarterly report form.

Your Majlis database is to be updated continually. If there are new Lajna members or there are changes, it must be updated in your database.

TASK 2:

One of the goals of this department is to make arrangements for the education of female members who are illiterate. The department further aims to bring back into education those members who have left education after secondary schooling.

Majlis Umoore Talibaat secretaries can achieve such goals by organising events or by providing ongoing support to Lajna members who require it.

Lajna members can be encouraged and inclined towards education through:

- **Personal approach:** Majlis secretaries have a one-no-one interaction with the member and provide them assistance. Maintain a friendly relation and offer support where appropriate.
- **Information:** Majlis secretaries can distribute information about upcoming events at universities, careers counselling, share articles in relation to the pursuit of education in Halqa groups or with the member personally.
- **Organising workshops and activities:** Majlis secretaries can conduct seminars and workshops in relation to careers, pathways to tertiary education, arrange skills workshop which could focus on reading and writing skills. Lajna members who are illiterate or those who have left education after secondary schooling should be invited to such events.

Please ensure that all events and activities held are documented and details are provided in the Umoore Talibaat report form.

Database:

Majlis secretaries are required to make a survey either using google forms or survey monkey. The survey should include the following questions:

- First Name
- Last Name
- Email Address
- What is your level of education?
 - No schooling completed
 - Completed primary school
 - Completed High School
 - High school: Year 7-10
 - Completed VET course, TAFE, Diploma- please provide details (ie name of institute, course etc) Yes or no
 - Do you wish to pursue further education? If yes what areas/field are you interested in?
 - Do you require any support or guidance in relation to education? If yes what kind of support do you require? Please specify

Please allow 2 weeks timeframe for the accumulation of the data. Provide ample time for Lajna members to complete the form. However, ensure that weekly reminders are provided so that Lajna members are motivated to complete the form.

The due date of this database is **15th March 2022**.

TASK 4: Organise Seminars in educational institutions

Majlis Secretaries may arrange/hold events in external locations such as universities, colleges and schools.

As per the current Lajna Imalliah guidelines, Lajna members are not permitted to organise events outside of the Mosque. However, due to the nature and work of the department, Majlis secretaries can hold events externally after seeking approval from Sadr Lajna Imalliah Australia.

Procedure:

To seek approval for holding/arranging external events outside of the mosque, Majlis secretaries must contact their Majlis President and discuss their ideas and plans in relation to the event.

If Majlis President is willing and approves the proposal, a detailed outline of the event must be provided to National Secretary Umoore Talibaat. After the approval of Sadr Lajna Imalliah Australia, the event can take place. Any changes and recommendations made by Sadr Lajna Imalliah Australia in relation to the proposal must be followed accordingly.

Majlis Umoore Talibaat secretaires can collaborate with other departments to organise the event. For example, department of Tabligh can be involved to produce the content of the event or to arrange members who are confident in doing tabligh in educational institutions.

Topics:

The topics for events in educational institutions should be in relation to tabligh and social issues in society. Majlis secretaries must seek approval for the topic and the content of their programme prior to the event from Sadr Lajna Imalliah Australia.

Majlis that require help and support for arranging such events can communicate with National Secretary Umoore Talibaat and action will be taken accordingly. This is specifically for those Majlis which have limited Lajna members in their region. The department can assist with preparing content and organise funding for such events.

STUDENT TASKS

QUARTER 1 & 2:

This year the department of Umoore Talibaat has allocated 2 group tasks that must be completed by students from each Majlis. These tasks aim to improve students research skills as well as increase religious knowledge.

In the first and second quarter of the year (from **January to June**) students are to develop a presentation. This task is a group activity and will require all Lajna members to work together to complete the task.

TASK outline:

National Secretary Umoore Talibaat will allocate each Majlis a topic on **15 January 2022**.

- Secretary Umoore Talibaat is to create a group including all the students in their respective Majlis.
- Students must use a range of literature and credible sources to develop an academic presentation on their allocated topic. The presentation should adequately explain/cover the topic that has been assigned to the Majlis. The presentation should contain a **minimum of 15 slides** and should **not exceed 40 slides**.
- Please refer to the marking criteria below for further details on what is expected from students.

Each member must be involved in the task. Secretary Umoore Talibaat can allocate specific tasks to each member of the group and ensure that they are completed. The presentation should be started early so that there is enough time for students to effectively complete the task.

Due Date:

The academic presentation must be submitted by secretaries on **15th June 2022**. All presentations should be sent via email to National Secretary Umoore Talibaat.

Marking Criteria:

Student Task - Quarter 1 & 2

Structure and organisation (10 marks)	<ul style="list-style-type: none">▪ Title page▪ Introduction with:<ul style="list-style-type: none">- Purpose- Outline of presentation Good structure including body and summary <ul style="list-style-type: none">▪ Use of suitable language signals▪ Includes an ending
Content (30 marks)	<ul style="list-style-type: none">- Key concept and main points clearly stated and logically developed- Evidence of research- Use of creditable and reliable sources/literature- Consistent usage of Quranic verses, Hadith, and other relevant literature- Correct use to grammar and punctuation- Referencing conforms to APA or Harvard style
PowerPoint Presentation (10 marks)	<ul style="list-style-type: none">- Interesting and engaging content- Presentation is eye catching and visually appealing- Correct use of images that are relevant to the content- Creative and interactive skills used to engage the audience- Clear and readable slides
Total (50 marks)	

QUARTER 3 & 4:

In the third and fourth quarter of the year (from **July to December**) students are to create an interactive video. This task is a group activity and will require Lajna members in a Majlis to work together to complete the task.

TASK outline:

National Secretary Umoore Talibaat will allocate each Majlis a topic on **15 July 2022**.

- Secretary Umoore Talibaat is to create a group including all the students in their respective Majlis.
- Students are to create an engaging and informative video between 1-2 min (video should not exceed 2 minutes) on the allocated topic. The video may use animations or videos to make it engaging and interactive.
- Students must use a range of literature and creditable sources to develop a script. This includes using Quranic verses and Hadith and other relevant quotes. Once a script has been finalised students must create a video using various free software's available online.

Students must ensure that the video adequately explains/covers the topic that has been assigned to the Majlis.

Due Date:

The academic presentation must be submitted by secretaries on **15th December 2022**. All presentations should be sent via email to National Secretary Umoore Talibaat.

Recommended sites to gather HD videos and images:

Free HD images:

pexels.com
pixabay.com
stocksnap.io
picjumbo.com
gratisography.com

Free vectors

123freevectors.com
Freepik.com
Vector.me
fudgegraphics.com/category/vectors/
vectorportal.com
vecteezy.com

Criteria:

Structure and organisation	<ul style="list-style-type: none">• Introduction• Body• Conclusion
Content	<ul style="list-style-type: none">• Key concept and main points clearly stated and logically developed• Use of credible and reliable sources/literature• Consistent usage of Quranic verses, Hadith, and other relevant literature• Natural language flow• Correct use to grammar and punctuation• Information is concise and to the point• Use of logical and relevant examples
Video presentation	<ul style="list-style-type: none">• Use of animations, HD images and vectors• Video is engaging and interesting• Video is eye catching and visually appealing• Excellent graphic designing• Correct use of images that are relevant to the content• Use of voiceover• Video includes text and captions