

In the Name of God, The Compassionate, The Merciful
Muslim Students' Association, University of Toronto, St. George (MSA-UTSG)

MSA Handbook

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1. Purpose

The MSA Handbook:

- (a) Shall act as a secondary guide for the Directors and Executives after the Constitution;
- (b) Contain important information of various MSA resources/activities for the general body that are not included in the Constitution;
- (c) Shall not override any policy stated in the Constitution;
- (d) Will serve as a secondary policy-making document for the Executives.

2. Amendments

Amendments to the Handbook can be made using the following procedure:

- (a) Amendments made to this document shall be presented by any member to the current Executives for discussion and review.
- (b) Will require approval from two-thirds of the Executives for the amendments to become immediately effective.
- (c) The Handbook shall be updated within one (1) week of the amendments meeting and shall reflect this new information on the MSA web page.

3. Acceptance

- (a) As of March 28, 2011, this document shall be known as the MSA Handbook.
- (b) All current Executives and Directors should be given a soft copy of this document for reference purposes.
- (c) An updated copy shall also be kept on the MSA web page for the convenience of the general body.
- (d) The Handbook will need to be reviewed at the beginning of every term and ratified by a majority of the Executives of that term.

4. Term

The newly appointed Directors shall assume their Directorships on the first day of June following the MSA election. The term shall last from May 1st of one year to April 30th of the following year, unless otherwise specified by the MSA Executive.

5. Director Positions and Descriptions

1) Advisor

Advisor to the Executives:

- (i) Shall have served the MSA in an Executive capacity for one year;
- (ii) Shall be a resident of the GTA and be available to attend in-person meetings and events when called upon by the MSA;
- (iii) Shall assist the President in ensuring that MSA-related documents are successfully transferred from the previous Executives to the new Executives;
- (iv) Shall assist the President in arranging concise Executive and Director training sessions at the beginning of their term;
- (v) Shall be willing and able to offer advice and suggest solutions to the Executive when called upon, in order to assist the Executive in arriving at decisions and resolving conflicts.

2) Fundraising Director

The Fundraising Director:

- (i) Shall work with the Vice-President Finance to develop, implement and monitor strategies which will generate income for MSA projects, services and activities;
- (ii) Shall research the viability of new initiatives and present them to the Executive before execution;
- (iii) Shall work with Directors and Executives to implement strategies in their events and services;
- (iv) Shall submit all fundraising plans to the Executive for approval;
- (v) Shall ensure that all monies collected from fundraising are safely handed to the Vice-President Finance;
- (vi) Shall attend all necessary meetings as requested by the Executives;

3) Bookkeeping Director

The Bookkeeping Director:

- (i) Shall work with the Vice-President Finance to record day-to-day financial transactions, such as purchases, sales, receipts and payments;
- (ii) Shall collect and organize all the event receipts and tabulate the information accordingly;
- (iii) Shall assist the Vice-President Finance in preparing financial statements, invoices and reimbursements cheques;
- (iv) Shall ensure that all monies collected from Directors are either safely deposited or handed to the Vice-President Finance;
- (v) Shall attend all necessary meetings as requested by the Executives;

4) Website Director

The Website Director:

- (i) Shall maintain the MSA website at www.uoftmsa.com, ensuring frequent updates of web page content to reflect planned MSA events and projects;
- (ii) Shall ensure all content has been reviewed by the Executive Committee and/or any other knowledgeable parties selected by the Executive Committee;
- (iii) Shall inform the Executives of any potential problems related to the website immediately;

- (iv) Shall maintain complete security over the various MSA-operated IT Projects;
- (v) Shall ensure a current copy of the Constitution and the Handbook exists on the MSA web page at all times;
- (vi) Shall attend all necessary meetings as requested by the Executives;

5) Graphics Design Director

The Graphics Design Director:

- (i) Shall be responsible for creating graphics design for event posters, website and other promotional materials related to MSA events and projects;
- (ii) Shall work with the event directors in deciding the nature of the design and in ensuring the correctness of the information on any promotional material;
- (iii) Shall be given at least a weeks notice for a regular event posters and two weeks notice for a special event poster;
- (iv) Shall provide an alternate version of the poster to the Website Director for posting on the MSA website and/or other social media;
- (v) Shall attend all necessary meetings as requested by the Executives;

6) The Muslim Voice (TMV) Editor

The Muslim Voice Editor:

- (i) Shall be responsible for all activities related to TMV magazine;
- (ii) Shall be responsible for selecting a team which will handle both editorial and operational tasks;
- (iii) Shall be responsible for the advertising and marketing of the Magazine, coordinating with the Website Director to post the Magazine online;
- (iv) Shall work with the Fundraising Director and VP Finance in order to seek advertisements and sponsorships for the print magazine and the online magazine website;
- (v) Shall be responsible for maintaining contacts with any organizations that directly deal with the Magazine;
- (vi) Shall be responsible for overseeing the operational and logistical side of things, such as printing and distribution;
- (vii) Shall attend all necessary meetings as requested by the Executives;

7) Students for World Justice (SWJ) Director

The Students for World Justice Director:

- (i) Shall coordinate awareness campaigns to help alleviate injustices faced by Muslims and others around the world.
- (ii) Shall liaison with other student groups who are working to alleviate injustices;
- (iii) Shall organize educational talks, workshops and documentary screenings to highlight the issues of injustice, locally and globally;
- (iv) Shall organize fundraising events for any disaster relief initiative, as deemed necessary by the Executives;
- (v) Shall attend all necessary meetings as requested by the Executives;

8) Orphan Sponsorship Program (OSP) Director

The Orphan Sponsorship Program Director:

- (i) Shall act as the head of the OSP executive committee;
- (ii) Shall work with the President to enhance OSP's strategic vision;
- (iii) Shall work with the VP Finance to ensure proper coordination of financial transactions;
- (iv) Shall be responsible for getting approval of OSP events and fundraising initiatives;
- (v) Shall act as the liaison between the Executives and the OSP decision-making committee;
- (vi) Shall attend all necessary meetings as requested by the Executives;

9) Community Affairs Director

The Community Affairs Director:

- (i) Shall organize activities in local community around social justice issues, such as education, poverty, hunger, etc;
- (ii) Shall encourage Muslims to volunteer and do community work by facilitating and organizing volunteer projects such as sandwich runs, blood drives, etc;
- (iii) Shall work with student groups and other organizations on campus that have a similar mandate;
- (iv) Shall act as the MSA representative at the Multi-faith Centre meetings which address community projects and events that fit under Community Affairs Directorship mandate;
- (v) Shall attend all necessary meetings as requested by the Executives;

10) Outreach Director

The Outreach Director:

- (i) Shall be responsible for all MSA Outreach activities;
- (ii) Shall be responsible for maintaining contacts with the various faith-based groups on-campus;
- (iii) Shall be responsible for the distribution of Islamic material amongst Muslims and non-Muslims after seeking approval from the Executives;
- (iv) Should be comfortable speaking amongst Muslims and non-Muslims;
- (v) Shall know and understand the fundamentals of Islam;
- (vi) Shall attend all necessary meetings as requested by the Executives;

11) Academic Affairs Director

The Academic Affairs Director:

- (i) Shall maintain and supervise the MSA Scholarship Program;
- (ii) Shall arrange for the dissemination of academic advice and networking through career fairs and seminars;
- (iii) Shall hear and consider all requests for the MSA to assist with the academic success of students, and plan services and activities which cater to the academic needs of students;
- (iv) Shall attend all necessary meetings as requested by the Executives;

12) Religious Services Director

The Religious Services Director:

- (i) Shall coordinate daily and Friday prayers, and the collection of donations;
- (ii) Shall monitor the use of multi-faith prayer rooms and alternate prayer spaces and bring up any concerns to the Executive Committee and other necessary parties such as the Multi-faith Centre;
- (iii) Shall advocate for specific Muslim religious needs on campus, including prayer space, ablution facility, fasting and/or prayer accommodations, Halal meals, etc;
- (iv) Shall attend all necessary meetings as requested by the Executives;

13) Religious Education Director

The Religious Education Director:

- (i) Shall enhance and promote the knowledge of Islam and spirituality amongst members;
- (ii) Shall coordinate weekly or bi-weekly study circles, as well as other educational lectures and workshops;
- (iii) Shall be responsible for organizing events such as Quran recitation class, Tafsir (exegesis) class, Arabic course, Seerah or Hadith course, knowledge retreat, etc;
- (iv) Shall attend all necessary meetings as requested by the Executives;

14) Brothers' Events Director

The Brothers' Events Director:

- (i) Shall be in charge of all social, sporting and male-specific activities;
- (ii) Shall work alongside the Vice-President Student Life to initiate and organize activities for brothers;
- (iii) Shall be responsible to recruit volunteers to help organize the events;
- (iv) Should have an open personality and be able to speak clearly with enthusiasm;
- (v) Shall attend all necessary meetings as requested by the Executives;

15) Sisters' Events Director

The Sisters' Events Director:

- (i) Shall be in charge of all social, sporting and female-specific activities for girls;
- (ii) Shall work alongside the Vice-President Student Life to initiate and organize activities for sisters;
- (iii) Shall be responsible to recruit volunteers to help organize the events;
- (iv) Should have an open personality and be able to speak clearly with enthusiasm;
- (v) Shall attend all necessary meetings as requested by the Executives;

16) Special Events Director

The Special Events Director:

- (i) Shall be in charge of Frosh Week, Annual Welcome or Eid Dinner, Ski Trip and all activities deemed "special" by the Executive;
- (ii) Should have an open personality to attract newcomers to the MSA;
- (iii) Shall encourage newcomers to attend all MSA events;
- (iv) Shall attend all necessary meetings as requested by the Executives;