

**ICBC Committees**  
**Standing Committees and Scope of Work**

Updated: 28-Mar-22

NO.	COMMITTEE	SCOPE OF WORK	EB LIAISON	SHURA MEMBERS	VOLUNTEERS	KEY INITIATIVE(S) FOR 2022
1	<b>Administration</b>	<p>Ensure compliance with governmental regulations</p> <p>Manage and supervise Shura Council elections</p> <p>Handle all legal affairs</p> <p>Issue Indemnification agreements</p> <p>Insurance policies, Constitution, Property deed, etc.</p> <p>Review all Proposals / Contracts</p> <p>Maintain all Contracts and Agreements</p> <p>Maintain Loan documents</p> <p>Develop/Maintain Policies and Procedures</p> <p>Maintain all Contract/Agreements &amp; Loan documents</p> <p>Maintain Board of Directors listing at Texas Sec. of State</p> <p>Conduct membership drive</p>	Shaik Mohseen	<p>Iba Sambe</p> <p>Momtazul Karim</p> <p>Shaik Mohseen</p> <p>Tom Cloyd</p> <p>Zafar Quadri</p>		<p>Create new membership form to collect necessary information</p> <p>Maintain the comprehensive ICBC membership database</p> <p>Study the current ICBC administrative model and recommend any necessary changes</p>
2	<b>Financial</b>	<p>Manage the financial affairs of the Masjid</p> <p>Weekly donation collection/reconciliation</p> <p>PayPal / ACH / Stripe / Mohid / Benevity processing</p> <p>Publish monthly financial statements</p> <p>Track expenses vs. budget</p> <p>Issue annual donation receipts</p> <p>Fundraisers and follow-up</p> <p>Conduct third party audit of our financial books</p>	Salah Din	<p>Altaf Hussain</p> <p>Nazmul Qureshi</p> <p>Salah Din</p> <p>Shaik Mohseen</p> <p>Zafar Quadri</p>	<p>Rabia Shaik</p> <p>Shuaib Ilyas</p>	<p>Outsource membership records, accounting, donor tracking</p> <p>Conduct an external audit of our financial books</p>
3	<b>Masjid Affairs</b>	<p>Daily salah <i>Iqamah</i> times</p> <p>Khateeb for Jumu'ah prayers</p> <p>Guest Lecture programs</p> <p>Ramadan programs</p> <p>Hafiz for Taraweeh prayers</p> <p>Sisters' classes (various)</p> <p>Quranic Arabic class</p> <p>Quranic Tajweed class</p> <p>Miscellaneous programs--Mental Health workshop, etc.</p>	Shaik Mohseen	<p>Nazmul Qureshi</p> <p>Seydou Ba</p> <p>Shaik Mohseen</p> <p>Sheik Abdul Hameed</p> <p>Tom Cloyd</p>	<p>Amgad Neematallah</p> <p>Asim Humayun</p> <p>Rabia Shaik</p>	<p>Find ways to increase attendance at various programs</p>
4	<b>Children's Education</b>	<p>Weekend Islamic school</p> <p>Quran Nazira class</p> <p>Quran Hifz program</p> <p>Furqaan Academy</p> <p>DUA Hifdh school</p>	Iba Sambe	<p>Djoko Astronoto</p> <p>Hesham AbdelGhany</p> <p>Seydou Ba</p> <p>Shafiullah Syed</p> <p>Shamsuddeen Baker</p>	<p>Affifa Rashid</p> <p>Eugenie Diop</p> <p>Fatma Mansour</p> <p>Imtiaz Hussain</p> <p>Rabia Shaik</p> <p>Rizli Rahman</p> <p>Sameera Abedin</p>	<p>Develop a detailed curriculum for the educational programs</p> <p>Identify and develop addition programs</p> <p>Conduct periodic audit to measure student progress</p> <p>Engage parents and community in program development</p> <p>Collaborate with Youth Committee on summer programs</p>

5	<b>Youth Activities</b>	Boys & Girls Scout Young Muslims (YM) activities Hijabista class Cooking Class for Girls Crochet class for Girls Arts & Craft class Calligraphy class Sports & Games	Ehtesham Hoq	Ehtesham Hoq Hesham AbdelGhany Seyed Naina Shafiullah Syed Sheik Abdul Hameed	Bahia Amawi Eugenie Diop Mustafa Hammodi	Enable youth leadership across masjid Develop an annual calendar youth activities
6	<b>Communications</b>	Manage communication mechanisms & activities (Email, SMS, Google Voicemail, Facebook, Twitter, Instagram) Weekly community email update Announcements after Jumu'ah Maintain Bulletin board Website maintenance Zoom account Annual update ICBC Wall Calendar ICBC Phone app	Iba Sambe	Iba Sambe Shaik Mohseen Sheik Abdul Hameed	Abu Shaher Asim Humayum Esrar Chowdhury Rabia Shaik	Update the Email list on MailChimp Develop an ICBC phone app
7	<b>IT Infrastructure</b>	All aspects of IT resources and infrastructure Maintain IT assets list	Ehtesham Hoq	Djoko Astronoto Ehtesham Hoq Hesham AbdelGhany Iba Sambe Seydou Ba	Abu Shaher Asim Humayun Esrar Chowdhury Imtiaz Hussain	
8	<b>Facilities Maintenance</b>	Identify and set property maintenance goals Develop maintenance plan for ICBC Maintain list of all assets Initiate, Set up and Manage all maintenance contracts Manage masjid security (Camera system, Personnel)	Salah Din	Ehtesham Hoq Momtazul Karim Nazmul Qureshi Salah Din Shamsuddeen Baker	Khalid Khan Mukit Samad Mustafa Hammodi Salmaan Sheikh Shuaib Ilyas	Keep updated maintenance action list Develop a Maintenance Calendar
9	<b>Social Activities</b>	Monthly community dinners Spring/Fall/Eid Carnivals Iftar meals during Ramadan Suhoor meals during Ramadan "Passport to Muslim Lands" program Friday night Social Sunday morning Breakfast Social Garage sale; Blood drive; CPR training; Food distribution Coordinate with ICGA/NAMCC funeral committees Support group for Elders/Senior Citizens Counseling services ChAMP program ICBC Medical Clinic Medical Camp Arrange/Host masjid tours for general community Adopt-A-Highway / Cleanup programs	Altaf Hussain	Altaf Hussain Erik Lough Faris Hashim Momtazul Karim Nazmul Qureshi Seyed Naina Shamsuddeen Baker Thufail Malackayi Tom Cloyd	Affifa Rashid Ahmad Rajab Eugenie Diop Fatma Mansour Fowzia Sheikh Khalid Khan Rabia Shaik Sameera Abedin Wael El Gayar	Food Preparation/Handling guidelines for meals at ICBC

10	<b>Da'wah &amp; Outreach</b>	Da'wah activities Conduct / participate in periodic interfaith activities Liaise with other organizations (churches, schools, etc.) Assistance to Convert/Revert Muslims	Altaf Hussain	Altaf Hussain Djoko Astronoto Erik Lough Faris Hashim Thufail Malackayi	Amina Qureshi Arshad Murtaza Bahia Amawi Fatma Mansour Fowzia Sheikh Khalid Khan Khwaja Murshed Mohamed Bedaiwi Rabia Shaik Rizli Rahman Salmaan Sheikh	
11	<b>Community Welfare &amp; New Member Orientation</b>	Develop a database of needy families, including refugees Zakat and Sadaqa funds collection/distribution Zakat Al Fitr collection/distribution in Ramadan Provide assistance to new community members Arrange group visits to the sick and bereaved families Visit/Assist Muslim refugee families	Iba Sambe	Erik Lough Faris Hashim Iba Sambe Salah Din Thufail Malackayi	Amjad Mohamed Eugenie Diop	