

**Roles Description of Board &
Committees/Teams**

EMSA

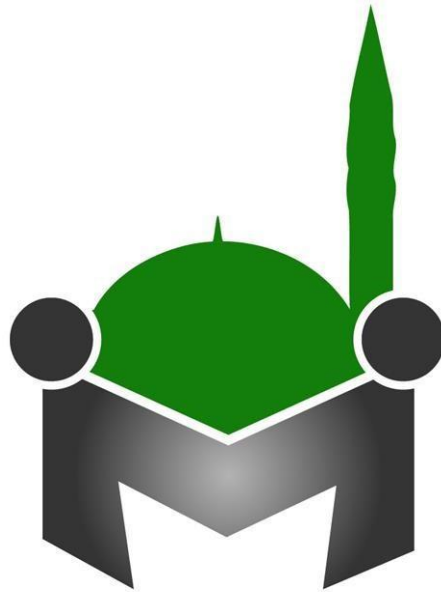


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Introduction

You are now reading the official role description document of the EMSA. EMSA's vision is to act as a bridge between muslims & non-muslims and to make the muslim students steadfast and knowledgeable, while creating a multicultural, home-like atmosphere for personal development on Islamic and Academic grounds. While joining EMSA as a board member or as a committee/team member you will get a chance to grow personally, it is therefore very important to write down some personal goals that you want to achieve in a certain position.

In this document, we have written out all the possible tasks that you will carry out when you take up a position. Please read the tasks carefully. When you have any questions, don't hesitate to send an email to ut.muslims@gmail.com.

General notes:

1. This document is complementary to the internal rules of procedure. Please check the internal rules for duties and rules.
2. Our yearly plans should be SMART (Specific, Measurable, Acceptable, Realistic & Timebound).
3. If you want to apply for one of our vacant committee/team positions, please [click here](#).
4. Every Board member is responsible for at least one committee.

President

The President of the association is the President of the Executive Board. The president maintains contact with the Universities/MBO and represents the group in external meetings. He/She initiates meetings to discuss issues related to the constitution and the community (including activities and decisions) with the board. He/She is also the primary spokesperson for the association.

Criteria for this position:

Required:

- An Active and ambitious person.
- Has a sense of leadership and likes to work in a team.
- Someone who makes strategic plans to achieve the association's vision and who likes to see the association grow.
- Can find him-/ herself in the vision and mission of EMSA.
- Responsible.

Good to have:

- A good speaker
- Already be a committee member and already know the structure.
- Problem solving mindset.

Yearly goals and planning

At the beginning of the year, the president should help the board define the EMSA's yearly (SMART) goals and establish a plan for achieving each of the goals. This should include a **periodic review** during the year of these goals and progress made toward meeting them.

Maintain the board structure

- Recommend what committees should be formed and who should chair them.
- Contact Person for the board, although the whole board should be up to date as to what is going on.
- Hold meetings with board members to review their progress regarding the yearly objectives.
- Holds intake meetings together with the HRD Managers.
- Holds review-sessions with board members to review their workload and satisfaction with their position. Also, to improve their planning and organisational skills. The President could request help from the HRD Manager.
 - How is it going, do you have future improvements?
 - Did you reach your goals?
 - Tips and Tops

Board meetings

Initiates board meetings and prepares a proposed agenda and distributes it to the board in advance. She/He should call meetings to order and adjourn meetings at the appropriate time.

- During the meetings the president should:
 - Discuss the previous meeting and what has been done since then or should still be done
 - Announce business according to the adopted meeting agenda
 - Recognize members who are entitled to speak
 - State and put to vote all questions that are legitimately raised, and announce the results of all votes
 - Maintain order throughout the meeting and rule on points of order
 - Conduct the meeting expeditiously and in a fair manner

Obligations during the year:

- Maintains Contact with the University: Student Union, Saxion & ROC Twente
- Represents EMSA in external meetings: MSA NL, official meetings with sponsors and partners
- Primary spokesperson for the association.
- Lead the board in the performance of its responsibilities.
- Rechecks all the activities of the association to make sure that they are in line with the principles of the association.
- Makes sure that the association broadens its network in sponsoring, partners, alumni members etc.
- Speaks publicly at interviews, presentations, events and press.
- Manages a committee to liking.

Vice president

The vice-president replaces the president when he/she is not able to attend a meeting or event. At that point the vice-president is the face of the association. The vice-president also upholds the legal requirement of governing documents and rechecks after the Managers if the decisions and contents made are in line with the principles, values and goals of the association. The vice-president is only to modify the governing documents with the permission of the whole board. The vice-president also manages a Committee.

Criteria for this position:

Required:

- An Active and ambitious person.
- Has a sense of leadership and likes to work in a team.
- Someone who makes strategic plans to achieve the association's vision and who likes to see the association grow.
- Can find him-/ herself in the vision and mission of EMSA.
- Responsible.
- Proficient in writing in English.

Good to have:

- A good speaker
- Already be a committee member and already know the structure.
- Problem solving mindset.

Tasks

- Upholding the legal requirements of governing documents
 - Notification of any changes in office bearers to KVK
 - Lodging financial reports with the relevant government agency
- Acting as custodian of the association's governing documents; such as "Constitutions" and "Board position description".
- Maintain records of the association; this includes that all difficulties faced should be documented, provided with the corresponding solution.
- Ensuring elections are in line with stipulated procedures → See the constitutions document.
- Is responsible for managing a Committee.

Secretary

The Secretary is responsible for coordination between the committees. The secretary organises board meetings, writes and processes the minutes, keeps a record of the data of all the members and is the focal point for the receiving and sending of email correspondences. He/She, however, needs approval by the board for important decisions. The secretary also supervises and manages one of the committees or the Support Team.

Criteria for this position:

Required:

- Organised
- Has a neck for good planning
- Can switch between a variety of tasks.
- Is Flexible

Good to have:

- Dutch Speaking
- A good communicator
- Problem solving mindset.

Meetings

Before the meetings

- Organise the agenda together with the president and sent the agenda out for board meetings
- Give notice of meetings.
- Arrange suitable accommodation and confirm this.
- Make sure every board member brings his/her laptop with him.
- Make sure to bring a copy on a laptop or on paper of the previous meetings, to start the meetings with this.
- Make sure that any reports or information requested is available or have a good reason why not.

At the meetings

- Record the names of the ones who are present and record the apologies of the ones who are absent.
- Approve the previous minutes at the beginning of the meeting.
- Read any important correspondence that has been received.
- Write and maintain the minutes in Drive during the meetings.
- Remind the president if an item has been overlooked.

After the meetings

- Complete the draft minutes after the meeting, so that the minutes are understandable after a week.
- Distribute minutes and other documents as needed.
- Send a reminder notice of each decision requiring action to the relevant person; this can be done by WhatsApp or mail.
- Checking that agreed actions are carried out through click-up.

Administration

Maintaining effective records and administration

- Keeping a registry of association members
 - Keep the contact details of the association members Up-To-date.
 - This should be done via the GDPR.
- Maintain records of the association; this includes that all difficulties faced should be documented, provided with the corresponding solution. This can also be in the minutes.

Emails

- Act as a focal point for the receiving and sending of correspondence on behalf of the association.
- Keep a copy of all inwards and outwards correspondence.
 - Important decisions should be discussed with the president first.

Communication and correspondence

- Representative of the association externally and internally together with the president.
- Contact person for the committees in case the Manager does not suffice.
- Maintains contact with UNITE
- Compiling lists of names and addresses that are useful to the association, including those of appropriate officials or officers of voluntary association.
- Responsible for a good coordination between the different committees. The secretary therefore is up-to-date regarding the committees. The Managers are responsible for updating the Secretary regarding this matter.
 - The secretary then looks at the following: task distribution between the committee members, workflows between the committees and in the committee itself, the efficiency of the workflows and the communication between the committees and the committee and the board.
 - The secretary does not look at the individual communication between the members. This is done by the Human Resource & Development Manager (HRD).

Treasurer

The Treasurer ensures financial association, in particular the fundraising, budget, expenditure. He/She has to report to the Board in every meeting. A check of the transaction must be presented to the General Members and must be kept in the financial records of the association. The treasurer should always be present in official board meetings or make sure that there is someone to take his/her place. The treasurer also supervises and manages the acquisition committee.

Criteria for this position:

- No financial knowledge required

Required:

- Organised with planning and budgeting

Good to have:

- A good communicator
- Problem solving mindset.

At the beginning of the year

- preparing the annual student association budget;

During the year

- Monitoring the student association's budget.
- Tending to the status of all purchase requests.
- Collecting funds and depositing to the student association's account.
- Paying bills, which he/she receives from all active members.
- Keeping a record of all transactions, i.e. deposits, checks and adjusting entries
- Preparing monthly financial reports and documents to keep the student association's membership informed about the student association's financial situation.
- To present financial reports at the annual general member meeting.
- Looks for other ways to create an income for the association: by acquisition.
- In case there are no acquisition committee members, the Treasurer takes over their tasks together with the President.

At the end of the year

- Completing an annual financial report for the student association.
- Present the annual financial report to the board executive.

Acquisition Committee

This committee consists of two committee members who work together to manage the finance and to look for sponsors. The committee is managed by the treasurer. At least one of them is able to speak Dutch or asks the Secretary to translate for them in a humble time before the deadline.

- Negotiates with sponsors and partners to get the best possible deal for both parties.
- Keep in touch with sponsors and partners once per month. This can be done by phone or by email, according to the preference of the sponsor.
- Get in touch with potential sponsors and partners according to “the concept sponsorship letter”, which can be found in the drive.
 - The potential Sponsors are found by the Treasurer. So good communication with the treasurer is essential.
 - Make sure to add your signature to the email! (this is made for you by the Secretary).
 - Uses the email acquisition@msaenschede.nl
- Keep record files that include: items purchased, item costs, inventories, and product performance from the sponsors and partners.

General Tasks for a Manager

- Holds and initiates meetings with the committee members, discussing the workflow and the distribution of tasks in the committee. (taking into account the time and interests of the committee members.)
 - Note: The manager ensures that the tasks in a project are correctly executed following the guidelines and principles of EMSA. During a board meeting the semi-final drafts are rechecked and approved by the board before execution.
- Make a time plan for an event which is then sent to the secretary before the board meeting to make sure that it is in coordination with other committees. The time plan is changed by the committee when necessary.
- Receives committee members' agenda points and puts it on ClickUp.
- Manages the committee and guides them through their projects, by paying special attention to the motivation and workload of the committee members.
- Holds feedback sessions after a project with the committee members for tips and tops.
- Checks the content of the posters for the Committee.
- Makes sure that the website is updated with the upcoming events of the committee by contacting the website developer, providing him/her with the necessary information or by doing it him- or herself if there is no website developer.
- Thinks critically when checking the workflow and the plans of the committee members.
- Thinks actively with the board on how to improve the association!
- Is active and critical with him/her surroundings to notice what the members need and to plan/organise events or projects accordingly.

Activity Manager

The Activity Manager manages the association's events by coordinating and supervising the activity committee. The Activity Manager keeps the board informed regarding the event progress by documenting the event's plan, work progress and details. The activity Manager should always be present in official board meetings or make sure that there is someone to take his/her place. The Activity Committee will work according to [a checklist](#).

Criteria for this position:

Required:

- *Organised*
- *Has a knack for good planning*
- *Creative*
- *Good in Management*
- *Likes a challenge, when it comes to organising events!*

Good to have:

- *Have some experience in organising events*
- *A good communicator*
- *Problem solving mindset.*

Activity Manager At the beginning of the year

- Make an annual activity plan: to know what this looks like [click here](#).
 - This plan may not be detailed for the time after December, but the activity should have a clear plan of what they want to organise that year.
 - Ensuring the association's activities are in line with its objectives.
 - Coordinate and plan all of the activities so that each has enough organisers and that the deadlines are met, recheck this with the Secretary.
- Preparing a report of the association's activities for the year, for the General Members Assembly.

Tasks as a manager during the year:

- Holds and initiates meetings with the committee members, discussing the workflow and the distribution of tasks in the committee. (taking into account the time and interests of the committee members.)
 - Note: The manager ensures that the tasks in a project are correctly executed following the guidelines and principles of EMSA. During a board meeting the semi-final drafts are rechecked and approved by the board before execution.
- Makes a time plan for an event together with the committee members, which is then sent to the secretary before the board meeting to make sure that it is in coordination with other committees. The time plan is changed by the committee when necessary.

- Receives committee members agenda points and puts it on ClickUp.
- Manages the committee and guides them through their projects, by paying special attention to the motivation and workload of the committee members.
- Holds feedback sessions after a project with the committee members for tips and tops.
- Checks the content of the posters for the Activity Committee.
- Makes sure that the website is updated with the upcoming activities by contacting the website developer, providing him/her with the necessary information.
- Thinks critically when checking the workflow and the activity plans of the committee members.
- Thinks actively with the board on how to improve the association on events and activities ground and on how to improve workflows!
- Is active and critical with his/her surroundings to notice what the members need to help the committee to come up with ideas for an activity.

Activity Manager When the Activity takes place

- Makes sure that the committee members know what their tasks are.
- Makes sure that the event is going as planned.
- Is on stand-by so committee members can contact you when needed.
- Is the contact person for everyone present at the activity.
 - The president is the contact person for the Activity Manager.

Note: Consists out of the city trips organising team and the general activity organising team. The tasks of both of the teams are similar and are therefore not separated in this document. The only difference is that the trips organising team is responsible for organising city trips and the general activity organising team is responsible for organising workshops, lectures and leisure activities excluding city trips.

Activity Committee

- Comes up with ideas and a detailed plan for an Activity according to [the workflow](#).
- Decides how many people are needed to successfully execute an event and which companies to approach for food and attributes. This is communicated to the manager.
- Is in charge of everything that comes around with planning and organising an Activity. (Booking a place, making forms, creating a guest list, ordering food, etc.)
- Contacts the parties who are involved in the activity: lecturers, workshop givers etc.
- Inform the Activity Graphic Designers of the information needed to notify the public of the event.
- Make sure that the budget given by the treasurer is adhered to.
- When questions arise contact the Activity Manager.
- During an event: leads the event, coordinates the event and executes the tasks that were made while preparing for the event.
- At the end of an event: Distributes a questionnaire to find out how the guests experienced the event.
- Writes a review of the event: tips, tops, and what should be done better the next time.

Make sure to maintain this report after each event, to prevent a pile of work at the end of the year.

Marketing & Communications Manager (M&C Manager)

The M&C Manager plays a vital role in promoting the association and mission of EMSA. He/she coordinates and manages the M&C Committee by distributing them tasks and guiding them through their yearly plan. The M&C Manager is also in charge of raising awareness of EMSA and promoting its image. The M&C Manager should always be present in official board meetings or make sure that there is someone to take his/her place.

Criteria for this position:

Required:

- Organised
- Has a neck for good planning and managing
- Is interested in marketing and social media management.
- A good communicator

Good to have:

- Is knowledgeable in Arabic and in the Islam.
- A good public speaker.
- Problem solving mindset.

Tasks

Tasks as at the beginning of the year

- Makes a plan together with the president and M&C Committee to reach the yearly goals (SMART).
- Makes a time plan of what you want to post (Dua's topics, Islamic reminders etc.) during the year and sends it to the Secretary
- Makes a standard promotion time plan for the events.
 - If it doesn't work it can be altered, but the Secretary and the president must know of this!
- Makes sure that the M&C Committee receives the activity time plan from the activity committee and adjusts the Islamic and association's marketing strategies to leave time for promoting the events.
 - The time plan of the promotions and marketing strategies is sent to the Secretary.

Tasks during the year as manager/board member

Tasks as a manager:

- Holds and initiates meetings with the committee members, discussing the workflow and the distribution of tasks in the committee. (taking into account the time and interests of the committee members.)

- Note: The manager ensures that the tasks in a project are correctly executed following the guidelines and principles of EMSA. During a board meeting the semi-final drafts are rechecked and approved by the board before execution.
- Make a time plan for an event which is then sent to the secretary before the board meeting to make sure that it is in coordination with other committees. The time plan is changed by the committee when necessary.
- Receives committee members' agenda points and puts it on ClickUp.
- Manages the committee and guides them through their projects, by paying special attention to the motivation and workload of the committee members.
- Holds feedback sessions after a project with the committee members for tips and tops.
- Checks the content of the posts for the Committee.
- Makes sure that the website is updated with the upcoming events of the committee by contacting the website developer, providing him/her with the necessary information or by doing it him- or herself if there is no website developer.
- Thinks critically when checking the workflow and the plans of the committee members.
- Thinks actively with the board on how to improve the association!
- Is active and critical with him/her surroundings to notice what the members need and to plan/organise events or projects accordingly.

Tasks related to Marketing & Communications

- Keeps a record of any of the association's publications (e.g. leaflets or newsletters)
- Attends promotional events such as open days, public events of EMSA, tours and visits to talk to potential members and promote our association.
- Communicates with members and non-members to promote the association, activities and get new members for the association.
- Sends marketing emails and contacts influencers, UNITE, MSANL and/or other relevant associations to ask them to promote our activity/association within their community.
- Keeps an eye on the website!
- Rechecks the eligibility of the hadiths, can also ask help from a general board member.
- Plans marketing campaigns together with the committee and makes a clear time plan for the committee members to follow.

***Website Regulation**

Maintaining the website of EMSA and Up-Date it regarding activities. Every Manager is responsible for their own information on the website. The events are put by the M&C Manager or a committee member.

Kubra does the programming side of the website of EMSA.

**As long as we don't have IT/website developer team members.*

Marketing & Communications Committee (M&C Committee)

The Marketing & Communications Committee is busy with the marketing and promotion of the activities of the association and to improve the name and the publicity of EMSA. These may include, but are not limited to:

- Maintaining and improving Social Media pages by sharing content made by other Committees of EMSA or by the M&C Committee itself and by communicating with potential followers/members.
- Create content for an interactive social media platform. F.e. Duaa's, Islamic facts and Islamic reminders.
- Make a plan with yearly (SMART) goals regarding our public relations and image. (e.g. by looking at how many followers you want to get, in a certain amount of time). Do this together with the **M&C Manager**.
- Uses conventional marketing: distributes posters, holds physical marketing campaigns etc.
- Is involved during the marketing in the Kick-In.
- Deals with questions related to the association from the public in consultation with the Manager.
 - If someone asks a question through social media and the M&C Committee member cannot answer it, please refer to: website, university of twente website, facebook forum group or to email the HRD Manager!
 - Talks with potential members/followers to improve the image and attract more people to EMSA.
- Attends promotional events such as open days, open events, tours and visits to talk to potential members.

Graphic Designers

- Producing marketing and promotional material for events, Kick-In etc. These can include making posters, logos, designing merch brands, banners etc.
- Design content for an interactive social media platform. F.e. Duaa's, Islamic facts and Islamic reminders.

*The specifics of your tasks as a M&C Committee member will be discussed together with your M&C Manager.

Human Resource & Development (HRD Manager)

The board position of HRD Manager is covered by a sister and a brother. The HRD Managers supervise the HRD committee and the team dynamics of the association. The HRD Managers do this by holding one-on-one review sessions and by being present during the feedback sessions of the teams. In case needed, the HR Managers come with solutions and advice for the members to improve the motivation, work attitude, stress and communication. The HRD Managers are also recruiters.

Criteria for this position:

Required:

- Dutch Speaking/understanding
- Good social skills and naturally outgoing.
- Is Flexible
- Be interested in the mental health and development of an individual.

Good to have:

- A good communicator
- Problem solving mindset.
- Organised
- Has a neck for good planning

The HRD Managers divide the tasks below between themselves:

- Holds and initiates meetings with the team members, discussing the work flow and giving feedback to one another. The rest of the meetings are to be initiated by the team members. The HRD Manager is not obliged to be present during these meetings.
- Checks if the decisions made by the team are in accordance with the principles of the association.
- The HRD Manager manages the HRD Committee and discusses their process and status with the board. The HR Manager therefore also updates the vice-president regarding decisions the team has made and the secretary regarding the workflow of the team to receive feedback.
- Holds intake conversations and is responsible together with the president for the recruitment procedure.
- Organise team building activities for committee and board members
- Organise trainings for board and committee members

Tasks regarding HRD:

- Hold a one-on-one review session with committee/team/support members of EMSA (sister with sister, brother with brother), if deemed necessary for personal development, discussing the following:
 - How is it going, do you have future improvements?

- Did you reach your goals?
- Tips and Tops
- Holds intake meetings together with the president to recruit new members and therefore assesses whether or not the candidate fits the principles of the association and which position is suitable for the candidate. (sister with sister, brother with brother)
- Is present during the feedback meetings of each team to help them improve the team dynamics. (the meetings are divided between the two managers)
- Observes the communication between members and the satisfaction of each member in his/her position and comes with solutions and advice in case needed. (is done by both)
- Observes the motivation and work attitude of the members and comes with advice to improve these factors. (is done by both)

HRD Committee

As stated in the internal rules of procedure the HRD Committee is managed by the HRD Managers. The main tasks of this committee is to answer questions of students regarding settling down in Enschede and general questions regarding the association or studying in Enschede. The team consists of 3 members. One from UT, one from Saxion and one from ROC. At least one of the 3 members should be fluent in Dutch to be able to read Dutch documents and websites for more information regarding a subject.

All of the information needed is provided in the folder: [“Rules, Guidelines, Stakeholders, Organisational documents”](#) in the drive of EMSA. *You need to be logged in the drive to be able to view this folder.*

The committee’s tasks would be to **answers** questions regarding:

1. Housing & Accommodation, Banking & Documentation, Masjids & Halal Food, Hospitals & Medical assistance, Study/Course Help
2. Career Help: Scholarships & Funding, Career after studying at UT/Saxion/ROC.

The committee would **supervise** the following:

1. Online Help: FAQ and Automated Help via Website chatbot- Emsa and FORUM
2. The following website pages: ‘Living in Enschede’, ‘The board’, ‘registrations’, ‘Links’. The team makes sure that these are up-to-date by checking the newest information. In case the information is outdated, ask the ICT specialist to change it and provide him/her with the correct information.
3. The Buddy Program, two options:
 1. Work together with the Buddy program of the University of Twente.
 2. Match students with one another and set-up a buddy programme for them to follow.
2. Helps with the organisation of training and team building activities, initiated and led by the HRD Managers.

The buddy program can be related to integration, studying, mental help etc. Anything that the Muslim community at the UT, Saxion or ROC Twente needs.

Charity Committee

This committee is under supervision of a board member and is responsible for setting up projects for sadaqah. This can be from collecting money to helping the needy with distributing food packages, toys, clothes etc. The committee is responsible for organising the projects carefully and for taking in the donations in an organised way.

- The secretary must be held up-to-date regarding the location etc. to be able to help donors if they have any basic questions regarding a project.
- The contact information of the charity committee must always be visible on the promotional material, so that donors know who to contact in case of questions.
- When organising a charity event, the same rules apply as for the activity committee.

Facility Team

The Facility team members are responsible for managing the properties of the association. The properties include the Mosque room, the ablution room, the library in the mosque, and the incoming post. Management of the properties includes, but not limited to, ensuring that common assets are preserved for the association, and the Mosque is kept in excellent shape. The team members are the spokesperson of the Association members whenever there are complaints.

The following tasks is done by a team member:

- **Team member 1:** Maintain the Prayer room
 - 1 Vacuum the room and dust and clean the shelves once a week.
 - Make sure that the prayer mats are washed once a month.
 - This team member is authorized to call upon volunteers from the Association to help out through [this document](#).
- **Team member 2:** Maintain the wudu room
 - 1 Clean the wudu room once in two weeks
 - Make sure that there is soap & paper available
- **Team member 3:** Printing posters or flyers when needed.
 - 1 With normal printers, in buildings or in Vrijhof, you need a student card. You can declare the costs by the treasurer.
 - 1 In case of not having a student card, discuss the procedure with the president.
 - 2 He/She is logged into EMSA gmail account ut.muslims.pr@gmail.com to receive the items that need to be printed.

General

- The assigned board member is the contact person for the Facility Team members.
- The assigned board member is the one who decides which of the tasks below is assigned to whom.

Khatib Team

The Khatib Team is responsible for doing khateeb training for people who want to become a khateeb. The Khatib Team is also responsible for organizing Friday Prayers (e.g., scheduling Khateeb for sermon delivery). The khateeb will lead the Friday Prayer.

- Is a group of Khatibs.
- Makes sure that there are enough khateeb available so that every Friday khutbah is given before the Friday prayer. The khateeb will lead the Friday prayer as well.

- Schedule the Friday prayers and contact Marketing & Communications and ICT Services to make it public and to put it on the website or post it on our Facebook Group.

Support Services

The support services is a collective name for all of the positions which support all the projects of EMSA with their expertise.

Language Corrector

- Requirement: needs to be fluent in English written text (C1+ on cambridge level, the certificate itself is not required).
- Checks the official documents, made by the Board, on grammar, spelling and sentence structure.
- Also corrects any written texts that are to be publicly published.

ICT specialist/website developer

Automates the workflows in the association, advises good platforms and applications to the association. Gives or organises workshops to members on how to best use certain applications and platforms. Updates and maintains [EMSA's website](#).

- Maintain the pages of the website by getting information from other committee members in a humble time before the deadline.

General Board members - 2 to 3 board members

The general board members are non-executive board members who supervise the policy pursued by the executive Board members, the executive's board members' performance of its managerial duties, and the association's general course of affairs, taking account of the interests of all the association's stakeholders and the interests of the association and that of the members decided by the GMA.

Criteria:

- Thinks critically
- Has a good eye for improvements and comes with fresh ideas.
- Is available for 2-4 hours per week.
 - Board meeting which takes max. 2 hours per week
 - Policy reading, making, checking and analysing can take 1-2 hours per week.

The general board members can consist of:

- Scientists who studied Islamic related studies.
- Old board members/ members who are committee/board advisors and have good experience in Association management.
- Young Professionals who just graduated and are new in the work field or PhD-candidates.

Possible Tasks and rights:

- Supervise the administration of the association by the executive board members, making sure they adhere to their vision.
- Provide advice to the executive board members regarding the decisions that are made by them.
- Submit its statement on the financial statements and the secretary's report to the GMA.
- Attend the weekly board meetings to discuss with the executive board members on policy plans etc.
- Work together with executive board members to improve the association in the interest of the members and in the interest of the stakeholders.
- Conduct small experiments internally to see if everything is running smoothly and if there is need for improvements.
- Represent the association together with the president and/or acquisition manager in Stakeholders.
- Attend [stakeholder meetings](#), if there is any.
- Overlook the executive compensations, if any is made or given.
- Help set broad goals, support executive duties and ensure the association has well-managed resources at its disposal.

