

## ICBC Committees

### Standing Committees and Scope of Work

Updated: 11-Feb-20

NO.	COMMITTEE	SCOPE OF WORK	MEMBERS	KEY INITIATIVE(S) FOR 2020
1	<b>FINANCIAL</b>	Manage the financial affairs of the Masjid Fundraisers and follow-up PayPal / ACH / Stripe / Mohid / Benevity processing Weekly donation collection/reconciliation Publish monthly financial statements Issue annual donation receipts Zakat and Sadaqa funds collection/distribution Zakat Al Fitr collection/distribution in Ramadan Maintain construction expenses	Altaf Hussain Iba Sambe Salah Din Shaik Mohseen Shafilullah Syed Thufail Malackayi Tom Cloyd	Outsource membership records, accounting, donor tracking Track expenses vs. budget Explore cost for annual external audit of our financial books
2	<b>MASJID ACTIVITIES</b>	Daily salah <i>Iqamah</i> times Khateeb for Jumu'ah prayer Monthly Qiyaam prayer Guest Lecture programs "Passport to Muslim Lands" program Hafiz for Taraweeh prayers Ramadan programs Sisters' only classes Qur'an class for Bengali speakers Quranic Arabic class Quranic Tajweed class Calligraphy class	Asif Zaidi Ehtesham Hoq Khwaja Murshed Nazmul Qureshi Seydou Ba Shaik Mohseen Sheik Abdul Hameed	Find ways to increase attendance at various programs
3	<b>CHILDREN'S EDUCATION</b>	Weekend Islamic school Quran Nazira class Quran Hifz program Furqaan Academy Islamic History in Arabic Mommy & Me Coding class	Asif Zaidi Djoko Astronoto Hesham AbdelGhany Imtiaz Hussain Khwaja Murshed Seydou Ba Shafilullah Syed	Develop a detailed curriculum for the educational programs Identify and develop addition programs Conduct periodic audit to measure student progress Engage parents and community in program development Collaborate with Youth Committee on summer programs

4	<b>YOUTH ACTIVITIES</b>	Bi-weekly Girls-only program Boys & Girls Scout Young Muslims (YM) activities	Asif Zaidi Ehtesham Hoq Hesham AbdelGhany Imtiaz Hussain Seyed Naina Shafiullah Syed Sheik Abdul Hameed	Enable youth leadership across masjid Develop an annual calendar youth activities
5	<b>FACILITIES MAINTENANCE</b>	Identify and set property maintenance goals Develop maintenance plan for new masjid Manage cleaning company Maintain IT infrastructure	Altaf Hussain Hesham AbdelGhany Salah Din Seyed Naina Shafiullah Syed Sheik Abdul Hameed Thufail Malackayi	Keep updated maintenance action list Develop a Maintenance Calendar Estimate utilities budget for new masjid
6	<b>SOCIAL ACTIVITIES</b>	Membership awareness activities Monthly community dinners Organize Carnivals Iftar and Sahoor meals during Ramadan Spring/Fall/Eid Carnivals Saturday morning coffee social Garage sale; Blood drive; CPR training; Exercise Arrange group visits to the sick and bereaved families Coordinate with ICGA/NAMCC funeral committees Support group for Elders/Senior Citizens Counseling services Medical camp	Altaf Hussain Djoko Astronoto Momtazul Karim Nazmul Qureshi Seydou Ba Seyed Naina Thufail Malackayi	Membership campaign Food Preparation/Handling guidelines for meals at ICBC
7	<b>DA'WAH &amp; OUTREACH</b>	Da'wah activities Provide assistance to new Muslims as needed Conduct / participate in periodic interfaith activities Provide assistance to new community members	Djoko Astronoto Iba Sambe Khwaja Murshed Momtazul Karim Thufail Malackayi	Liaise with other organizations (churches, schools, etc.) Represent ICBC at Austin Islamic organizational activities