

In the Name of God, The Compassionate, The Merciful

Muslim Students' Association, University of Toronto, St. George (MSA-UTSG)

MSA-UTSG Handbook

Last Updated: March 8, 2010

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1. Purpose

The MSA-UTSG 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 12, 2010, this document shall be known as the MSA-UTSG 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. Director Positions/Descriptions

A) 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, within a reasonable time-frame;

(iii) Must be considered knowledgeable and trustworthy by the MSA General Membership;

(iv) Shall assist the President in ensuring that MSA-related documents are successfully transferred from the previous Executive to the new Executive;

(v) Shall assist the President in arranging concise Executive and Director training sessions at the beginning of their term;

(vi) 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.

B) The Website Director

The Website Director:

(i) Shall maintain the MSA web page at <http://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 web page 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;

(vii) Shall ask the Executives for additional assistance, if necessary.

(C) The Advertising Director

The Advertising Director:

- (i) Shall be responsible for all advertising material needed by the MSA;
- (ii) Shall be aware of all advertising locations and the necessary process to post in those locations;
- (iii) Shall be given at least a 72 hour notice for a regular event poster and a week's notice for a special event poster;
- (iv) Shall provide a shrunked version of the poster to the IT Director for posting on the MSA web page;
- (v) Shall attend all necessary meetings as requested by the Executives;
- (vi) Shall ask the Executives for additional assistance, if necessary.

(D) The Special Events Director

The Special Events Director:

- (i) Shall be in charge of Islam Awareness Week, Frosh Week, and all activities deemed "special" by the MSA Executive;
- (ii) Should have an open personality to attract newcomers to the MSA;
- (iii) Shall encourage newcomers to attend all MSA events;
- (iv) Shall coordinate with the Advertising Director to develop an advertising plan for special events;
- (v) Should do their best to attract newcomers at all MSA events;
- (vi) Must be informed of all MSA events for the term;
- (vii) Shall attend all necessary meetings as requested by the Executives;
- (ix) Shall ask the Executives for additional assistance, if necessary.

(E) *The Muslim Voice* Magazine Editor

The Muslim Voice Editor:

- (i) Shall be responsible for all activities related to *The Muslim Voice*;
- (ii) Shall be responsible for the advertising and marketing of the Magazine, coordinating with the Website Director to post the Magazine online;
- (iii) Shall be responsible for maintaining contacts with any organizations that directly deal with the Magazine;
- (iv) Shall attend all necessary meetings as requested by the Executives;
- (v) Shall ask the Executives for additional assistance, if necessary.

(F) The 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, in cooperation with the Vice-President External;
- (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;
- (vii) Shall ask the Executives for additional assistance, if necessary.

(G) The Religious Services Director

The Religious Services Director:

- (i) Shall advocate for specific Muslim religious needs, including prayer, ablutions, fasting, halal meals;

- (ii) Shall coordinate daily and Friday prayers, and the collection of donations;
- (iii) 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;
- (iv) Shall attend all necessary meetings as requested by the Executives;
- (v) Shall ask the Executives for additional assistance, if necessary.

(H) The Brothers' Events Director

The Brothers' Events Director(s):

- (i) Shall be in charge of all social, sporting and male-specific activities for guys;
- (ii) Shall work alongside the Executives, or 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) Shall design a plan for all events and receive approval from the Executives;
- (v) Shall advertise all events in coordination with the Advertising Director and the Public Relations Officer;
- (vi) Should have an open personality and be able to speak clearly with enthusiasm;
- (vii) Shall attend all necessary meetings as requested by the Executives;
- (viii) shall ask the Executives for additional assistance, if necessary.

(I) The Sisters' Events Director

The Sisters' Events Director(s):

- (i) Shall be in charge of all social, sporting and female-specific activities for girls;
- (ii) Shall work alongside the Executives, or 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) Shall design a plan for all events and receive approval from the Executives;
- (v) Shall advertise all events in coordination with the Advertising Director and the Public Relations Officer;
- (vi) Should have an open personality and be able to speak clearly with enthusiasm;
- (vii) Shall attend all necessary meetings as requested by the Executives;
- (viii) Shall ask the Executives for additional assistance, if necessary.

(J) The Community Affairs Director

The Community Affairs Director:

- (i) Shall organize activities around social justice issues, such as education, poverty, violence, hunger, etc;
- (ii) Shall encourage Muslims to do community work;
- (iii) Shall attend all necessary meetings as requested by the Executives;
- (vi) Shall ask the Executives for additional assistance, if necessary.

(K) The Students for World Justice 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, such as the Orphan Sponsorship Program (OSP) at U. of T.
- (iii) Shall attend all necessary meetings as requested by the Executives;

(iv) Shall ask the Executives for additional assistance, if necessary.

(L) The Academic Services Director

The Academic Affairs Director:

- (i) Shall arrange for the dissemination of academic advice and networking through career fairs and seminars;
- (ii) 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;
- (iii) Shall maintain and supervise the MSA-UTSG Scholarship Program;
- (iv) Shall attend all necessary meetings as requested by the Executives;
- (v) Shall ask the Executives for additional assistance, if necessary.

(M) The 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 and submit all short and long-term plans to the Executive for approval;
- (vii) Shall ask the Executives for additional assistance, if necessary.

(N) The Education Director

- (i) Shall coordinate weekly or bi-weekly study circles, as well as other educational lectures and workshops, under the guidance of the Executive Committee and Advisors;
- (ii) Shall attend all necessary meetings as requested by the Executives and submit all short and long-term plans to the Executive for approval;
- (iii) Shall ask the Executives for additional assistance, if necessary.

5. Term

The newly appointed Directors shall assume their Directorships on the first day of June following the MSA election. The term shall last from June 1st of one year to May 31st of the following year, unless otherwise specified by the MSA Executive.