

The Directors & Committee Guidebook of the Muslim Students' Association

Carleton University

Table of Contents

Article 1 – Preamble.....	1
Article 2 – Committees	1
Article 3 – Directors	2
Article 3.1 – Administrative Committee	2
Website Development Directors.....	2
Newsletter Directors.....	2
Article 3.2 – External Affairs Committee	3
Spokesperson.....	3
Public Relations Directors	3
Campaigns Coordinators.....	3
Article 3.3 – Equity Committee.....	3
Equity Programming Directors.....	3
Equity Relations Directors.....	3
Article 3.4 – Finance Committee.....	4
Fundraising and Research Committee	4
Sales Directors.....	4
Resource Management Directors	4
Article 3.5 – Services Committee.....	4
Brothers’ Islamic Programming Directors.....	4
Sisters’ Islamic Programming Directors	4
Prayer Services Committee	5
Article 3.6 – Student Life Committee.....	5
Brothers’ Events Committee.....	5
Sisters’ Events Committee	5
Special Events Directors.....	5
Article 3.7 – Communications Committee.....	5
Social Media Committee.....	5
Publications and Copyright Directors	6
Graphic Design Committee	6
Videography Directors	6
Photography Director(s)	6

Article 1 – Preamble

- The Directors & Committee Guidebook of MSA shall act as a complementary document to the Constitution in order to provide in-depth information about CU-MSA Directors’ duties and CU-MSA Committees. The Directors Guidebook must not contradict the Constitution
- A member holding a director position may join or hold another committee or Director position but must prioritize the responsibility of their initial position
- The Director’s roles act as a guideline for the work, however all members of the council, regardless of the Director or committee position will be held responsible for events and operation of the club

Article 2 – Committees

- The Chair of each committee is responsible for calling meetings, communicating with committee members, and ensuring meeting minutes are recorded and filed to the Administrator. In addition to Directors, some committees may have general members, which the chair is also responsible for
- The incoming executive board will be responsible for determining the number of individuals accepted into a committee

Committee	Members
Administrative Committee	<ul style="list-style-type: none"> ➤ Administrator (Chair) ➤ Website Development Directors ➤ Newsletter Directors
External Affairs Committee	<ul style="list-style-type: none"> ➤ VP External (Chair) ➤ Spokesperson ➤ Public Relations Directors ➤ Campaigns Directors
Equity Committee	<ul style="list-style-type: none"> ➤ VP Internal (Chair) ➤ Equity Programming Directors ➤ Equity Relations Directors
Finance Committee	<ul style="list-style-type: none"> ➤ VP Finance (Chair) ➤ Fundraising Committee ➤ Resource Management Directors
Services Committee	<ul style="list-style-type: none"> ➤ VP Student Life (Chair) ➤ Brothers’ Islamic Programming Directors ➤ Sisters’ Islamic Programming Directors ➤ Prayer Services Committee

Committee	Members
Student Life Committee	<ul style="list-style-type: none"> ➤ VP Student Life Committee (Chair) ➤ Brother’s Events Committee ➤ Sisters’ Events Committee ➤ Special Events Directors
Communications Committee	<ul style="list-style-type: none"> ➤ VP Communications (Chairs) ➤ Social Media Committee ➤ Publications and Copyright Directors ➤ Graphic Design Committee ➤ Videography Directors ➤ Photography Directors ➤ Blog Coordinators

Article 3 – Directors

Article 3.1 – Administrative Committee

Website Development Directors

- Shall work with the Administrator to develop the CU-MSA website to accommodate for all MSA promotional material
- Shall ensure that the website is regularly updated
- Shall be responsible for maintaining, expanding, and scaling the website
- Shall work with the Administrator to match visual design intent
- Shall oversee any other information technology projects

Newsletter Directors

- Shall work with the Administrator to develop the CU-MSA weekly newsletter
- Shall be responsible for the CU-MSA mailing list and weekly newsletter
- Shall work with the Graphic Design Committee to obtain the graphics for the newsletter
- Shall work with the Publications and Copyright Directors to obtain the copyright for the newsletter
- Shall oversee any other information technology projects

Article 3.2 – External Affairs Committee

Spokesperson

- Shall work with VP External to communicate with different Muslim associations and organizations in Ottawa and on-campus to have an active communication for collaboration and other activities

Public Relations Directors

- Shall work with the VP External to manage the communication of information between CU-MSA and the public
- Shall assist the VP External with reaching out to and maintaining a strong relationship with on-campus clubs and societies

Campaigns Coordinators

- Shall work with the VP External and President to develop awareness campaigns for the broader Carleton Community
- Shall work with other groups and organization at Carleton to collaborate on campaigns throughout the year

Article 3.3 – Equity Committee

Equity Programming Directors

- Shall work with VP Internal to organize and facilitate inclusive events, on and off campus, that are relevant to topics of anti-racism and gender-equity for the CU-MSA
- Shall be responsible for acquiring creative strategies on training, lecturing, and awareness-raising on topics concerning anti-racism and gender equity
- Shall assist with other equity events organized by the committee as needed

Equity Relations Directors

- Shall work with VP Internal and Equity programming directors to reach out to other CUSA clubs and external organizations for collaborations and or information/consultations about topics concerning anti-racism and gender equity
- Shall be responsible for attending on/off-campus workshops, lectures, or training concerning anti-racism and gender-equity for information and strategy building for the equity committee
- Shall assist with other equity events organized by the committee as needed

Article 3.4 – Finance Committee

Fundraising and Research Committee

- Shall work with the VP Finance to create and implement fundraising strategies to generate income for CU-MSA
- Shall be responsible for planning and organizing all fundraising activities such as, but not limited to, bake sales
- Shall be responsible for organizing fundraising activities for charitable purposes
- Shall be responsible for researching for potential club contests and grants that the CU-MSA could partake in

Sales Directors

- Shall work with the VP Finance to ensure that scheduling of the Friday prayer sales are well coordinated with the product suppliers
- Shall be responsible for setting up a table every week near the exit of Friday prayer location with the help of the finance team
- Shall assist the fundraising committee with fundraising

Resource Management Directors

- Shall work with the VP Finance to ensure that CU-MSA's resources and assets are deployed efficiently according to the needs of the Association
- Shall record and oversee the purchase and sale of any goods and/or assets made by the Council members
- Shall be responsible for ensuring efficient and effective usage of CU-MSA storage spaces

Article 3.5 – Services Committee

Brothers' Islamic Programming Directors

- Shall work with the VP Services to create and implement an Islamic Programming strategy for brothers
- Shall organize and facilitate regular Islamic programming for brothers such as, but not limited to, weekly reflection circles, Islamic educational seminars, lectures, and workshops

Sisters' Islamic Programming Directors

- Shall work with the VP Services to create and implement an Islamic Programming strategy for sisters.
- Shall organize and facilitate regular Islamic programming for sisters such as, but not limited to, weekly reflection circles, Islamic educational seminars, lectures, and workshops

Prayer Services Committee

- Shall work with the VP Services to ensure the well-being of the Prayer Room and to organize all on-campus Friday Prayers
- Shall oversee and monitor the usage and maintenance of the Prayer Room
- Shall work with other Services Committee members in developing a consistent theme for Friday Prayer sermons
- Shall contact and arrange with local Imams to conduct on-campus Friday Prayers
- Shall be responsible for the setup and organization of Friday prayers and ensuring that they occur in a timely fashion

Article 3.6 – Student Life Committee

Brothers' Events Committee

- Shall work with the VP Student Life to organize events for brothers
- Shall be responsible for organizing all social and sports events for brothers
- Shall assist with other Student Life events organized by the committee as needed

Sisters' Events Committee

- Shall work with the VP Student Life to organize events for sisters
- Shall be responsible for organizing all social and sports events for sisters
- Shall assist with other Student Life events organized by the committee as needed

Special Events Directors

- Shall be responsible for organizing any week-long campaigns and off-campus activities such as, but not limited to, Ski Trip, and Wonderland Trip
- Shall collaboratively work with the Student Life Committee members in organizing any other special events such as General Body Meetings and Annual Dinners
- Shall assist with other Student Life events organized by the committee as needed

Article 3.7 – Communications Committee

Social Media Committee

- Shall work with the VP Communications to manage and administrate CU-MSA social media outlets such as, but not limited to, Twitter, Facebook (groups and pages) and Instagram
- Shall oversee any social media publications made by CU-MSA
- Shall work with VP Communications and other executive members to answer any questions and inquiries regarding CU-MSA through social media

Publications and Copyright Directors

- Shall work with the VP Communications to manage CU-MSA media outlets such as, but not limited to the MSA blog and MSA newspaper
- Shall be responsible for copyrighting all MSA promotional materials

Graphic Design Committee

- Shall work with the VP Communications to create a consistent graphical theme to reflect CU-MSA projects and goals
- Shall work with the VP Communications to create strategies to develop and advance the CU-MSA brand
- Shall be responsible for creating any graphics for the promotion of MSA projects
- Shall develop graphics that accommodate for any changes needed for CU-MSA media outlets such as, but not limited to, social media accounts, website, and e-newsletter

Videography Directors

- Shall work with the VP Communications to develop videos and film strategies to tie in with general marketing plans
- Shall be responsible for filming CU-MSA events and activities and producing video clips with the VP Communications in a timely fashion

Photography Director(s)

- Shall work with the VP Communications to develop photography strategies to tie in with general marketing plans
- Shall be responsible for providing all photography material required for use on CU-MSA media outlets
- Shall be responsible for photographing CU-MSA events and activities and filing photos with the VP Communications in a timely fashion