

ICBC Committees
Standing Committees and Scope of Work

Updated: 31-Jan-24

NO.	COMMITTEE	SCOPE OF WORK	EB LIAISON	SHURA MEMBERS	TOTAL	VOLUNTEERS	KEY INITIATIVE(S) FOR 2024
1	Administration	Ensure compliance with governmental regulations Handle all legal affairs Maintain Board of Directors listing at Texas Sec. of State Issue Indemnification agreements to Shura members Develop / Maintain Policies and Procedures Review all Proposals / Contracts Maintain all Contract/Agreements & Loan documents Maintain Loan documents Insurance policies, Constitution, Property deed, etc. Conduct membership drive Manage and supervise Shura Council elections	Altaf Hussain	Altaf Hussain Momtazul Karim Shaik Mohseen Salah Din Tom Cloyd Zafar Quadri	6	Iba Sambe	Create new membership form to collect necessary information Maintain the comprehensive ICBC membership database Study the current ICBC administrative model and recommend any necessary changes
2	Financial	Manage the financial affairs of the Masjid Weekly donation collections and reconciliation Publish monthly financial statements Publish annual budget for the committees Track expenses vs. budget PayPal, ACH, Stripe, MOHID, etc. payment processing Coordinate fundraisers and donor follow-ups Issue annual donation receipts Conduct external audit of our financial books	Tom Cloyd	Altaf Hussain Shaik Mohseen Tom Cloyd Zafar Quadri	4	Shuaib Ilyas Nazmul Qureshi	Outsource membership records, accounting, donor tracking
3	Masjid Affairs	Daily salah <i>Iqamah</i> times Khateeb for Jumu'ah prayers Guest Lecture programs Ramadan programs Hafiz for Taraweeh prayers Sisters' classes (various) Qur'anic Arabic class Qur'anic Tajweed class Miscellaneous programs	Ehtesham Hoq	Asim Humayun Ehtesham Hoq Seydou Ba Shaik Mohseen Sheik Abdul Hameed	5	Amgad Neematallah Wael El Gayar Nazmul Qureshi	Find ways to increase attendance at various programs
4	Children's Education	Weekend Islamic school Qur'an Nazira class Qur'an Hifdh program Kids' Arabic class DUA Hifdh school	Rabia Shaik	Khwaja Murshed Mohib Ibrahim Nehal Khadr Noorain Muneer Seydou Ba Rabia Shaik	6	Hesham Abdelghany Imtiaz Hussain	Develop a detailed curriculum for the educational programs Identify and develop additional programs Conduct periodic audit to measure student progress Engage parents and community in program development Collaborate with Youth Committee on summer programs

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 Mohib Ibrahim Noorain Muneer	4	Bahia Amawi Eugenie Diop Mustaq Sarker Thufail Malackayi Zakariya Khwaja Syeda Nahar	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 ICBC Programs Calendar Lobby monitor messaging Website maintenance Zoom account Prepare promotional flyers Annual update ICBC Wall Calendar ICBC Phone app	Altaf Hussain	Altaf Hussain Asim Humayun Ehtesham Hoq Rabia Shaik Shaik Mohseen Sheik Abdul Hameed	6	Abu Shafer 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 Asim Humayun Ehtesham Hoq Moheimenul Islam Seydou Ba	5	Abu Shafer Khalid Khan	
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	Momtazul Karim	Abu Salmaan Sheikh Momtazul Karim Noorain Muneer Sheik Abdul Hameed	4	Ali Arif Berk Adanur Firasath Ahmed Hisham Hammour Khalid Khan Mustafa Hammoudi Nadau Gusbi Nazmul Qureshi	Revamp and upgrade the ICBC maintenance programs

					Siraj (Shaju)		
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	Montazul Karim	Erik Lough Faris Hashim Mohib Ibrahim Montazul Karim Noorain Muneer Rabia Shaik	6	Ahmad Rajab Ashfaq Islam Eugenie Diop Fatma Mansour Nazmul Qureshi Siraj (Shaju)	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	Rabia Shaik	Abu Salmaan Sheikh Erik Lough Faris Hashim Khwaja Murshed Montazul 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	Tom Cloyd	Erik Lough Faris Hashim Khwaja Murshed Salah Din Tom Cloyd	5	Amjad Mohammed Eugenie Diop Nazmul Qureshi	

Special Committees

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NO.	COMMITTEE	SCOPE OF WORK	SHURA MEMBER(S)	NON-SHURA MEMBERS
1	Fundraising	Plan and Execute fund raising for masjid Operations and EAC construction	TBD	
2	Special Needs	Address the needs of special needs families	Noorain Muneer	Amina Qayum Hanifa Haider Sheik Mariam Bedair Nadira Moore Sameera Abedin
3	Facilities Security	Study and develop a comprehensive security apparatus for our Center	Momtaz Karim	Mustafa Hammoudi Nazmul Qureshi Samba Ba
6	EAC Construction	Responsbile for all aspects of the construciton of the Education & Activities Center	Ehtesham Hoq Momtaz Karim Salah Din Shaik Mohseen Tom Cloyd	
7	Financial Sustainability (Waqf / Endowment)	Develop a long term financial sustainability model for ICBC	TBD	
8	Sisters Affairs	Create activities that meet the needs of the sisters in our community and serve as a forum for	Nehal Khadr Noorain Muneer Rabia Shaik	Affifa Rashid Bahia Amawi Eugenie Diop

voicing their concerns

Ranya Abdelghafor

Rizli Rahman

Sameera Abedin