

Description of Committee Functions

INTRODUCTION NOTES

- There are 6 permanent committees plus the Women's Affairs Committee and 3 temporary committees.
- Each committee shall have a maximum of 9 members.
- Each committee selects, from among its members, 3 officers to include; 1 Ameer, 1 Secretary and 1 Treasurer.
- Member must be residents of the South Orlando Area and active in ICO activities and/or services.
- The officers will be reelected on bi-annual basis by the committee members.
- Committee membership does not have a term limit but spots can be vacated due to lack of attendance, majority vote of the other committee members, relocation from South Orlando or death.
- The Ameer of each of the 6 permanent committees will also serve on the ICO Shura during the 2 year term.
- Sisters may also serve as Ameers and as members of the Shura.
- The Imam of the Masjid will also serve as a permanent member of the Shura.

DUTIES OF COMMITTEES

Committee of Religious, Zakat, Education, and Dawa Affairs

- a. This committee will implement, promote, propagate and encourage all religious matter of the corporation, including strengthening relations with people of other faith.
- b. All religious activities of the Masjid, including moon sighting, selection of Hafez for Tarawee Salah, selection of speaker on different occasions or during special events, etc. will be the responsibility of the committee.
- c. In religious matter the Imam of the Masjid in consultation with the member of this committee and scholars of National and International level of Hanafi Fiqh will make decision on different issue. Members of the Shura and all committee must obey the decision of such religious matter. The Shura will not interfere or dictate this committee in making decision.

- d. Syllabus for education of children in the Masjid will be decided by the committee.
- e. Selection of teachers or volunteers to teach the children will be decided by the committee. The collection of fees will be done by teachers and given to the finance committee by keeping appropriate record.
- f. Dawa activities, education for adults and new Muslims will be decided and implemented by the committee.
- g. Zakat and Sadqa will be collected or given to this committee for proper distribution as dictated by the religion by following methods decided by the committee.
- h. The committee may request the help of other committee – specially the Social Service and Security Committee for their help on occasion when such help will be necessary to conduct any religious program. Such committee must extend their help in case of such request. The helping committee will follow the Mashwara and decision of the Ameer of this committee.
- i. The Imam and the religious scholars (employee) of the Masjid must not feel threatened because of their decision on religious matters, if done by following Quran and Sunnah. Neither the Imam of the Masjid, nor the religious scholars (employee) of the Masjid can be terminated by the Shura, unless majority members of the Trustee also agree. If anyone of them is open transgressor of Quran and Sunnah and not of sound character and is not capable of leading the community in right direction then he can be terminated in joint Mashwara of the Shura and the Trustee. Majority of the Trustee must agree to terminate such person.

Committee of Social Service and Security

- a. The committee will arrange and serve dinner, lunch, Iftar, Sahoor in Ramadan and in all the programs of The Muslim Welfare Association of Greater Orlando, Inc. as needed
- b. The committee will make necessary arrangements for both the EID, Khotme Quran, and on Islamic events suggested by the Shura.
- c. The committee from time to time may invite the people of other faiths for dialogue to develop better understanding of our religion amongst the people of other faith. The Shura must agree for such program. Public speakers both Muslim and non-Muslim can be invited for such events.
- d. Security arrangements on different occasions and traffic control at Juma Prayer times will be arranged by this committee.

- e. In any social events if funds are collected then proper record has to be kept and the collections should be given to the Finance and Fundraising Committee within a week.
- f. No events should be arranged in violation of Islamic teachings. All events must reflect Islamic values and promote better understanding of Islam.
- g. Maintenance of the grave yard, burial services and collections from those services will be handled by the committee. All collections should be given to the Finance and Fundraising Committee, keeping appropriate document, for deposit.

Committee of Finance and Fundraising

- a. All financial activities of The Muslim Welfare Association of Greater Orlando, Inc. will be handled by the committee.
- b. The committee will jointly work with other committees to meet their budgetary need when approved by the Shura and disperse the fund per request
- c. All collections (donation, Zakat, Sadqa, contribution for construction and expansion will be deposited by the committee to respective account. Collections from the students will be deposited in a separate account.
- d. Bank account can be opened only when approved by the Shura. The Ameer of the Shura, Ameer of the Finance and Fundraising Committee and one additional person of this committee will be the signatories of the accounts. At least two signatures will be required to issue a check or withdraw money (one from this committee and the other will be the Ameer of the Shura). Any, but recurring expenses involving more than five hundred dollars has to be approved by the Shura.
- e. All collections on Fridays, EID days or on fundraising occasions must be counted in front of two members of Finance and Fundraising Committee or one member and one Hafez of the Masjid. The amount has to be entered in the account book and signed by those that counted the collection prior to depositing to the respective account.
- f. The committee must develop and maintain checks and balances in financial affairs on monthly basis.
- g. The committee will arrange, publicize, coordinate and conduct fundraising events. Proper presentation and justifications through Power Point slide shows, brochures, and speakers need to be arranged by the committee.
- h. The committee will chalk out plans for new projects, repair and maintenance, cutting the expenses and present to the Shura for discussion, approval and further actions.

- i. The committee will make sure that all the required tax returns and reports are timely filed with the IRS, state and other government agencies as required.
- j. The salaries of the Imam and Hafez of the Masjid should be automatically transferred to their respective accounts by the 1st week of every month – by the committee.

Committee of Legal Advisors

- a. Legal matters that may affect The Muslim Welfare Association of Greater Orlando, Inc. has to be referred to this committee for their advice and action. The committee will present their opinion to the Trustee and Shura.
- b. Counseling of Muslim community members in regards to their religious matters, personal or martial matters, social and business matters can be sought from this committee. Depending on the situation the committee may or may not give opinion but will guide them accordingly.
- c. All the changes in tax laws, non-profit organization status and religious organization matters that may affect The Muslim Welfare Association of Greater Orlando, Inc. should be brought to the notice of the Trustee and Shura by the committee.

Committee of IT and Publication

- a. The committee will develop, maintain and introduce to the community The Muslim Welfare Association of Greater Orlando web site.
- b. All the activities, prayer times and projects should be available at the web site.
- c. Before posting anything at the web site the committee must get approval of the Shura.
- d. The committee will handle all publications and magazines of the corporation.
- e. The committees will maintain all notice boards in men's and women's prayer areas and where ever they are placed in the facilities.
- f. The committee will develop community directory, including names, professions, e-mail addresses, residential addresses and phone numbers after obtaining written permission from each individual.
- g. All posters, fliers, etc. must be approved by the committee before they can be distributed in the premises of The Muslim Welfare Association of Greater Orlando, Inc.

Committee of Youth and Sports Affairs

- a. The committee will promote communications between the young generation and the community at large, will introduce different activities of the Corporation and encourage the participation of the youngsters.
- b. The committee will have regular exchange of views of the younger generation and chalk out programs to accommodate them without compromising Islamic values.
- c. The committee will plan ways to encourage the younger generation to come to the Masjid, pray regular Salah and lectures given by scholar on different occasions.
- d. Sports and sports events will be arranged by the committee, especially for the youth. Future sports facilities will be maintained and run by the committee according to the policies decided by the Shura.
- e. Sensitive issues that may affect the participation of the youngsters should be brought for discussion at Shura Mashwara for decision to avoid problem and division amongst the youth.
- f. All recreational programs for the young generation should be planned in consultation with the Shura and in cooperation with the Social Service and Security Committee.

Women's Affairs

Please note, that although note a "temporary" committee, the Women's Affairs Committee does not currently have representation on the ICO Shura. This committees organizational structure and purpose will be heavily revised once the new members are established.

- a. There will be a team of seven sisters to address the affairs of the women of the community. They will select a Faisal (decision maker), who will conduct all Mashwara (meeting) of the team. The decision will be passed to the Ameer of the Shura by the Faisal for approval or modification in Shura Mashwara.
- b. During all the programs, events and activities of the Masjid, the team will maintain discipline, maintain sound system, distribute literature if any and serve food snacks as arranged.

- c. The team will arrange classes for the children during weekend or as directed by the Shura, look for volunteers and teachers to conduct such classes.
- d. Encourage, contact and conduct classes for the new Muslim sisters.
- e. The team will arrange, coordinate and conduct fundraising in women's side, serve Iftar, dinner in Ramadan, and events like picnic when sponsored by The Muslim Welfare Association of Greater Orlando, Inc.
- f. Will announce, deliver and contact sisters of the community for all events.
- g. The team will collect donations, and other charges if any from the sisters, students and donors and give them to the Finance and Fundraising Committee, keeping appropriate document.
- h. The Women's Affairs team will function under the supervision of the Ameer of the Shura or his designee.
- i. The team will function under the guidelines of the Shura and implement the programs decided by the Shura.

Construction Affairs Committee (Temporary Committee)

- a) The purpose of this committee is to provide subject matter expertise to the Trustees and Shura on all matters related to the ICO Expansion Project. Including, but not limited to, architecture and engineering, permitting, financing and project management.
- b) The committee will keep the Shura and Trustees up to date on all actions related to the ICO Expansion Project.

Communications / Public Affairs Committee (Temporary Committee)

- a) This is a newly established temporary committee.
- b) The purpose of this committee will be fully delineated once membership is established and officers are selected.
- c) The importance, need and relevance of this type of committee were highlighted following the tragic Pulse shooting incident.

- d) ICO is in need of establishing a centralized process for drafting, proofing and reviewing all media content (all platforms, i.e. social, online, print and television) before it is published or distributed to the media.
- e) The general purpose of this committee will be to support the communication efforts of the spokesperson of ICO (The Imam of ICO). This includes but is not limited to:

Community Outreach Committee (Temporary Committee)

- a) This is a newly established temporary committee.
- b) The purpose of this committee will be fully delineated once membership is established and officers are selected.
- c) The general purpose of this committee will be to plan, coordinate and execute activities on behalf of ICO to benefit the public good. This will include actions such as feeding the homeless, providing free medical clinics to those in need and responding to call for volunteers to from other organizations within the Greater Orlando Area.

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