

ICBC Committees
Standing Committees and Scope of Work

Updated: 5-Feb-23

NO.	COMMITTEE	SCOPE OF WORK	EB LIAISON	SHURA MEMBERS	TOTAL	VOLUNTEERS	KEY INITIATIVE(S) FOR 2023
1	Administration	<p>Ensure compliance with governmental regulations</p> <p>Handle all legal affairs</p> <p>Maintain Board of Directors listing at Texas Sec. of State</p> <p>Issue Indemnification agreements to Shura members</p> <p>Develop / Maintain Policies and Procedures</p> <p>Review all Proposals / Contracts</p> <p>Maintain all Contract/Agreements & Loan documents</p> <p>Maintain Loan documents</p> <p>Insurance policies, Constitution, Property deed, etc.</p> <p>Conduct membership drive</p> <p>Manage and supervise Shura Council elections</p>	Altaf Hussain	<p>Altaf Hussain</p> <p>Montazul Karim</p> <p>Shaik Mohseen</p> <p>Tom Cloyd</p> <p>Zafar Quadri</p>	5	Iba Sambe	<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	Financial	<p>Manage the financial affairs of the Masjid</p> <p>Weekly donation collections and reconciliation</p> <p>Publish monthly financial statements</p> <p>Publish annual budget for the committees</p> <p>Track expenses vs. budget</p> <p>PayPal, ACH, Stripe, MOHID, etc. payment processing</p> <p>Coordinate fundraisers and donor follow-ups</p> <p>Issue annual donation receipts</p> <p>Conduct external 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>	5	Shuaib Ilyas	Outsource membership records, accounting, donor tracking
3	Masjid Affairs	<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>Qur'anic Arabic class</p> <p>Qur'anic Tajweed class</p> <p>Miscellaneous programs</p>	Shaik Mohseen	<p>Nazmul Qureshi</p> <p>Seydou Ba</p> <p>Shaik Mohseen</p> <p>Sheik Abdul Hameed</p> <p>Tom Cloyd</p>	5	Amgad Neematallah Asim Humayun	Find ways to increase attendance at various programs
4	Children's Education	<p>Weekend Islamic school</p> <p>Qur'an Nazira class</p> <p>Qur'an Hifdh program</p> <p>Kids' Arabic class</p> <p>DUA Hifdh school</p>	Shaik Mohseen	<p>Khawaja Murshed</p> <p>Moheimenu Islam</p> <p>Nehal Khadr</p> <p>Seydou Ba</p> <p>Shamsuddeen Baker</p>	5	<p>Adeela Chowdhury</p> <p>Eugenie Diop</p> <p>Hesham Abdelghany</p> <p>Imtiaz Hussain</p> <p>Majid Masihuddin</p> <p>Rizli Rahman</p> <p>Sameera Abedin</p> <p>Shafiullah Syed</p>	<p>Develop a detailed curriculum for the educational programs</p> <p>Identify and develop additional 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	Youth Activities	Arts & Craft class Boys & Girls Scout Calligraphy class Cooking Class for Girls Crochet class for Girls Hijabista class Sports & Games Stitching class Young Muslims (YM) activities	Ehtesham Hoq	Ehtesham Hoq Moheimenul Islam Nehal Khadr Sheik Abdul Hameed Thufail Malackayi	5	Bahia Amawi Eugenie Diop Mustaq Sarker Shoeb Shaikh Zakariya Khwaja	Enable youth leadership across masjid Develop an annual calendar youth activities
6	Communications	Manage communication mechanisms & activities (Email, SMS, Google Voicemail, Facebook, Twitter, Instagram) Weekly community email update ICBC WhatsApp account Announcements after Jumu'ah Maintain Bulletin board Lobby monitor messaging Website maintenance Zoom account Annual update ICBC Wall Calendar ICBC Phone app	Altaf Hussain	Altaf Hussain Ehtesham Hoq Rabia Shaik Shaik Mohseen Sheik Abdul Hameed	5	Abu Shaher Asim Humayum Esrar Chowdhury Iba Sambe	Update the Email list on MailChimp
7	IT Infrastructure	All aspects of IT resources and infrastructure Maintain IT assets list	Ehtesham Hoq	Abu Salmaan Sheikh Ehtesham Hoq Seydou Ba Thufail Malackayi Zafar Quadri	5	Abu Shaher Asim Humayun Djoko Astronoto Esrar Chowdhury Khalid Khan Mohib Ibrahim	
8	Facilities Maintenance	Identify and set property maintenance goals Develop maintenance plan for ICBC Develop a periodic Maintenance Calendar Initiate, Set up and Manage all maintenance contracts Manage masjid security (Camera system, Personnel) Maintain list of all assets	Salah Din	Abu Salmaan Sheikh Momtazul Karim Nazmul Qureshi Salah Din Shamsuddeen Baker	5	Ali Arif Khalid Khan Mustafa Hammodi Nadau Gusbi Shuaib Ilyas	Revamp and upgrade the ICBC maintenance programs

9	Social Activities	Adopt-A-Highway / Cleanup programs Blood drive Breakfast Social on Sundays Carnivals--Spring / Fall / Eid ChAMP / MUHSEN program Counseling services CPR training Food distribution to the Needy Food Vendor Night Friday Family Night Funeral services--Coordinate with ICGA Funeral committee Garage sale Go Green Initiative Medical Camp Medical Clinic Monthly community dinners Passport to Muslim Lands program Ramadan Iftar meals Ramadan Suhoor meals Senior Social event	Momtazul Karim	Erik Lough Faris Hashim Khwaja Murshed Moheimenul Islam Momtazul Karim Nazmul Qureshi Rabia Shaik Shamsuddeen Baker Thufail Malackayi	9	Ahmad Rajab Ashfaq Islam Eugenie Diop Fatma Mansour Haneefa Haider Shaik Mohib Ibrahim Nazir Siddiqui Samed Pasha Sameera Abedin Seyed Naina Siraj (Shaju) Wael El Gayar Zarlish Tariq	Food Preparation/Handling guidelines for meals at ICBC
10	Da'wah & Outreach	Da'wah activities Conduct / participate in periodic interfaith activities Liaise with other organizations (churches, schools, etc.) Assistance to Convert/Revert Muslims Arrange group tours of the masjid for general community Conduct Islam 101 class	Momtazul Karim	Abu Salmaan Sheikh Erik Lough Faris Hashim Khwaja Murshed Momtazul Karim Nehal Khadr Rabia Shaik	7	Amina Qureshi Arshad Murtaza Bahia Amawi Fatma Mansour Fowzia Sheikh Khalid Khan Mohamed Bedaiwi Rizli Rahman	
11	Community Welfare & New Member Orientation	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	Salah Din	Erik Lough Faris Hashim Khwaja Murshed Rabia Shaik Salah Din Tom Cloyd	6	Amjad Mohammed Eugenie Diop	