

ICBC Committees

Committee Members and Scope of Work

COMMITTEES						Updated: March 3, 2019
#	COMMITTEE	SCOPE OF WORK	SHURA	TOTAL	VOLUNTEERS	KEY INITIATIVE(S) FOR 2019
1	Administration	Maintain all documents and paperwork Ensure compliance with governmental regulations Manage and supervise Shura Council elections Handle all legal affairs Issue Indemnification agreements	Iba Sambe Ehtesham Hoq Shaik Mohseen Tom Cloyd Altaf Hussain	5	Bassil Ally	Maintain the comprehensive ICBC membership database Create new membership form to collect all necessary information Insurance policies, Constitution, Property deed Maintain all Contract/Agreements & Loan documents Insurance policies, Constitution, Property deed
2	Financial	Supervise & Manage the financial affairs of the Masjid Fundraisers and follow-up PayPal / ACH / Credit card processing Weekly donation collection/reconciliation	Sayed Naina Thufail Malackayi Altaf Hussain Shaik Mohseen Tom Cloyd	5	Abdus Samad	Outsource membership records, accounting and donor tracking Track expenses vs. budget Explore cost for annual external audit of our financial books Issue donation receipts Make bill payments Maintain bank accounts
3	Masjid Affairs	Daily salah <i>Iqamah</i> times Khateeb for Jumu'ah prayer Monthly Qiyaam prayer Organize Qu'ran, Hadeeth, & Arabic Classes Guest Lecture programs Ramadan Organization / Coordination	Khwaja Murshed Asif Zaidi Shaik Mohseen Nazmul Qureshi Seydou Ba Peer Abdul Hameed Wael El Essawy	7	Aicha Behriz Nashwa Badawy	Find ways to increase attendance at various programs Launch Qur'an Tajweed class for Men Launch Qur'an Tajweed class for Sisters Hadeeth class Sisters' only Arabic class Sisters' only Quran tafseer class Coordinate Ramadan Iftar and Sahoor w/ Social Cmtee Hafiz for Taraweeh prayers
4	Educational Activities (for Children)	Plan and develop Sunday School Coordinate Ramadan Iftar and Sahoor w/ Social Cmtee Solicit and maintain Sunday School teachers Identify and develop addition programs Engage parents and community in program development Collaborate with Youth Cmmttee on summer programs	Sayed Naina Asif Zaidi Imtiaz Hussain Khwaja Murshed Seydou Ba	5	Aicha Behriz Nashwa Badawy	Develop a detailed curriculum for the educational programs Weekend Islamic school Conduct periodic audit to measure student progress Continue Qur'an Hifz program Friday Children's Halaqa Qur'an Tajweed/Hifz program Qur'an Nazira program

5	Communications & IT Infrastructure	<p>Develop a comprehensive database of ICBC electronic resources</p> <p>Manage all communication mechanisms & activities</p> <p>Announcements after Jumu'ah</p> <p>Annual update</p> <p>Maintain Bulletin board</p> <p>Website maintenance</p>	<p>Iba Sambe</p> <p>Asim Humayun</p> <p>Imtiaz Hussain</p> <p>Peer Abdul Hameed</p>	4	<p>Abu Shafer</p> <p>Esrar Chowdhury</p>	<p>Email distribution list</p> <p>Text Messaging service</p> <p>Weekly community email update</p> <p>Google voicemail</p> <p>Comments & Suggestions box</p>
6	Youth Activities	<p>Develop an annual calendar youth activities</p> <p>Initiate and maintain Scout programs</p> <p>Define and run youth engagement campaign</p> <p>Develop new Youth engagement programs</p> <p>Identify adult leaders to help drive various activities</p>	<p>Ehtesham Hoq</p> <p>Asif Zaidi</p> <p>Imtiaz Hussain</p> <p>Peer Abdul Hameed</p> <p>Salah Ud Din</p> <p>Hisham Hamour</p>	6	<p>Aicha Behriz</p> <p>Arshad Murtaza</p> <p>Faisal Hassan</p> <p>Ariege Muallem</p> <p>Asra Nazneen</p> <p>Rabia Shaik</p>	<p>Bi-weekly Girls-only program</p> <p>Boys & Girls Scout</p> <p>Enable youth leadership across masjid</p> <p>Encourage youth / community program ideas</p>
7	Sisters' Affairs	<p>Develop strong working relationship with Srs.</p> <p>Enable Sisters' project ID and ownership</p> <p>Promote greater Sister engagement across all Masjid committees and activities</p>	<p>Tom Cloyd</p> <p>Nazmul Qureshi</p> <p>Hisham Hamour</p> <p>Iba Sambe</p>	4	<p>Aicha Behriz</p> <p>Hana Zibdeh-Lough</p> <p>Qurrat Thakur</p> <p>Rabia Shaik</p> <p>Shahnaz Din</p>	<p>Key initiatives pending input from sisters</p>
8	Maintenance	<p>Identify and set property maintenance goals</p> <p>Develop a Maintenance Calendar that we can share or post on Google Groups</p> <p>Develop maintenance plan for new masjid</p>	<p>Ehtesham Hoq</p> <p>Imtiaz Hussain</p> <p>Peer Abdul Hameed</p> <p>Asim Humayun</p> <p>Thufail Malackayi</p> <p>Wael El Essawy</p>	6	<p>Khalid Khan</p> <p>Mohamad Aboughal youn</p> <p>Shoaib Ilyas</p> <p>Zakariya Khwaja</p>	<p>Keep updated maintenance action list</p> <p>Assign roles and responsibilities to accomplish or oversee all maintenance</p> <p>Manage cleaning company</p> <p>Estimate utilities budget for new masjid</p>

9	Social Activities	<p>Membership awareness activities</p> <p>Monthly community dinners</p> <p>Arrange group visits to the sick and bereaved families</p> <p>Coordinate with ICGA/NAMCC funeral committees</p> <p>Organize Carnivals</p> <p>Ramadan activities</p> <p>Social events</p>	<p>Sayed Naina Momtazul Karim</p> <p>Nazmul Qureshi</p> <p>Salah Ud Din</p> <p>Thufail Malackayi</p> <p>Wael El Essawy</p>	6	<p>Aicha Behriz</p> <p>Rabia Shaik</p> <p>Hana Zibdeh-Lough</p>	<p>Spring and Fall Carnivals depending on Ramadan timing.</p> <p>ChAMP program (for parents of special needs children)</p> <p>Garage sale; Blood drive; CPR training; Exercise</p> <p>Membership campaign & updating member info, Annual Dues Notification</p> <p>Develop & Enforce Food Prep / Handling guidelines for Ramadan meals</p> <p>Manage providing Iftar and Sahoor meals during Ramadan</p> <p>Saturday morning coffee / social (Mohseen to help)</p>
10	Welfare & New Member Orientation	<p>Develop a database of needy families, including refugees</p> <p>Zakat and Sadaqa funds</p> <p>Provide assistance to new community members</p>	<p>Iba Sambe</p> <p>Seydou Ba</p> <p>Nazmul Qureshi</p> <p>Seydou Ba</p> <p>Ehtesham Hoq</p> <p>Asif Zaidi</p>	6	Farhat Siddiqui	<p>Develop a database of needy families, including refugees</p> <p>Visit Muslim refugees families</p> <p>Identify local needy families</p> <p>Responsible for Zakat (including Fitr) and Sadaqa funds collection and distribution to qualified families.</p>
11	Da'wah & Outreach activities	<p>Da'wah activities</p> <p>Provide assistance to new Muslims as needed</p> <p>Conduct / participate in periodic interfaith activities</p>	<p>Khwaja Murshed Asim</p> <p>Humayun Momtazul Karim</p>	3	<p>Arshad Murtaza</p> <p>Khalid Khan</p> <p>Erik Lough</p> <p>Shoib Ilyus</p>	<p>PR and Media relations</p> <p>Liaison with other organizations (churches, schools, etc.)</p> <p>Represent ICBC at Austin Islamic organizational activities</p>
12	Construction	<p>Supervise masjid construction</p> <p>Solicit bids/proposals</p> <p>Make recommendations to EB</p>	<p>Tom Cloyd</p> <p>Khwaja Murshed</p> <p>Salah Ud Din</p> <p>Hisham Hamour</p> <p>Altaf Hussain</p> <p>Shaik Mohseen</p>	6	Mohamad Aboughal youn	
13	Volunteering - Temp Cmttee	<p>Develop ideas for increasing volunteer participation</p> <p>Formed Feb 2019</p>	<p>Ehtesham Hoq</p> <p>Seydou Ba</p> <p>Wael El Essawy</p> <p>Imtiaz Hussain</p>	4		Report back to EB mid-March 2019