

**Muhammadi Welfare Association (MWA) Youth Group
Governance Framework**

Muhammadi Welfare Association (MWA) Youth Group Governance Framework

Prepared for the Executive Committee (EC)

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1. Introduction

1.1 Purpose of this Document

This document establishes the operational framework, governance structure, and standard processes for all MWA Youth Group activities, initiatives, events, communications, and promotional material moving forward.

The purpose of this governance framework is to:

- maintain organisation and professionalism
- avoid confusion, clashes, and miscommunication
- ensure all team members understand expectations and processes
- create consistency across all youth initiatives
- protect the reputation and integrity of MWA Youth and the Imam Bargah
- support respectful and effective collaboration between the Youth Group and the Executive Committee (EC)
- provide continuity during leadership transitions and future EC changes
- establish sustainable systems for long-term youth operations

This document applies to all:

- events
- religious programs
- workshops
- social gatherings
- collaborations
- community initiatives
- fundraisers
- online campaigns
- promotional content
- internal communications
- external partnerships

1.2 Vision

The MWA Youth Group seeks to create a welcoming, organised, and engaging environment that strengthens the religious, social, and personal development of young people within the community.

The group aims to:

- bridge the gap between adolescence and adulthood, focusing on youth aged between 16-30
- encourage active participation in the Imam Bargah
- encourage eligible youth to become financial members of MWA
- develop future community leaders

- foster unity, inclusivity, and respect
- deliver meaningful religious, educational, and social initiatives
- represent the Imam Bargah positively within the broader community
- build sustainable youth systems for future generations

1.3 Relationship with the Executive Committee (EC)

The Youth Group operates under the guidance and authority of the Executive Committee of the Muhammadi Welfare Association.

While the Youth Group is encouraged to take initiative and lead programs independently, all decisions involving:

- finances,
- public representation,
- external collaborations,
- invited speakers,
- venue bookings,
- public campaigns,
- and significant events

must be communicated to and approved by the EC where required.

1.4 Adoption and Authority

This document is adopted by the Executive Committee of the Muhammadi Welfare Association as the approved Governance Framework for the operation of the MWA Youth Group.

Unless otherwise determined by resolution of the Executive Committee, the Youth Group shall operate in accordance with these Framework.

Nothing in this Governance Framework limits the powers of the Executive Committee under the MWA Constitution. However, the Executive Committee acknowledges its commitment to supporting the continued operation, development, and sustainability of the Youth Group in accordance with these Framework.

2. Core Values

2.1 Youth Initiatives Values

All MWA Youth initiatives should aim to reflect:

- Islamic values and akhlaq
- respectful communication
- team collaboration
- unity within the community

3. Youth Group Structure & Responsibilities

The Youth Representatives should consist of a minimum of four (4) representatives, comprising at least two (2) female representatives and two (2) male representatives.

The following portfolios may be delegated amongst the Youth Representatives based on the needs, strengths, and capacity of the group:

- Youth Coordinator
- Social Media & Communications Lead

Where appropriate, each portfolio should include both one (1) female representative and one (1) male representative to promote balanced representation, collaboration, and accessibility across the broader youth community.

Each portfolio may establish its own support team or subcommittee to assist with the planning, coordination, and delivery of initiatives where required.

The structure, portfolios, and allocation of responsibilities may be adjusted from time to time to reflect the evolving needs of the Youth Group.

3.2 General Responsibilities

Youth Representatives members are expected to:

- conduct themselves respectfully and professionally
- attend meetings and fulfil delegated responsibilities
- maintain communication with the EC
- support community initiatives
- encourage inclusivity and teamwork
- uphold Islamic values and the reputation of MWA

The primary responsibility of the Youth Representatives is the planning, coordination, and delivery of Youth Group initiatives. While the Youth Representatives are encouraged to support broader MWA events where appropriate and where capacity permits, they are not obliged to assume responsibility for the planning, coordination, or operation of events that are not organised or hosted by the Youth Group, unless otherwise agreed with the Executive Committee.

3.2A Idea Ownership & Project Lifecycle

Every proposed initiative, event, or project should have a clearly identified owner, being the member who initially proposes or accepts responsibility for the initiative.

Unless delegated with the agreement of the Youth Representatives, the project owner remains responsible for:

- progressing the initiative through the planning process;
- coordinating relevant team members where required;

- providing regular updates on the project's status during meetings; and
- ensuring the initiative is either completed, formally transferred to another member, or closed following discussion with the team.

Responsibility for an initiative continues until it has been successfully delivered, withdrawn, or otherwise concluded.

3.3 Youth Coordinator

The Youth Coordinator is responsible for:

- overseeing the event from start to finish
- delegating tasks
- ensuring timelines are met
- managing internal communication
- leading event-day execution
- ensuring final decisions are documented
- coordinating internal and external communications, either directly or through delegated team members.

3.4 Social Media & Communications Lead

The Social Media & Communications Lead is responsible for managing the Youth Group's communications and public platforms in a professional and respectful manner.

Responsibilities may include:

- managing official social media accounts
- promoting events and initiatives
- coordinating flyers, announcements, and promotional content
- ensuring content aligns with community values and branding
- assisting with photography and media coverage where appropriate
- responding to social media enquiries professionally
- maintaining secure management of account access and passwords

The Lead should work collaboratively with the Youth Representatives and EC regarding major announcements or sensitive content.

3.5 Supporting Team

Supporting team members may assist with:

- logistics
- event planning
- registrations
- graphics
- content creation

- MCing
- food coordination
- photography/videography
- volunteer management
- decorations/setup
- technical support

Roles should be assigned clearly early in the planning process.

4. Executive Committee Responsibilities

The Executive Committee recognises the Youth Group as an important part of the Muhammadi Welfare Association and is committed to supporting its continued development and effective operation.

The Executive Committee should, where reasonably practicable:

- provide guidance, mentorship, and strategic oversight to the Youth Representatives;
- communicate decisions, expectations, and feedback in a timely and respectful manner;
- support the development and implementation of Youth Group initiatives that align with the objectives and values of MWA;
- consider Youth Group proposals fairly and provide reasons where approval is declined, and where appropriate work collaboratively with the Youth Representatives to identify an alternative approach;
- facilitate access to organisational resources, facilities, and administrative support where appropriate;
- promote collaboration between the Youth Group and other MWA committees, portfolios, and community stakeholders;
- recognise and encourage the contributions of Youth Representatives and volunteers;
- support leadership development, succession planning, and continuity within the Youth Group; and
- maintain regular communication with the Youth Representatives through meetings or other agreed channels.

The Executive Committee should seek to empower the Youth Representatives to plan and deliver initiatives with an appropriate degree of autonomy while providing oversight necessary to ensure compliance with the MWA Constitution, this Governance Framework, and the broader interests of the Association.

5. Code of Conduct

5.1 Expected Conduct

All Youth Group members and volunteers are expected to:

- treat others with respect and dignity
- avoid inappropriate, aggressive, or divisive behaviour
- maintain professionalism during meetings, events, and online interactions in accordance with Islamic values
- represent MWA positively at all times
- communicate respectfully even during disagreements

Disagreements should be handled respectfully and privately wherever possible.

6. Religious Month Planning Expectations

6.1 Coordination with Existing Programs & Speakers

Youth programming during religious months should complement the Imam Bargah's broader schedule and existing initiatives.

As soon as practicable, the Executive Committee should notify the Youth Representatives of confirmed or proposed visiting scholars, guest speakers, dignitaries, and other significant guests at the earliest opportunity to support effective planning, promotion, and coordination of Youth Group initiatives.

Likewise, the Youth Representatives should keep the Executive Committee informed of proposed youth initiatives that may interact with the Imam Bargah's broader religious or community program.

6.1A Religious Guidance

The Youth Representatives should:

- maintain regular communication with the resident scholar
- seek guidance regarding religious programming
- consult on religious content where appropriate
- support long-term religious development of youth

The Resident Scholar should:

- provide religious guidance and advice to the Youth Representatives;
- review and advise on religious content or initiatives where requested;
- support the planning of religious programs and educational initiatives;
- encourage the spiritual and religious development of young people within the community; and
- work collaboratively with the Youth Representatives to ensure initiatives align with the values and teachings of the Ahlulbayt (a.s.) and the objectives of MWA.

7. Social Media & Communications Guidelines

7.1 Purpose of Social Media Platforms

Official Youth Group platforms exist to:

- promote events,
- engage young people,
- and positively represent MWA.

7.2 Brand Consistency

All content should maintain:

- professional design,
- consistent tone,
- clear branding,
- appropriate language,
- and community standards.

Content should align with MWA Youth values and reputation.

7.3 Account Access & Posting Authority

Only the Social Media & Communications leads may:

- access official social media accounts,
- post content,
- upload stories/reels/posts,
- or respond to comments publicly on behalf of the Youth Group.

Only the Youth Coordinator may:

- access official Youth Group Gmail and communication platforms,
- manage official correspondence,
- send communications on behalf of the Youth Group.

Passwords should:

- remain secure,
- not be shared unnecessarily,
- and be transferred appropriately during leadership transitions.

Access to these platforms should be limited to members whose roles require it and managed in accordance with the principle of least privilege. Members must not retain unauthorised access following the completion of their role.

7.4 Photography & Videography

Media captured at events should:

- respect attendee privacy,
- remain professional and appropriate,
- and be shared respectfully.

Requests for removal of photos/videos should be respected promptly.

8. Communication Protocols

8.1 Internal Communication

All communication should remain:

- respectful,
- clear,
- professional,
- and solution-focused.

Avoid:

- public conflict in group chats,
- passive aggressive behaviour,
- unclear delegation,
- and last-minute requests where possible.

8.2 EC Communication

Communication with the EC should remain clear, organised, and respectful.

Where possible, the Youth Representatives should discuss and agree upon proposals internally prior to presenting them to the EC to ensure consistency in communication and direction.

Once a plan or proposal has been presented, the Youth Group should aim to maintain a unified and organised approach unless amendments are required following EC feedback or changing circumstances.

8.2A Quarterly Review Meetings

To maintain collaboration and transparency, the Youth Representatives will meet with the Executive Committee at least once every quarter.

The purpose of these meetings is to:

- provide an overview of activities delivered during the reporting period;

- present relevant engagement metrics where available (such as events held, attendance, social media engagement, new participants, funds raised, budget allocations, or other agreed measures);
- discuss upcoming initiatives and strategic priorities;
- identify any challenges requiring Executive Committee support;
- the extent to which the events have achieved their intended objectives and contributed to the broader objectives of the Youth Group; and
- strengthen ongoing collaboration between the Youth Representatives and the Executive Committee.

8.3 Group Chats

Official Youth Representative, Youth Group, and Executive Committee group chats should primarily be used for:

- updates and announcements;
- delegation of tasks and responsibilities;
- planning timelines and event coordination;
- approvals and governance matters;
- sharing important information; and
- other communications relevant to the operation of the Youth Group.

Major decisions or approvals should be clearly documented and should not be relied upon solely through casual conversation or lengthy message threads.

8.4 Response Expectations

All members should aim to:

- acknowledge important messages within a reasonable timeframe;
- communicate their availability honestly and promptly;
- notify the relevant parties if they are unable to complete assigned tasks or attend scheduled commitments; and
- maintain respectful, professional, and constructive communication at all times.

9. Financial Procedures

9.1 Delegated Financial Authority

The Executive Committee should delegate financial authority to the Youth Representatives to approve expenditure for Youth Group initiatives up to a limit determined by the Executive Committee.

Expenditure within the approved delegated limit does not require further Executive Committee approval. Any expenditure exceeding the delegated limit must receive prior approval from the Executive Committee.

All expenditure must be for approved Youth Group purposes and comply with the MWA Constitution and any applicable financial policies.

9.2 Budget Requests

Where Executive Committee approval is required, requests for MWA funding should be submitted in advance wherever reasonably practicable.

Budget requests should include:

- the estimated costs;
- a brief justification for the expenditure; and
- the expected outcomes or objectives of the initiative.

9.3 Reimbursements

Receipts should:

- be retained,
- submitted promptly,
- and documented clearly.

Unapproved expenses may not be reimbursed.

9.4 Financial Transparency

Financial transparency should be maintained for all youth initiatives involving:

- ticketing,
- sponsorships,
- fundraising,
- or organisational spending.

No major purchases should be made without discussion and approval with the internal team.

10. Partnerships & External Engagement

Collaborations with:

- external organisations,
- charities,
- universities,
- youth groups,
- or interfaith organisations

should be communicated internally and to the EC before confirmation where required.

All partnerships should:

- align with MWA values,
- maintain the reputation of the Imam Bargah,
- and contribute positively to the broader community.

11. Conflict Resolution

If disagreements arise:

- issues should be addressed respectfully and privately,
- escalation should be avoided where possible,
- and conversations should remain solution focused.

Concerns may be escalated to relevant leadership only where necessary.

The priority should always remain:

- unity,
- professionalism,
- and the success of the initiative.

11.1 Non-Compliance

Youth Representatives are expected to comply with this Governance Framework and carry out their responsibilities in good faith.

Where a member repeatedly fails to fulfil their responsibilities, acts contrary to this Framework, or engages in conduct that undermines the effective operation of the Youth Group, the matter should first be addressed through respectful discussion within the Youth Representatives.

Where the issue cannot be resolved internally, or where the conduct is sufficiently serious, the matter may be referred to the Executive Committee for guidance or appropriate action.

Where appropriate, the Executive Committee may issue a formal written warning to the Youth Representative. A formal warning should outline the nature of the concern, the expected standard of conduct or performance, any corrective action required, and a reasonable timeframe for improvement. A copy of the warning should be retained by the Executive Committee for governance purposes.

The following circumstances may trigger a review of a Youth Representative's suitability to continue in their role:

- failure to attend three (3) consecutive Youth Representative meetings without apology or leave;
- failure to attend or support three (3) consecutive Youth Group events or initiatives for which the representative was reasonably expected to participate, without reasonable explanation;

- repeated failure to fulfil delegated responsibilities or meet agreed deadlines without appropriate communication;
- repeated failure to communicate availability or respond to important Youth Group communications within a reasonable timeframe;
- receipt of two (2) or more formal warnings within a twelve (12) month period; or
- any other conduct that, in the reasonable opinion of the Executive Committee, demonstrates that the individual is no longer able or suitable to fulfil the responsibilities of a Youth Representative.

Where one or more of the above circumstances arise, the Executive Committee may review the individual's appointment and determine any appropriate action, including the continuation, suspension, or removal of the individual as a Youth Representative.

The objective of this process is to promote accountability, resolution, and the continued effective operation of the Youth Group, rather than punitive action.

12. Handover & Continuity

12.1 Leadership Transition

The Executive Committee recognises the importance of maintaining a continuous and active Youth Group.

The Executive Committee shall support the continuation of Youth Group programs, facilitate leadership succession, and work collaboratively with Youth Representatives to ensure the long-term sustainability of youth initiatives.

To ensure smooth Youth Representative leadership transitions:

- important documents should be stored centrally in an organised manner, within the Youth Group Google account,
- templates/assets should be retained, such as that on Canva,
- passwords should be managed securely,
- processes should be documented,
- and incoming teams should receive proper handovers.

The goal is long-term sustainability rather than reliance on individuals.

The Youth Representatives should operate on fixed terms, aligned where practical with the Executive Committee term structure. A recommended term length is two (2) years to support continuity, planning, and leadership development.

To support effective transitions, prospective or incoming Youth Representatives may be appointed as shadow representatives during the final six (6) months of an outgoing team's term. This period should allow incoming members to:

- observe operations and meetings,

- assist with programs and planning,
- learn existing processes,
- and ensure continuity between leadership teams.

12.2 Appointment of New Youth Representatives

Youth Representatives should be appointed through a transparent and merit-based selection process.

To be eligible for appointment and to continue serving as a Youth Representative, an individual must remain a financial member of the Muhammadi Welfare Association (MWA) in accordance with the MWA Constitution.

The appointment process may include:

- expressions of interest and/or nominations from the youth community;
- consultation with outgoing Youth Representatives, where appropriate;
- consideration of an individual's commitment, conduct, teamwork, leadership capability, and alignment with the values of MWA;
- efforts to ensure balanced male and female representation; and
- final approval by the Executive Committee

Youth Representatives may be reappointed for successive terms, subject to the appointment process outlined in this Framework. A representative may continue to serve until the conclusion of the term during which they attain the age of 30 years. In considering reappointment, regard should be had to leadership succession, the opportunity to develop emerging leaders, and the ongoing needs of the Youth Group.

The specific appointment process may be reviewed and amended by the Executive Committee from time to time to meet the evolving needs of the Youth Group.

The overall objective of the handover process is to maintain stability, preserve organisational knowledge, and ensure the continued growth and effectiveness of the Youth Group beyond individual members or leadership terms.

13. Review & Amendments

This Framework is intended to provide a stable governance framework for the long-term operation of the MWA Youth Group and should not be amended except where necessary.

Any proposed amendment must:

- be consistent with the MWA Constitution
- be developed in consultation with the Youth Representatives;
- be approved by resolution of the Executive Committee; and
- be recorded in the Executive Committee meeting minutes.

A comprehensive review of this Governance Framework should ordinarily occur following the conclusion of each Youth Representatives' term, or at such other time as determined by the Executive Committee where exceptional circumstances require.

Executive Committee Resolution

The Executive Committee of the Muhammadi Welfare Association (MWA) resolves to adopt the MWA Youth Group Governance Framework as the official Governance Framework for the operation of the MWA Youth Group.

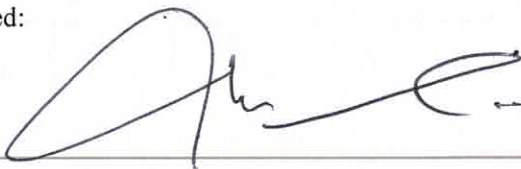
The Executive Committee acknowledges that:

- the Youth Group forms an important part of the long-term development of the Association;
- this Framework is intended to provide continuity, transparency, and organisational stability;
- future Executive Committees will have regard to this Framework when exercising oversight of Youth Group activities; and
- any amendments to this Framework must be considered in consultation with the Youth Representatives.

Adopted on:

30/8/2026

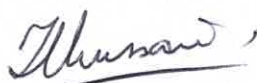
Signed:



President



Secretary



Treasurer

Endorsement and Approval

Unless otherwise noted, this Governance Framework is effective from the date of approval.

Document Details	
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Document Change Log

This document change log serves as a chronological record documenting any revisions, updates, or modifications made to this Governance Framework, including details such as the date of change, the nature of the modification, and the individuals responsible for the alterations.

Version	Change Description	Date	Reviewed By	Approved By
-	-	-	-	-