

## ICNL Standing Committee Structure

<b>Framework</b>	
<p>The ICNL Board of Directors (BoD) is a governance and decision-making body comprising of elected officials who operate according to the policies and procedures set forth in the ICNL Constitution. The BoD is authorized to appoint committees reporting into the BoD. The committee requires BoD endorsement on what and when; it is empowered on who and how. The committees should have a BoD sponsor; a BoD member may also chair it but preferably the chair and membership should draw heavily on the community to maximize the sense of ownership and empowerment of the community.</p>	
<b>Structure</b>	
<b>1. Islamic Community Service Committee</b>	<p>Manage the ICS Fund dispersal; manage the Zakah Fund dispersal; identify people in the community who need assistance and take action; identify people in the community who are sick and ailing and arrange visits; provide funeral and burial services; recognize persons in the community who have made accomplishments; identify persons to give congratulations and regrets.</p>
<b>2. Facilities Maintenance and Safety Committee</b>	<p>Arrange for routine repairs; ensure that the premises are clean and presentable at all times; ensure supply stocks are maintained and replenished; plan and execute renovation and facilities improvement projects; ensure facilities safety and security; ensure safety evacuation procedures and action plan is in place; establish a list of preferred service contractors and key contacts</p>
<b>3. Muslim Youth Development Committee</b>	<p>Organize Young Muslim and Muslima Clubs; identify training and development needs for youths' organize field trips and outings' support youth participation in ICNL Islamic courses; provide counseling and assistance in school work; create study groups; organize bake sales and other entertainments; provide opportunities for internships and resume building.</p>
<b>4. Public Relations &amp; Media Response Committee</b>	<p>Represent ICNL at churches, synagogues, school functions; give interviews and briefings to media and press; organize letter writing campaigns; respond to any negative press coverage with timely rebuttals; identify and act on opportunities to publicize ICNL in the media and press; support Habitat for Humanity World House Project; establish strategic alliances with supportive non-Muslim organizations; create and training program for how to respond to public queries.</p>
<b>5. Publication &amp; Information Committee</b>	<p>Post announcements in The Day; post announcements in the ICNL; publish a ICNL Monthly news bulletin; maintain the ICNL web page; publish an ICNL brochure; publish a ICNL business directory.</p>
<b>6. Budget &amp; Finance Committee</b>	<p>Prepare the annual budget; organizes and runs fund-raising campaigns; solicits monthly donations; maintain up-dated accounts and balance; make recommendations on spends and expenditures; research and recommend investment options; create strategic plans to ensure financial solvency and sustainability of ICNL; organize annual audits and inspections.</p>
<b>7. Training &amp; Life Skill Development Committee (Secular Focus)</b>	<p>Organize educational forums on leadership and life skill development; identify skill and subject matter experts within the Muslim who can provide mentorship and training; maintain an up-dated library on the premises; arrange for tutoring for youth who need extra help with school work or subjects; administer work shops on topics of community interest and well-being.</p>
<b>8. Dawah-Visitation-Committee (Islamic)</b>	<p>Establish an active Dawah program to strengthen the sense of Islamic identity and responsibility within the Muslim community; propagate Islam to non-Muslims; liase with other Muslim communities through mutual visitations; acquire and distribute Dawah literature; provide Dawah services to area prisons, hospitals and schools; invite Islamic scholars; arrange trips to Islamic conferences.</p>
<b>9. Social Function Programming Committee</b>	<p>Organize and supervise community social activities including monthly potlucks, Eid celebrations, Open Houses, graduations; serve as the ICNL point of contact for community requests for use of ICNL premises for weddings or other Islamic related social gatherings; ensure cleanliness, safe-keeping and up-keep of ICNL facilities; provide security and oversight of premises; implement "good neighbor" initiatives.</p>
<b>10. Policies and Procedures Committee</b>	<p>Set policy for conduct for ICNL members; maintain and up-grade ICNL Standard Operating Procedures; investigate and correct deviations; enforce the parking policy; recommend policy adjustments to the Board of Directors, as needed.</p>

**Position Title:** Full Time Imam

**Anticipated Pay Grade::** Commensurate with qualification

**Position Purpose**

- Shall be the religious teacher and guide for the Center serving as the point accountability for religious services and education. The Imam will be a consultant to the Board on matters and decisions related to religion and will represent the Center as the religious leader at local, state and national events.

**Organizational Relationships:**

- Reports to President of the Islamic Center of New London with a dotted line reporting to an Imam Manager to be appointed by the President

**Resources Managed:**

- The Imam is authorized to train, develop and delegate community members to assist him in implementing selected religious services if such decisions are endorsed by the Imam Manager.

**Primary Duties:**

- Contract Imam will lead the five daily prayers
- Contract Imam will be responsible for Jummah Khutba
- He should give two main lectures every week on religious teachings.
- Share teaching in Sunday Islamic School and arrange for special teaching lessons for brothers and sisters
- Teach lessons and programs for children and the youth
- Be active in the Dawah program to bring Muslims to the Masjid.
- Be proactive in interacting with other Masajid in the area
- Invite other scholars to deliver lectures at the Masjid
- Will schedule some weekly office time for the community to discuss different matters
- To attend meetings of different religions in schools and churches and to establish programs for new Muslims
- Other things as necessary to promote brotherhood in the ICNL community.

**Training & Education Preferred:**

- BA or equivalent in Islamic Studies from an accredited institution
- Mastery of Tajweed rules in recitation
- Extensive memorization of the Quran (preferably Hafiz)
- Fiqh knowledge to fulfill the responsibilities required by the Center

**Prior Experience Preferred**

- 1+ years as an Imam in an Islamic Center in North America

<b>Technical Competencies:</b>	
<i>Competency</i>	<i>Detail / Comments (specific skills, etc.)</i>
<ul style="list-style-type: none"> <li>• Language and communication</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to deliver khotba in English and comprehension of Quranic Arabic</li> </ul>
<ul style="list-style-type: none"> <li>• Teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in teaching adults (men and women) and children</li> </ul>
<ul style="list-style-type: none"> <li>• Community development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in resolving social and religious issues according to the Quran and the Sunnah</li> </ul>
<ul style="list-style-type: none"> <li>• Training and development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in youth development and Dawah program design and execution</li> </ul>
<ul style="list-style-type: none"> <li>• Outreach programs and communications</li> </ul>	<ul style="list-style-type: none"> <li>• Communication skills and training to represent the Center at Interfaith and Media events</li> </ul>

<b>Behavioral Competencies:</b>	
<i>Competency</i>	<i>Detail / Comments (specific skills, etc.)</i>
<ul style="list-style-type: none"> <li>• Character and Morality</li> </ul>	<ul style="list-style-type: none"> <li>• Of highest order within bounds of Islam, general civility and of nature that brings “good name” to community</li> </ul>
<ul style="list-style-type: none"> <li>• Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Strong and skillful leadership abilities in motivating and building community</li> </ul>
<ul style="list-style-type: none"> <li>• Influencing skills</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully inspires or persuades others to actively participate in religious and social activities of the Center</li> </ul>
<ul style="list-style-type: none"> <li>• Negotiating skills</li> </ul>	<ul style="list-style-type: none"> <li>• Effectively exploring alternatives and positions to invite Muslims and non-Muslims to the Center in the spirit of Dawah</li> </ul>
<ul style="list-style-type: none"> <li>• Conflict resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Being conscious about the fact of conflict, the nature of conflict and the consequences of not managing it. Having ways of dealing with it which are more than ignoring it or fighting unproductively</li> </ul>
<ul style="list-style-type: none"> <li>• Understanding stakeholder needs</li> </ul>	<ul style="list-style-type: none"> <li>• Understands and communicates around complex stakeholder issues; involves stakeholders in decisions; considers external issues in developing operational goals</li> </ul>
<ul style="list-style-type: none"> <li>• Strategic perspective</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures that short-term actions are consistent with achieving those long-term goals.</li> </ul>
<ul style="list-style-type: none"> <li>• Developing others</li> </ul>	<ul style="list-style-type: none"> <li>• Able to develop, through coaching and development of effective processes, the skills and performance of others.</li> </ul>
<ul style="list-style-type: none"> <li>• Planning experience</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to multitask.</li> </ul>

## The General Body Imam/Board Performance Evaluation

**"BEHOLD, Allah bids you to deliver all that you have been entrusted with unto those who are entitled thereto, and whenever you judge between people, to judge with justice. Verily, most excellent is what Allah exhorts you to do: verily, Allah is all-hearing, all-seeing!" Soorat Annisaa (4), verse 58.**

**"And do not overlay the truth with falsehood, and do not knowingly suppress the truth;" Soorat Albaqarah (2), verse 42.**

**" And do not conceal what you have witnessed for, verily, he who conceals it is sinful at heart; and Allah has full knowledge of all that you do." Soorat Albaqarah (2), verse 283.**

**Date:** 4 / 12 / 2008

Please, using one of the following choices, mark at the left margin next to each item what your evaluation is. You can add further comments to the right hand side of the item.

**E-** Excellent **G-** Good **A-** Average **P-** Poor **U-** Undecided

Questionnaire	Ev al	Comments	
<b>Board survey</b>			
1- How do you rate the current board leadership style?			
2- How do you rate the activities overall that are being done at the Center.			
3- How do you rate the board availability to events that require attention at the Center?			
4- What do you think the best accomplishment the board has brought so far?			
5- How often do you attend the Masjid?		At least [once a day – twice a week - once a week]	
6- What hinders you from coming more often to the Masjid?		Family – Work – Other _____	
7- What other activities do you recommend ICNL should work on?			
8- Are you interested in helping out in one of ICNL subcommittees? (Could you specify – See list)		(Y / N)	
9- Other suggestions to the board.			
10- Do you know the rules and responsibilities for each board member?		(Y / N)	
11- How do you rate President			
12- How do you rate Vice President			
13- How do you rate General Secretary			
14- How do you rate Community Affairs director (Br)			
15- How do you rate Community Affairs director (Sr)			

<b>Imam's survey</b>		
1. Is the Imam pleasant with people in general?		
2. How the Imam treats the children?		
3. How the Imam treats the youth?		
4. How the Imam treats the grown ups?		
5. His general appearance?		
6. How is his general availability to people?		
7. Is the Imam on time?		
8. Are you confident in his views on religious matters?		
9. How is his Quranic recitation?		
10. How is his Islamic knowledge level?		
11. How do you rate his ability to resolve disputes and/or problems?		
12. How do you rate his teaching ability and skills?		
13. How good is the Imam in training others?		
14. How do you rate the content of his Khutab?		
15. How do you rate the delivery style of his Khutab?		
16. How convenient are his office hours?		
17. How do you rate his availability to attend meetings and activities?		
18. How do you rate the community reaction and cooperation to him in general?		
19. How do you rate his out reach to the Muslim Community at large?		
20. Demonstrates fairness in dealing with people of differing gender, race, nationality, social status, political affiliation and Islamic jurisprudence.		
<b>Comments:</b>		