

Article 5 – Duties of Office Bearers

Section 1

The President shall be responsible for:

The general management of all the activities of the MSA;

Being the public face for the MSA and acting as the representative of the MSA Executive;

Presiding over meetings of the MSA Executive;

Administering the overall strategic development of the MSA;

Ensuring that MSA activities remain within the boundaries of Islam.

Section 2

The Secretary shall be responsible for:

Calling meetings of the MSA Executive;

Preparing and circulating the minutes of all MSA Executive and General Body meetings;

Presenting at the beginning of every MSA Executive meeting the minutes of the previous meeting for approval by the MSA Executive;

Preparing the agenda for the MSA Executive and General Body meetings and notifying the members of the MSA Executive and the General Body of it;

Developing and implementing new strategies to improve organizational efficiency;

Maintaining the list of members of the MSA;

Booking facilities for MSA meetings and events;

Maintaining liaison with the University administration, U.T.S.U. and other bodies on any secretarial matters, with the cooperation of the Vice-President External;

At the end of the MSA term, facilitating the process of handing relevant MSA documents to the next Executive;

Performing general administrative duties of the MSA.

Section 3

The Vice-President Communications shall be responsible for:

Assisting the President in accomplishing the purpose of the MSA and implementing MSA policies;

Supervising website management and development;

Approving of and monitoring notices from the Executive to the community, including the list-serv, Facebook and other web-based forums;

Overseeing and coordinating the work and activities of MSA Directors associated with advertising, website management and MSA publications;

Presiding over meetings between the MSA Executive and Directors, and ensuring that a proper agenda and minutes are completed for Directors' meetings;

Approving all press releases and advertisements;

Drafting Policies on behalf of the MSA and assisting in implementing MSA policies;

Acknowledging receipt of inquiries to the MSA and forwarding to appropriate parties within 48 hours.

Section 4

The Vice-President Internal shall be responsible for:

Assisting the President in accomplishing the purpose of the MSA and implementing MSA policies;

Generating feedback from Muslim students on their religious and academic needs; developing, in coordination with Directors, strategies to meet students' needs;

Overseeing and coordinating the work and activities of MSA Directorships which offer services to the Muslim community on campus, such as religious and academic services;

With the cooperation of the Secretary, maintaining an MSA Volunteer Database, and overseeing activities related to volunteerism, such as volunteer recognition; assisting committees with the recruitment and deployment of MSA volunteers;

Presiding over meetings between the MSA Executive and Directors, and ensuring that a proper agenda and minutes are completed for Directors' meetings.

Section 5

The Vice-President External is an official spokesperson of the MSA and shall be responsible for:

Assisting the President in accomplishing the purpose of the MSA and implementing MSA policies;

Liaising and strengthening relationships with other student clubs, the University Administration, and the wider community;

Representing the MSA at functions held by external parties, including meetings called by the University Administration, MSA National and other MSA-affiliates;

Overseeing and coordinating the work and activities of MSA Directors associated with external communication, such as outreach to the wider community; ensuring that any formal agreements and collaborations between MSA and external groups be agreed upon and documented by MSA;

Presiding over meetings between the MSA Executive and Directors, and ensuring that a proper agenda and minutes are completed for Directors' meetings;

Overseeing and approving of the works and activities of the MSA Alumni Society.

Section 6

The Vice-President Finance shall be responsible for:

Assisting the President in accomplishing the purpose of the MSA and implementing MSA policies;

Maintaining the record of all the financial transactions of the MSA;

Systematic bookkeeping for the MSA;

Collecting and depositing of all funds on behalf of MSA;

Preparing the annual budget of the MSA for the upcoming year in consultation with the Executive;

Presenting, before the Executive, bimonthly reports on the status of the financial affairs of the MSA;

Managing MSA finances and overseeing fundraising initiatives;

Approving and reimbursing properly documented expenses.

Section 7

The Vice-President Student Life shall be responsible for:

Assisting the President in accomplishing the purpose of the MSA and implementing MSA policies;

Generating feedback from Muslim students on their social needs; developing, in coordination with Directors, strategies to meet students' needs;

Overseeing and coordinating the work and activities of MSA Directorships which advance student life on campus, such as special events, sports and social activities;

Presiding over meetings between the Executive and Directors, and ensuring that a proper agenda and minutes are completed for Directors' meetings.

Section 8

The Vice-President Social Advancement shall be responsible for:

Assisting the President in accomplishing the purpose of the MSA and implementing MSA policies;

Offering guidance to MSA Directors on various opportunities and challenges in social advancement;

Overseeing and coordinating the work and activities of MSA Directorships which are associated with social advancement, such as community development and social justice activism;

Presiding over meetings between the Executive and Directors, and ensuring that a proper agenda and minutes are completed for Directors' meetings.