

In the Name of Allah, the Merciful, the Compassionate

Duties of the administrators, which consist of connecting the brothers to one another, visiting the families, and couriering mail, including the following:

1. The administrative brother should assist with whatever help is needed in accordance with the authorities.
2. Periodic visits to all the families every week.
3. Receiving and delivering letters.
4. [Taking care of] collateral external expenses in support of the families. Authority should be handed over to one of the administrators, preferably not the individual responsible for the region, to solve the money problems for the family, to include: home repairs, treatment of the ill, construction [as needed], [providing] some household needs not included in the support [funds] as specified by the Finance Committee.
5. One of the objectives being transferring funds like the budgets.
6. Continuing to secure the links with supporters and searching for homes.
7. There is no responsibilities for the administrative personnel in the arrangements of the Shaykhs, aside from [delivering] the letters.