BADA Network

Bangladesh Active Dawah Association

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Unit Setup Form

BADA-F14

Complete at the start of each year after the yearly vote, and send to the region / admin for approval.

1. Unit details

UNIT NAME

UNIT NO.

REGION

YEAR FROM

YEAR TO

DATE OF ELECTION / VOTE

UNIT ADDRESS / VENUE

POSTCODE / AREA

WEEKLY MEETING DAY

MEETING TIME

CONTACT EMAIL

2. Roles for the coming year

Role	Name	Member ID	Stage (A / M)	Mobile	Signature
Unit in-charge					
↳ Assistant					
Main secretary					
↳ Assistant					
Finance secretary / treasurer					
↳ Assistant					
Dawah secretary					
↳ Assistant					
Muslim dawah					
↳ Assistant					
Non-Muslim dawah					
↳ Assistant					
Tarbia					
↳ Assistant					
Youth					
↳ Assistant					
Women					
↳ Assistant					
Birr & Adl					
↳ Assistant					
Community & environment					
↳ Assistant					
Business & technology					
↳ Assistant					
Library					
↳ Assistant					
Task team lead					
↳ Assistant					
Other:					
↳ Assistant					
Other:					
↳ Assistant					

Department heads and the unit in-charge are chosen in the yearly vote among members and associate members.

3. Unit members

#	Name	Member ID	Stage (P / A / M)	Team / department	Mobile	Joined
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						

Primary members	Associate members	Members	Supporters	Total

Unit in-charge signature & date

Main secretary signature

Approved by region / admin