

**ICBC Committees**  
**Scope of Work and Committee Members**

Updated: May 8, 2017

**STANDING COMMITTEES**

NO.	COMMITTEE	SCOPE OF WORK	SHURA	TOTAL	VOLUNTEERS	KEY INITIATIVE(S) FOR 2017
1	<b>Administration</b>	Property insurance Compliance with governmental regulations Membership list Elections for Shura Council Policies Legal affairs Maintain documents and paperwork - Constitution; Property deed; Loan documents; Contract/Agreements; Indemnification agreement	Iba Sambe Shaik Mohseen Tom Cloyd Wael Elessawy	4	Momtazul Karim	Develop a comprehensive ICBC membership database consisting of names, contact details, youth/children, donation history, etc.
2	<b>Financial</b>	Maintain bank account Bill payment Weekly donation collection/reconciliation Follow-up on pledges PayPal / ACH / Credit card processing Educational program accounts Imam funding account Construction account Monthly and annual financial statements Issue donation receipts	Altaf Hussain Asim Humayun Hisham Hammour Kalim Mirza Salah U Din Sayed Naina Tom Cloyd	7	Abdus Samad	Employ QuickBooks software to maintain accounts Develop an effective method to generate donation receipts Track expenses Vs. budget Arrange annual external audit of our financial books
3	<b>Masjid Activities</b>	Daily salah <i>Iqamah</i> times Khateeb for Jumu'ah prayer Monthly Qiyaam prayer Qur'an Tafseer class Hadeeth class Sisters' only Arabic class Sisters' only Quran tafseer class Guest Lecture programs Hafiz for <i>Taraweeh</i> prayers	Asif Zaidi Asim Humayun Hasan Sukhni Masood Khan Shaik Mohseen Wael Elessawy	6		Find ways to increase attendance at various programs Launch Qur'an Tajweed class for Men Launch Qur'an Tajweed class for Sisters
4	<b>Educational Activities (for Children)</b>	Qur'an <i>Nazira</i> program Qur'an Tajweed/Hifz program Weekend Islamic school Friday Children's Halaqa	Asif Zaidi Hasan Sukhni Imtiaz Hussain Masood Khan Sayed Naina	5	Ariege Muallem Khwaja Murshed	Develop a detailed curriculum for the educational programs Conduct periodic audit to measure student progress Launch Qur'an Hifz program
5	<b>Communications &amp; IT Infrastructure</b>	Email distribution list Text Messaging service Announcements after Jumu'ah Weekly community email update Annual update Maintain Bulletin board Google voicemail Comments & Suggestions box Website maintenance	Asim Humayun D'Shah Karanch Iba Sambe Imtiaz Hussain Shaik Mohseen	5	Abu Shaher	Develop a comprehensive database of ICBC electronic resources

6	<b>Youth Activities</b>	Activities for the youth Bi-weekly Girls-only program Boys & Girls Scout	Arshad Murtaza Hisham Hammour Imtiaz Hussain Kalim Mirza Seyed Naina	5	Ariege Muallem Faisal Hasan Syed Irfan	Develop an annual calendar of programs/activities with the active participation of the youth
7	<b>Sisters' Affairs</b>	Interact with sisters on their needs	Altaf Hussain Arshad Murtaza Erik Lough Kalim Mirza Hasan Sukhni Shaik Mohseen	6		
8	<b>Maintenance</b>	Property maintenance, including improvements	Altaf Hussain D'Shah Karanch Hisham Hammour Imtiaz Hussain Salah U Din	5	Khalid Khan Zakariya Khwaja	Develop a comprehensive maintenance action list
9	<b>Social Activities</b>	Monthly community dinners <i>Iftar</i> and <i>Sahoor</i> during Ramadan Carnival/Picnic ChAMP program (for parents of special needs children) Garage sale; Blood drive; CPR training; Exercise Arrange group visits to the sick and bereaved families Provide assistance with funeral services Coordinate with ICGA/NAMCC funeral committees	Asif Zaidi D'Shah Karanch Kalim Mirza Masood Khan Salah U Din Seyed Naina	6	Chand Basha	
10	<b>Community Welfare &amp; New Member Orientation</b>	Identify local needy families Visit Muslim refugees families Zakat and Sadaqa funds distribution Zakat al Fitr collection and distribution Provide assistance to new community members	Altaf Hussain Erik Lough Iba Sambe Hisham Hammour Masood Khan	5	Abdus Samad	Develop a database of needy families, including refugees
11	<b>Da'wah &amp; Outreach activities</b>	Da'wah activities Provide assistance to new Muslims as needed Conduct periodic interfaith activities Liaison with other organizations (churches, schools, etc.) Represent ICBC at Austin Islamic organizational activities PR and Media relations	Arshad Murtaza Erik Lough Iba Sambe Wael Elessawy	4	Khwaja Murshed	Select and train at least one member who can serve as the spokesman for ICBC as and when needed

### SPECIAL COMMITTEES

1	<b>Strategic Initiatives</b>	Devise ways to raise funds to start Phase II of the Master Plan (Masjid construction)	Asim Humayun Masood Khan Salah U Din Shaik Mohseen Tom Cloyd	5	Nazmul Qureshi	
2	<b>Fundraising</b>	Organize fundraiser events (in Feb '17 and Ramadan '17)	EB to constitute a committee as needed			
3	<b>Construction</b>	Obtain city permit for masjid construction	EB to constitute a committee as needed			