



# KSIMC OF BIRMINGHAM

## NEW ORGANISATION STRUCTURE

NOVEMBER 2016



## **SUB-COMMITTEE REVIEW – OVERVIEW**

The KSIMC of Birmingham provides a range of facilities to its diverse Community, from Cradle to Grave.

Various Sub-Committees were set up in order to meet the requirements for each section of the Community allowing for each age category and each interest to be catered for.

**The Executive Committee has conducted a review of all the Sub-Committees and Task Forces involved within KSIMC of Birmingham and regrouped them into Departments in order to create a more effective Organisation.**

A total of eight Departments have been created based on the areas of work that currently undertaken within the Organisation. The Roadmap Report published in 2013 was used to determine the structure and relevant Departments.



# ORGANISATIONAL STRUCTURE – 8 DEPARTMENTS

## EXECUTIVE COMMITTEE

### ECONOMIC DEVELOPMENT

Economic Upliftment of our members is key to ensuring a successful Community. Address unemployment, encourage members to conduct business with each other, and support those who are experiencing economic hardship

#### SUB-COMMITTEES

Economic Upliftment  
Welfare

#### EC REPS

*Mahmud Walji (Lead),  
MohamedRiyaz Sachedina, Riyaz Ladak, Shenaz Najafi*

### FINANCE & INVESTMENTS

Ensure effective Management of Investment Portfolio. Also ensure management of Finance Operations and creating a strategy to ensure Finance self-sufficiency in the long-term

#### SUB-COMMITTEES

Abbasi Islamic Centre  
Asset Management & Expansion

#### EC REPS

*Shabir Ladak (Lead),  
Gulamraza Dato, Mehboob Punjani, Riyaz Ladak, Shaheed Fazal, Tawfiq Jivraj*

### OPERATIONAL EXCELLENCE

Ensuring effective running of all our Programmes and day-to-day services

#### SUB-COMMITTEES

Burial, Director of Programmes, Health & Safety, IT, Ladies Safai, Majlis, Secretariat, Treasury, Volunteers, Zareeh

#### EC REPS

*Tawfiq Jivraj (Lead),  
Mehboob Punjani, Mumtaz Ismail, Riyaz Ladak, Sajida Sajan, Shabir Ladak, Shenaz Najafi*

### RELIGIOUS EDUCATION & SPIRITUALITY

Facilitate Spiritual Growth and Religious Education by organising relevant events and courses, selecting speakers and topics, communicating with members about these and any other means at their disposal

#### SUB-COMMITTEES

Adult Islamic Education, Book Cave, Childrens Tableegh Committee, Madrasah, Reciter Co-ordinators, Revert Support

#### EC REPS

*MohamedRiyaz Sachedina (Lead),  
Sajida Sajan, Shenaz Najafi, Tawfiq Jivraj*

### SECULAR EDUCATION

Providing Secular education services for members and non-members, also an important revenue stream. Ensure advancement of Secular Education for the Community, identifying and addressing any gaps

#### SUB-COMMITTEES

Adult Secular Education, Free School, ME School, Muhammadi Nursery

#### EC REPS

*Shamim Zaidi (Lead),  
Gulamraza Dato, Shabir Ladak, Tawfiq Jivraj*

### SOCIAL RESPONSIBILITY

Discharge the social responsibility of the Organisation, which includes well-being of our neighbors and the wider Community, as well as responsibility to the environment. Includes networking with other organisations, and politicians to achieve these goals

#### SUB-COMMITTEES

Inter-Faith,  
Sustainability

#### EC REPS

*Hasanain Jaffer (Lead),  
Kazim Sajan, Riyaz Ladak*

### SPORTS & COMMUNITY SPIRIT

Creating space for members to socialize which will in turn potentially enhance community spirit

#### SUB-COMMITTEES

Al-Mahdi Boys, Al Najiyat, Al-Zahra Girls, BAYN, Masumeen, Seniors

#### EC REPS

*Kazim Sajan (Lead),  
Mahmud Walji, Mumtaz Ismail*

### STRENGTHENING FAMILIES & SUPPORT STRUCTURE

Provide an effective platform where members can learn and develop with regards to various challenges they may be experiencing, across all stages of their life. The only exception is Welfare, which would be dealt with by Economic Development

#### SUB-COMMITTEES

Health & Well-being, Match-Making, Matrimonial Support, SMUMS Special Needs

#### EC REPS

*Mumtaz Ismail (Lead),  
Rizwan Allidina*



# KEY POINTS

- ❖ Each Department shall create a Vision, highlighting specific Objectives agreed by members of the Department
- ❖ The purpose of this structure is to ensure people conducting activities and projects with a similar theme are grouped together so that outcomes are more impactful and effective
- ❖ EC Members will be responsible for the delivery of the Objectives for the departments. Each area is likely to have more than one EC Member
- ❖ It is expected that some Departments will be larger than others, and will therefore contain a greater representation of EC Members. The focal point of the structure is around the theme of activities rather than the size
- ❖ There will obviously be overlaps between some activities within the Departments, which the EC should clarify and collaborate where these occur
- ❖ The Departments shall be responsible for identifying any duplication within their areas and consolidating where this is identified
- ❖ The Jamaat Office shall seek to provide back office support to the Volunteers as and when necessary
- ❖ The AGM Reports will follow the new Department structure, and it shall be the responsibility of the relevant EC Members to ensure the reports are submitted in a timely manner
- ❖ EC Members shall be expected to regularly review and update this structure, and keep the Community informed, including placing this structure in the noticeboards
- ❖ It is expected that every EC Meeting shall contain updates from at least two of the Departments
- ❖ The Departments shall meet as a group at least once every three months
- ❖ This structure will also seek to identify any gaps within the Community services and the EC will address these accordingly
- ❖ This structure does not expect to compromise on any Constitutional Matters or Terms of References that have already been defined