



Tamkeen Admin & Division Leader Code of Conduct

Who is an admin?

An Administrator or an Admin is one who does any work necessary to keep Tamkeen functioning and to keep Tamkeen as an overall healthy organization purely for the sake of Allah.

What makes up an admin?

1. The Admin is selected from committed Tamkeeners after being nominated by the current admins and approved by the division leaders and the sheikh.
2. An Admin attends all halaqas and meetings on-time with no exception (except under accepted reasoning)
3. An Admin needs to be physically present at all times during all Tamkeen halaqas and activities taking care of logistics or taking care of Tamkeeners
4. An Admin answers every quiz and watches every suggested video and fills out the self check on the website (by the day prescribed by the leader)
5. An Admin finishes all tasks assigned to him/her by the specified date given by their division leader
6. An Admin must stay in touch with their division leaders and must communicate with their division leaders if they are going to miss any of the things mentioned above (halaqa, quiz, suggested videos etc...)
7. An Admin needs to be a part of all WhatsApp groups and needs to monitor the groups to make sure it stays organized (no spam) and healthy
8. An Admin is a representative of Tamkeen and not himself, they are not allowed to commit actions that would impact Tamkeen in anyway without taking permission from their Division Leader or the President
9. An Admin needs to be approachable by Tamkeeners, caring for Tamkeeners, resolving conflicts between Tamkeeners, welcoming new Tamkeeners, etc...
10. An Admin must listen and obey to the Shiekh

If rules are violated, the admin may be relieved from their duties as an admin by their Division Leaders or the Sheikh. Depending on the severity of the violation, the said person may be relieved from his/her duties as an admin immediately, or they may be given more chances per the decision of the Sheikh.



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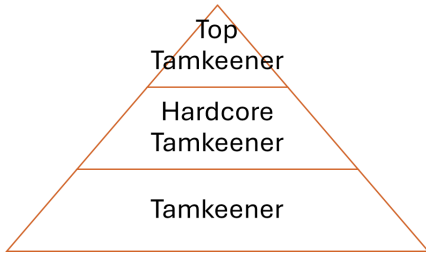
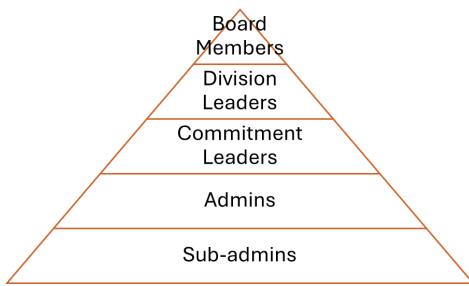
How to become an admin?

If an Admin is removed or if an individual would like to become an Admin, they must perform the following duties of a Tamkeener for at least two consecutive months:

1. Did you attend Tamkeen (Saturday and Tuesday halaqas, in person and online, respectively)?
2. Did you attend Tamkeen on time?
3. Did you answer the quiz?
4. Did you watch the suggested videos?
5. Did you read other people's answers to the quiz?
6. Did you read and comment on all reflection articles?
7. Did you write your own reflection article?
8. Did you help in the setup and cleanup of all Tamkeen events?
9. Did you listen and obey to the admins, the division leaders and the sheikh?
10. Are you grateful to Allah for the blessing of Tamkeen and, therefore, willing to help make it better as a way to thank Allah for it?

Definitions of Roles and Levels

Tamkeen classifies Tamkeeners into 3 levels and admins into 5 levels.

		
<p>Each Tamkeener needs to climb two ladders</p>	<p>The Tamkeener Ladder</p>	<p>The Admin Ladder</p>

The Tamkeener Ladder

- **A Tamkeener** is the entry level Tamkeener who comes to play, participate in activities and, on the way, attends the halaqa.
- **A Hardcore Tamkeener** is the Tamkeener who is touched by the halaqa, started to love the deen of Allah, became eager to seek knowledge, got attached to the halaqa and, on the way, participates in all activities and plays with his/her brothers/sisters, respectively, in the Tamkeen community that he/she belongs to.



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- **A Top Tamkeener** is the one who comes to Tamkeen to take care of others, take care of their deen, to make Tamkeen a better experience for others, to make others closer to Allah and to make Tamkeen better.

The Admin Ladder

- **A sub-admin** who helps in an administrative task every now and then and is supervised by an admin. Every Tamkeener is expected to start his/her way up this ladder by being a sub-admin.

- **An admin** is the one who is committed to a weekly task (or more); and getting this task done on time is a matter of life or death for him/her. The admin is the building block of the Tamkeen administrative ladder. The admin is managed by a commitment manager.

- **A commitment manager** is the one who manages a group of admins doing tasks that are related to one goal (e.g., camps, activities, media reels). The commitment manager is basically a “manager”. The commitment manager reports to a division leader.

- **A division leader manages** a group of “commitment managers” and in addition to that he/she is responsible for (1) holding everyone accountable in the division to maintain a healthy division (2) having a “vision” for the division to continuously improve the division and to maintain a level of creativity and innovation over time, and (3) mentoring a group of Tamkeeners so that every Tamkeener is assigned to a division leader who serves as his/her mentor.

- **A board member** is the one who serves on the Tamkeen Executive Board and represents Tamkeen legally as a not-for-profit organization.

What makes up a Division Leader?

Who is a division leader? A Division Leader is responsible for a group of Admins ensuring that their “Administrative health” is being taken care of and that their duties as admins are being upheld as the organization cannot function without them.

1. All rules of “Who is an Administrator” applies to every division leader
2. A division leader is responsible for his admins’ health which means, the division leader needs to make sure the admin themselves are attending all meetings, halaqas, doing the quiz, watching suggested videos, etc.
3. A division leader is responsible for the tasks that his/her admins are doing in his/her division
4. The division leader needs to keep constant communication with admins and to keep on reminding them to be completing their tasks
5. A division leader needs to be familiar with the website and needs to be using the website as it has many functionalities to increase productivity and success (assigning tasks, reviewing the admins self-check, etc...)



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I have read and understood the admin and DL code of conduct, and agree to all of its terms and conditions.

_____	_____	_____
Parent/Guardian Signature	Print Name	Date

_____	_____	_____
Participant Signature	Print Name	Date