

Disclaimer: If anyone has any political affiliation then he/she will not be offered any official designation in AMP however, he/she can remain a volunteer with us.

Roles & responsibilities of AMP Zonal Head & Secretary

Zonal Head

- Liaisoning between State Executives & Central Team in terms of project information, contact details & new ideas if any
- To represent their zone at all internal and external meetings.
- Team management, Volunteer Management within State
- Chapter expansions and Social Media Promotion

Zonal Secretary

- Social Media promotion and advocate about AMP
- Assist the Zonal Head to deliver his duty
- Data management of states & chapters on shared folders, emails, WhatsApp,
- Coordinate with State Executive

Roles & responsibilities of AMP State Head & Secretary

State Head

- Social Media Promotion and Media management
- Accelerate AMP induction meetings for all new members (could be existing members if required) of the state.
- To conduct and participate in monthly meetings with all the chapter heads and secretaries of the state.
- To attend monthly AMP leadership meeting conducted by central/NCT teams
- Establish new chapter and its expansions in the state
- To 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

- Social Media Promotion and Media Management
- To ensure active participation at the State and Chapter level
- To ensure state level project coordinators are engaged in all the active projects run by the central team in their respective states.
- To ensure project execution at chapter level through chapter EB team
- To conduct and participate in monthly chapter meetings.
- Reporting to the Central AMP Office on monthly basis.
- To identify & suggest new talents for central project teams.
- Effective Team Management

- To ensure seven members EB formation in chapters. Converting all EB members to registered AMP members.

State Project Coordinator

- To Participate in central project team meeting
- To download the actionable of project to chapter teams
- To ensure maximum participation from chapter in respective projects
- To share ground feedback and new ideas to project team
- To keep high engagement with chapter for project activities
- To report monthly activities to AMP office & project Central team
- To plan monthly project activities for chapters.
- To identify or nominate more volunteers for project activities
- Social Media Promotion and AMP Advocacy

Roles & responsibilities of AMP Chapter Head & Secretary

Chapter Head

- To Head the chapter activities.
- To represent their chapter at all internal and external meetings
- WhatsApp group management - Ensure all the members are verified, no irrelevant posts, AMP WhatsApp policy to be followed.
- To ensure smooth execution of AMP projects within the chapter like job fares/drives, School/college lectures, Zakat fund collection & scholarship distribution, etc
- To develop more active volunteers from the chapter to increase participation in projects & activities
- To manage other chapter executive body members.
- 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
- Office activities management like record keeping, sending emails to central office, updating state & zonal heads, etc