



Roles & responsibilities of AMP Zonal Head & Secretary Zonal Head

Zonal Head

- Support and Promote AMP Project planning, implementation, monitoring, and evaluation.
- Providing leadership, guidance, and support to the team members and volunteers
- Managing key stakeholders such as government agencies, local authorities, community leaders, partner organizations, and donors.

Zonal Secretary

- Coordinating between State Executives & Central Team in terms of project information, contact details & new ideas
- Represent their zone at all internal and external meetings.
- Team management, Volunteer Management within State
- Chapter expansions

Roles & responsibilities of AMP State Head & Secretary

State Head

- Conduct AMP induction meetings for all new members (could be existing members if required) of the state.
- Conduct and participate in monthly meetings with all the chapter heads and secretaries of the state.
- Attend monthly AMP leadership meeting conducted by central/NCT teams
- Establish new chapter and its expansions in the state
- Represent state at all internal and external meetings
- Collaborate with local sponsors for major events like Job drive, career fair, etc.
- To recommend chapter members for awards & recognitions to central team

State Secretary

- Active participation at the State and Chapter level
- Conduct and participate in monthly chapter meetings.
- Reporting to the Central AMP Office on monthly basis.
- Effective Team Management



**ASSOCIATION OF
MUSLIM PROFESSIONALS**

STRIVING FOR PEACE AND PROGRESS

CIN No.: U85300MH2021NPL356784

State Project Coordinator

- Participate in Central Project Team meeting
- Share ground feedback and new ideas to project team
- Report monthly activities to AMP office & project Central team
- Plan monthly project activities for chapters.
- Social Media Promotion and AMP Advocacy

Roles & responsibilities of AMP Chapter Head & Secretary

Chapter Head

- Head the chapter activities.
- Represent their chapter at all internal and external meetings
- Effective Team Management.
- Ensure smooth execution of AMP projects within the chapter like job fares/drives, School/college lectures, Zakat fund collection & scholarship distribution, etc
- Effective Volunteer Management
- Social Media Management and Promotions

Chapter Secretary

- Assist the Chapter Head to deliver all the duties efficiently.
- Conducting at least one physical meeting per month with all EB members. Online meetings with state head can be decided at chapter level itself
- Social Media Promotion of AMP central projects like online career counseling cell, Webtalks, etc
- Chapter Office activities management like record keeping, sending emails to central office, updating state & zonal heads, etc