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# Muslim Students' Association of the University of Toronto

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## **University of Toronto, St. George (MSA-UTSG)**

In the name of God, the Lord of Mercy, the Giver of Mercy

### **MSA Handbook**

Last Updated: June 3, 2018

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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 April 12, 2015, 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 shall be reviewed at the end 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 1<sup>st</sup> of one year to April 30<sup>th</sup> of the following year, unless otherwise specified by the MSA Executive.

## **5. Director Positions and Descriptions**

### **1) Advisors**

Advisors to the Executives:

- (i) Shall consist of men and women at least one of who has served the MSA in an Executive capacity for one year;
- (ii) Shall include the University of Toronto Muslim Chaplain;
- (iii) Shall be a resident of the GTA and be available to attend in-person meetings and events when called upon by the MSA;
- (iv) Shall assist the President in ensuring that MSA-related documents are successfully transferred from the previous Executives to the new Executives;
- (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;

### **2) Accounts Director**

The Accounts 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 reimbursement cheques;
- (iv) Shall ensure that all monies collected from Directors are either safely deposited or handed to the Vice-President Finance;
- (v) Shall organize all events and initiatives in coordination with the Vice-President Finance;
- (vi) Shall attend all necessary meetings as requested by the Executives;

### **3) Corporate Relations Director**

The Corporate Relations Director (formerly known as Fundraising Director):

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

### **4) Orphan Sponsorship Program (OSP) President**

The Orphan Sponsorship Program President:

- (i) Shall have previous OSP committee experience;
- (ii) Shall act as the head of the OSP committee;
- (iii) Shall work with the MSA President to enhance OSP's strategic vision;
- (iv) Shall work with the Vice-President Finance to ensure proper coordination of financial transactions;
- (v) Shall be responsible for getting approval of OSP events and fundraising initiatives;
- (vi) Shall act as the liaison between the Executives and the OSP committee;
- (vii) Shall organize all events and initiatives in coordination with the Vice-President Finance;
- (viii) Shall attend all necessary meetings as requested by the Executives;

## **5) Digital Media**

The Digital Media Director (Formerly known as Photography Director):

- (i) Shall be responsible for selecting a committee that includes a head photographer, videographer and audio editor;
- (ii) Shall be responsible for overseeing the operational and logistical side of preparing/editing/producing all digital media material including but not limited to photographs, videos and audio recordings for the purpose of capturing the experiences of being a part of the MSA community;
- (iii) Shall coordinate to ensure the publication and posting of videos and/or other material made by the digital media committee to be posted online;
- (iv) Shall be responsible for the maintenance and update of the MSA SoundCloud account;
- (v) Shall organize all events and initiatives in coordination with the Vice-President Communications;
- (vi) Shall attend all necessary meetings as requested by the Executives;

## **6) Graphic Design Director**

The Graphic 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 adhere but is not limited to design rules as indicated in the official MSA graphic design style guide;
- (iii) 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;
- (iv) Shall be given at least a weeks' notice for a regular event posters and two weeks' notice for a special event poster;
- (v) Shall be responsible for selecting a committee which will work with the director to create graphics for MSA related events and projects;
- (vi) Shall organize all events and initiatives in coordination with the Vice-President Communications;
- (vii) Shall attend all necessary meetings as requested by the Executives;

## **7) Marketing Director**

The Marketing Director:

- (i) Shall be responsible for working alongside the Communications team comprised of the Digital Media Director, Graphics Design Director, The Muslim Voice Editor-in-Chief and the Webmaster;
- (ii) Shall be responsible for creating and overseeing marketing and promotional plans alongside the VP Communications for all MSA Directorships and collaborations;
- (iii) Shall coordinate to ensure the publication and posting of material made for marketing and promotional purposes is edited and follows the guidelines of the MSA Values;
- (iv) Shall be responsible for the maintenance and update of the MSA social media accounts;
- (v) Shall organize all programming, campaigns and initiatives in coordination with the Vice-President Communications;
- (vi) Shall attend all necessary meetings as requested by the Executives;

## **8) The Muslim Voice (TMV) Editor-In-Chief**

The Muslim Voice Editor-In-Chief:

- (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 Corporate Relations Director and Vice-President 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 submit a Student Initiative Fund (SIF) application at the beginning of the term and complete a SIF post initiative form at the end of the term;
- (viii) Shall be responsible for selecting a committee which will work with the director;
- (ix) Shall organize all events and initiatives in coordination with the Vice-President Communications;
- (x) Shall attend all necessary meetings as requested by the Executives;

## **9) Website Director**

The Website Director:

- (i) Shall maintain the MSA website at [www.uoftmsa.com](http://www.uoftmsa.com), ensuring frequent updates of webpage 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 organize all events and initiatives in coordination with the Vice-President Communications;
- (vii) Shall attend all necessary meetings as requested by the Executives;

## **10) Community Action and Education Director**

The Community Action and Education Director:

- i) Shall organize educational dialogues, workshops and documentary screenings, etc. around social justice issues, emphasizing local and global connections
- (ii) Shall support and awareness campaigns, as well as fundraising about various forms of oppressions faced by communities, Muslim and non-Muslim, in Canada as well all around the world;
- (iii) Shall organize timely political actions using a variety of methods, such as arts-based programming (for e.g. poetry nights), community actions, collaborations with other organizers etc.
- (iv) Shall encourage Muslims to volunteer and do community work by facilitating and organizing volunteer projects such as blood drives, etc;
- (v) Shall support/organize fundraising events for urgent relief initiatives, both locally and globally
- (vi) Shall work with student groups and other organizations on campus that have a similar social justice mandate;
- (vii) Shall act as the MSA representative at the Multi-faith Centre meetings which address community projects and events that fit under Community Action and Education Directorship mandate;
- (viii) Shall be responsible for selecting a committee which will work with the director;
- (ix) Shall organize all events and initiatives in coordination with the Vice-President Social Advancement;
- (x) Shall attend all necessary meetings as requested by the Executives;

## **11) Alumni Affairs Director**

The Alumni Affairs Director:

- (i) Shall plan initiatives directed towards Alumni. Examples include networking and/or community events;
- (ii) Shall maintain communication with Alumni through an Alumni publication (magazine, newsletter, etc.);
- (iii) Shall outreach to Alumni and include them within the Alumni and MSA database;
- (iv) Shall research different initiatives and events that would be of interest and benefit for alumni.
- (v) Shall include and inform Alumni of MSA events that are relevant to them;
- (vi) Shall be responsible for selecting a committee which will work with the director;
- (vii) Shall organize all events and initiatives in coordination with the Vice-President External;
- (viii) Shall attend all necessary meetings as requested by the Executives;

## **12) Academic Affairs Director**

The Academic Affairs Director:

- (i) Shall maintain and supervise the MSA Mentorship 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 be responsible for selecting a committee which will work with the director;
- (v) Shall organize all events and initiatives in coordination with the Vice-President External;
- (vi) Shall attend all necessary meetings as requested by the Executives;

## **13) 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 organization of Islamic Awareness Week and Charity Week;
- (iv) Should be comfortable speaking amongst Muslims and non-Muslims;
- (v) Shall know and understand the fundamentals of Islam;
- (vi) Shall be responsible for selecting a committee which will work with the director;
- (vii) Shall organize all events and initiatives in coordination with the Vice-President External;
- (viii) Shall attend all necessary meetings as requested by the Executives;

#### **14) 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 be responsible for selecting a committee which will work with the director;
- (v) Shall organize all events and initiatives in coordination with the Vice-President Internal;
- (vi) Shall attend any necessary meeting with the Muslim Chaplaincy and Vice-President Internal for education related events and coordination;
- (vii) Shall attend all necessary meetings as requested by the Executives;

#### **15) Religious Services Director**

The Religious Services Director:

- (i) Shall coordinate daily congregational prayers, Friday prayers, and the collection of donations;
- (ii) Shall coordinate a schedule of speakers for Friday Prayer
- (iii) Shall monitor and maintain the use of multi-faith prayer rooms and alternate prayer spaces;
- (iv) Shall bring up any concerns and/or feedback to the Executive Committee;
- (v) Shall advocate for specific Muslim religious needs on campus, including prayer space, ablution facility, fasting and/or prayer accommodations, Halal meals, etc;
- (vi) Shall be responsible for selecting a Jummah committee which will work with the director;
- (vii) Shall organize all events and initiatives in coordination with the Vice-President Internal;
- (viii) Shall attend all necessary meetings as requested by the Executives;

## **16) 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) Should strive to create an open and inclusive space for brothers on campus;
- (iv) Shall be responsible for selecting a committee which will work with the director;
- (v) Shall organize all events and initiatives in coordination with the Vice-President Student Life;
- (vi) Shall attend all necessary meetings as requested by the Executives;

## **17) 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) Should strive to create an open and inclusive space for sisters on campus;
- (iv) Shall be responsible for selecting a committee which will work with the director;
- (v) Shall organize all events and initiatives in coordination with the Vice-President Student Life;
- (vi) Shall attend all necessary meetings as requested by the Executives;

## **18) Special Events Director**

The Special Events Director:

- (i) Shall organize diverse, campus-wide events for MSA Frosh week;
- (ii) Shall coordinate and execute the annual ski trip;
- (iii) Shall coordinate and execute the annual Welcome/Eid and Farewell dinners;
- (iv) Shall work with the Corporate Relations Director to supplement the special events budget with external funding;
- (v) Shall organize all events and initiatives in coordination with the Vice-President Student Life;
- (vi) Shall be responsible for selecting a committee which will work with the director;
- (vii) Shall attend all necessary meetings as requested by the Executives;