



## TERMINOLOGY

- ✓ ELC refers to the English Lecturer Committee and is a subcommittee of the Management Committee.
- ✓ The Jamaat refers to the Office Bearers and the Managing Committee.
- ✓ The Mediators refer to those members of the ELC who directly liaise with potential English Lecturers.
- ✓ The Shortlist of preferred Lecturers refers to the list of Lecturers from which the Mediators will work towards securing future English Lecturers.

## AIM

The ELC aims to propagate the teachings of the Ahlul-Bayt (AS) by securing good quality English Lecturers, including any necessary funding, throughout the year and primarily during the first 12 days of Muharram.

## GUIDELINES

1. Mediators will work from a Shortlist of preferred Lecturers in securing future English Lecturers. The shortlist must be presented to the Secretariat for approval once decided upon by the ELC and will be reviewed on an annual basis. A request can be made to the ELC during the year to append a name to the shortlist which must then again be presented to the Secretariat for approval.

Notes: To increase efficiency, prevent unnecessary frequent meetings and the risk of losing a lecturer due to delays, the mediators will endeavour to find English Lecturers from the shortlist provided.

2. All decisions will be decided by a majority vote from official members of the ELC. In the case of a deadlock, the head of the ELC will have the casting vote.

3. For the 12 days of Muharram, beginning the 1st of Muharram, the ELC will agree a minimum payment of £1500 plus airline ticket if applicable to all full-time Aalims. In addition and in accordance with clause 4, a supplementary amount, decided by the ELC, may be agreed upon taking into consideration the available ELC funds at the time and the particular Aalim. The rate given to part-time Zakirs will be decided upon by the ELC in accordance with clause 4.



4. For the 12 days of Muharram, no more than a maximum of £2500 plus airline ticket must be agreed to be paid to the Lecturer, subject to clause (11) not coming into effect.

5. On securing the Lecturer, the ELC will coordinate the activities of the Lecturer and will liaise with the Secretariat and any relevant subcommittees throughout the duration of their stay. During this period the Lecturer should deliver a minimum of 1 lecture a night. If this is not achievable by the Lecturer then depending on the circumstances the original rate agreed should be discussed amongst the ELC and discretion applied as to whether to implement a reduced amount. Discretion can also be applied in implementing a higher sum in circumstances where the Lecturer performs duties above and beyond expectations.

6. If the Lecturer is to provide further services which fall under the remit of any other subcommittee and/or the Jamaat itself, then the cost may be shared, or even taken by the other party.

Notes: Examples of other services include recitation of Urdu lecture. This clause is in place so that if, for example, a total price of £2000 is in place for English and Urdu then the ELC does not have to bear the whole cost. It also ensures excessive amounts are not paid since the ELC would be liaising with the Jamaat.

7. Any private bookings for the Lecturer should be arranged through the ELC and the ELC should then liaise with the Secretariat. If any private bookings are arranged, the funds deposited to the Jamaat treasury office with respect to this booking should be allocated to the ELC fund.

8. In order to ensure continuity and to ensure the community are catered for throughout the year, the ELC, in addition to Muharram and other main events (i.e. Ashra, Ramadhan, Fatimiyah) will endeavour to secure Lecturers equivalent to a monthly basis and at the very minimum every 2 monthly. This activity will be in accordance with clause (14).

9. The rate for UK based Lecturers booked outside of the 12 days of Muharram will be set at £100 plus travel expenses, subject to clause (11) not coming into effect.



10. The maximum and minimum values should be reviewed every two years and sent for approval to the Management Committee.

11. If the terms of a Lecturer require a higher monetary amount than stipulated in clause (9), then the details will be brought to the ELC for a decision. If the amount recommended by the ELC is above £250 plus travel for bookings outside of the 12 days of Muharram and £2500 plus travel during the 12 days of Muharram, then this will require approval from the Management Committee.

12. Any regular monthly donators must be informed that, although suggestions are welcomed, personal preferences cannot be an influential factor in the decision making process. General casual donators do not need to be informed as such but any announcement for fund raising must not include a guarantee of securing a specific lecturer but be referred to only as the "English Lecturer Fund".

Notes: This is to ensure monthly donators are fully informed that the criteria for donating does not allow for personal preferences. It also safeguards the ELC against donators requesting their money back. For general fund raising events, the ELC need only to announce that the money is being raised for an English Lecturer without having to stipulate specific names.

13. All Lecturers considered to recite at the centre must be checked with COEJ and/or our resident Aalim to make sure the Lecturer has been vetted. This procedure should apply even if a Lecturer has previously visited our centre.

Notes: This is a requirement set by the Jamaat and also ensures that Lectures are delivered within the teachings of the Ahlul-Bayt (as).

14. Lectures must not be in place of the resident Aalim's slots without consent being granted by the Secretariat.

Notes: This is a requirement set by the Jamaat. It also serves to safeguard against negating any benefit that would be derived from the resident Aalim and ensures that we adhere to any contract that has been agreed with the resident Aalim.

15. All details of any terms and conditions must be kept confidential and can only be shared with other relevant subcommittees and the Jamaat itself. If there are any



requests from outside the Jamaat with regard to the terms, then they must be referred to the Secretariat.

16. With the view of securing the best possible Lecturer, preference should be given to those Lecturers that hold higher credentials except in cases where the Lecturer has recited during the previous Muharram. In such an event the next most qualified Lecturer should be preferred.

Notes: This clause is in place to ensure that the ELC maintain and fulfil the principle purpose of this responsibility, which is to secure high calibre lecturers. This will also help eliminate personal preferences to some degree.

17. Once verbal/email confirmation has been agreed, the ELC should inform the Secretariat of the booking. The ELC liaison in conjunction with the Secretariat will prepare and process the relevant documentation and proceed to communicate with the Lecturer.

18. If for any reason an English Lecturer is not secured within four months of the Holy month of Muharram commencing, the Jamaat should be advised and assistance requested to obtain a Lecturer.

19. If for any reason the necessary funding is not raised for an English Lecturer the Jamaat should be advised and assistance requested to obtain the necessary funds.

20. The ELC should aim to book lecturers for the Holy month of Muharram for a maximum of five years in advance. Any bookings beyond this time frame should be brought to the Management Committee for approval.

21. The agreement between ELC and the visiting Aalim/Lecturer must be agreed in writing and forwarded to the Secretariat as confirmation of the booking.

**Approved by Management Committee on 16 August 2013**