

## SMAAJ Board of Directors

### Mis. Syeda Masooda Naeem

**Designation:** Chairperson  
**Birth Date:** 8/8/1972  
**Qualification:** MA- Mphil  
**Occupation:** Professor  
**Mobile Phone:**  
**E mail:**

#### Job Discription

1. Chairperson will preside all the meetings of cabinet or GB.
2. Special leverage in case of equal number of votes on any issue.
3. In case of any tension authorized to delay or cancel meeting.
4. Will open joint account of organization endowment with treasurer as a co-signatory
5. Initiates periodic assesments of Board performance.

### Mr. Arif Hussain Shah



**Designation:** Senior Vice Chairman  
**Birth Date:** 15-01-1968  
**Qualification:** M.Sc Statistic/MIT  
**Occupation:** Govt. Secretariat  
**Mobile Phone:** 0321-8002690  
**E mail:** artistarif@yahoo.com

#### Job Discription

1. In absence of Chairperson s/he would perform all the responsibilities and enjoy all authorities of the Chair person

### Dr. Abdullah



**Designation:** General Secretary  
**Birth Date:** 1/1/1959  
**Qualification:** MBBS  
**Occupation:** Doctor  
**Mobile Phone:** 0301-3773640  
**E mail:**

#### Job Discription

1. S/he would be General Secretary of both GB and BOD meeting.
2. With the approval of Chairperson s/he would will call meetings.
3. S/he would write minutes , suggestions and decisions of meetings.
4. S/he would prepare performance sheet.

## Ms. Rubab Hameed Durrani



**Designation:** Joint Secretary  
**Birth Date:** 19-09-1961  
**Qualification:** Master  
**Occupation:** Education Department  
**Mobile Phone:** 0333-7866455  
**E mail:** [durrani.rubab@yahoo.c](mailto:durrani.rubab@yahoo.c)

### Job Discription

1. S/he would be Joint Secretary of both GB and BOD meetings.
2. S/he would call meetings with the approval of Chairperson.
3. Prepare performance sheets.
4. S/he would write minutes , suggestions and decisions of meetings.

## Mr. Shmasullah



**Designation:** Finance Secretary  
**Birth Date:** 6/7/1974  
**Qualification:** MA  
**Occupation:** Social Activist  
**Mobile Phone:** 0333-7945219  
**E mail:** [shams.smaaj@gmail.co](mailto:shams.smaaj@gmail.co)

### Job Discription

1. S/he would be responsible for income and expenditure .
2. S/he would present income & expenditure report in the cabinet.
3. Will do annual audit by the cabinet approved auditor.
4. Will keep all the membership fee, gifts and donation record .
5. Co-signatory with the Chairperson in SMAAJ main account.

## Mr. Shoukat Ali



**Designation:** Information Secretary  
**Birth Date:** 4/1/1956  
**Qualification:** MA-LLB  
**Occupation:** Social Activist  
**Mobile Phone:** 0333-7807048  
**E mail:** [shoukatali4156@gmail.](mailto:shoukatali4156@gmail.)

### Job Discription

1. S/he would assist the General Secretary when and where required.
2. Keep accurate record of all documentation of BOD and GB.
3. In absence of Joint Secretary would write the minutes of meeting.
4. Responsible for all information, media, press

## Mr. Rasheed Shah



**Designation:** Executive Director (N  
**Birth Date:** 6/4/1965  
**Qualification:** MA Social Work  
**Occupation:** Social Activist  
**Mobile Phone:** 3008380350  
**E mail:** [smaajpk@gmail.com](mailto:smaajpk@gmail.com)  
[rasheed.shah@smaajpk](mailto:rasheed.shah@smaajpk)

### Job Discription

1. Responsible to lead the organization
2. Implement organization policies
3. lead the team and work for organization growth

