



*In the Name of God, The Compassionate, The Merciful*



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Muslim Students' Association of the University of Toronto

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

*Last updated: 06/08/2022*

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The MSA council consists of 8 Executive positions, 22 Directorships, Advisors, and supporting committee members and volunteers.  
Extensions of the MSA include the OSP and TMV teams.

Executive Member	Directorship Positions
Vice President External	1. Outreach Director 2. Academic Affairs Director 3. Alumni Affairs Director
Vice President Communications	4. Webmaster 5. Graphic Design Director 6. Digital Media Director 7. Marketing Director 8. The Muslim Voice (TMV) Director
Vice President Student Life	9. Special Events Director 10. Brothers’ Events Director 11. Sisters’ Events Director
Vice President Internal	12. Religious Services Director 13. Religious Education Director
Vice President Social Advancement	14. Community Action and Education Director 15. Global Action and Education Director 16. Environmental Advocacy Director 17. Humans of the Ummah Director a) Humans of the Ummah Associate
Vice President Finance	18. Corporate Relations Director 19. Accounts Director a) Accounts Associate 20. Orphan Sponsorship Program (OSP) President <i>(see section 8)</i>

## 1. Purpose

The MSA Handbook:

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

## 2. Amendments

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

- i) Proposed amendments to be made to this document may be presented by any current member to the active Executives for discussion and review.
- ii) Amendments will require approval from two-thirds of the Executives for the amendments to become immediately effective.
- iii) The Handbook shall be updated within one (1) week of the amendments meeting. The Executives shall announce the relevant changes and share the most updated version of the Handbook on the MSA website.

## 3. Acceptance

- i) All current Executives and Directors should be given a soft copy of this document for reference purposes.
- ii) An updated copy shall also be kept on the MSA website for the convenience of the general body.
- iii) The Handbook will need to be reviewed at the end of every term and ratified by a majority of the Executives of that term.

## 4. Term

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



## 5. Director Positions and Descriptions

### 1) Outreach Director(s)

The Outreach Director(s):

- i) Shall organize all events and initiatives in coordination with the Vice President External;
- ii) Shall be responsible for supporting the Vice President External in maintaining contacts with the various faith-based groups on-campus;
- iii) Shall represent the MSA in relevant collaborations in coordination with the VP External;
- iv) Shall be responsible for the organization of the annual Islam Awareness Week and Charity Week;
- v) Shall be responsible for selecting a committee which will work with the director;
- vi) Shall function in a co-directorship if hired as one;
- vii) Shall attend all necessary meetings as requested by the Executives.

### 2) Academic Affairs Director

The Academic Affairs Director:

- i) Shall organize all events and initiatives in coordination with the Vice President External;
- ii) Shall arrange initiatives that provide academic advice and networking opportunities;
- iii) Shall be responsible for managing the MSA Mentorship program;
- iv) Shall be responsible for selecting a committee which will work with the director;
- v) Shall attend all necessary meetings as requested by the Executives;

### 3) The Alumni Affairs Director(s):

The Alumni Affairs Director(s):

- i) Shall organize all events and initiatives in coordination with the Vice-President External;
- ii) Shall plan initiatives directed towards Alumni, examples include networking and/or community events;
- iii) Shall maintain communication with Alumni through an Alumni publication to inform them of relevant events;

- iv) Shall reach out to Alumni and include them within the Alumni mailing list;
- v) Shall be responsible for selecting a committee which will work with the director;
- vi) Shall attend all necessary meetings as requested by the Executives.

#### **4) Webmaster**

The Webmaster:

- i) Shall organize all initiatives in coordination with the Vice-President Communications;
- ii) Shall maintain the MSA website at [www.uoftmsa.com](http://www.uoftmsa.com), ensuring frequent updates of web page content to reflect planned MSA events and projects;
- iii) Shall ensure all content has been reviewed by the Executive Committee and/or any other knowledgeable parties selected by the Executive Committee;
- iv) Shall inform the Executives of any potential problems related to the website in an urgent and timely manner;
- v) Shall maintain complete security over the various MSA-operated IT Projects;
- vi) Shall ensure a current copy of the Constitution and the Handbook exists on the MSA web page at all times;
- vii) Shall attend all necessary meetings as requested by the Executives.

#### **5) Graphic Design Director**

The Graphic Design Director:

- i) Shall organize all initiatives in coordination with the Vice-President Communications;
- ii) Shall be responsible for creating graphics for event posters, website and other promotional materials related to MSA events and projects;
- 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 responsible for selecting a committee which will work with the director;
- v) Shall attend all necessary meetings as requested by the Executives.

#### **6) Digital Media Director**

The Digital Media Director:



- i) Shall organize all initiatives in coordination with the Vice-President Communications;
- ii) Shall be in charge of ensuring appropriate photographic and videographic coverage of MSA events;
- iii) Shall be responsible for selecting a committee which will work with the director. In order to cater to segregated events, it is highly recommended that there are males and females on the team;
- iv) Shall attend all necessary meetings as requested by the Executives.

## **7) Marketing Director**

The Marketing Director:

- i) Shall organize initiatives in coordination with the Vice-President Communications;
- ii) Shall be responsible for creating and overseeing marketing and promotional plans 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 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 the management of all TMV publications, events, and initiatives in coordination with the Vice-President Communications;
- ii) Shall be responsible for selecting a team which will handle both editorial and operational tasks;
- iii) Shall attend the MSA Public Relations Training as conducted by the Executives and ensure that content guidelines established during the training are upheld in the article selecting, editing, and publishing process of the Magazine;
- iv) Shall be responsible for overseeing the operations and the logistics of the publication, such as
  - a) article selection process,



- b) submission to the Executives for content review,
- c) printing,
- d) distribution
- v) Shall be responsible for coordinating the advertising and marketing of the Magazine, such as coordinating with the Webmaster to post a digital copy of the Magazine online;
- vi) Shall work with the Corporate Relations Director(s) and VP Finance in order to seek advertisements and sponsorships for the print magazine and the online TMV website;
- vii) Shall be responsible for maintaining contacts with any organizations that directly deal with the Magazine;
- viii) Shall ensure that all published content within the Magazine aligns with the Quran and Sunnah, and overarching values of the MSA. Any contradictory or blasphemous commentary shall not be published;
- ix) Shall ensure that the final article drafts and the final digital proof are submitted to and approved by the MSA Executive team a minimum of 5 days prior to the printing deadline;
- x) Shall attend all necessary meetings as requested by the Executives.

### **9) Special Events Director(s)**

The Special Events Director(s):

- i) Shall organize all events and initiatives in coordination with the Vice-President Student Life;
- ii) Shall be responsible for Frosh Week, Formal and Farewell Dinners, Destress Week, and other large scale events;
- iii) Shall be responsible for selecting a committee which will work with the director;
- iv) Shall function in a co-directorship if hired as one;
- v) Shall attend all necessary meetings as requested by the Executives.

### **10) Brothers' Events Director(s)**

The Brothers' Events Director(s):

- i) Shall organize all events and initiatives in coordination with the Vice-President Student Life;





- ii) Shall be in charge of all social and sporting events and activities catered to male students;
- iii) Shall be responsible for contributing to a sense of community and a safe space on campus for students;
- iv) Shall be responsible for selecting a committee which will work with the director;
- v) Shall function in a co-directorship if hired as one;
- vi) Shall attend all necessary meetings as requested by the Executives.

### **11) Sisters' Events Director**

The Sisters' Events Director:

- i) Shall organize all events and initiatives in coordination with the Vice-President Student Life;
- ii) Shall be in charge of all social and sporting events and activities catered to female students;
- iii) Shall be responsible for contributing to a sense of community and a safe space on campus for students;
- iv) Shall be responsible for selecting a committee which will work with the director;
- v) Shall attend all necessary meetings as requested by the Executives.

### **12) Religious Services Director(s)**

The Religious Services Director(s):

- i) Shall work with the Vice President Internal to ensure that Muslim students on campus are able to uphold their religious obligations;
- ii) Shall coordinate all Friday prayer locations which shall include communicating with speakers, creating a schedule for sermons, and setting up the venue;
- iii) Shall be responsible for the maintenance of the carpets needed for Friday prayers;
- iv) Shall ensure that the donations from Friday prayers are counted, recorded, and submitted to the Vice President Finance on a weekly basis;
- v) Shall monitor and maintain 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;
- vi) Shall advocate for specific Muslim religious needs on campus, including prayer

- space, ablution facility, fasting and/or prayer accommodations, Halal meals, etc;
- vii) Shall be responsible for selecting a committee which will work with the director;
- viii) Shall function in a co-directorship if hired as one;
- ix) Shall attend all necessary meetings as requested by the Executives.

### **13) Religious Education Director(s)**

The Religious Education Director(s):

- i) Shall work with the Vice President Internal to enhance and promote the knowledge of Islam and spirituality amongst members;
- ii) Shall coordinate 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 function in a co-directorship if hired as one;
- v) Shall attend all necessary meetings as requested by the Executives.

### **14) Community Education and Action**

The Community Education and Action Director:

- i) Shall organize all events and initiatives in coordination with the Vice-President Social Advancement;
- ii) Shall organize educational dialogues and activities around social justice issues, emphasizing local connections such as education, poverty, hunger, etc;
- iii) Shall coordinate awareness campaigns about various forms of oppressions faced by communities and organize volunteer project such as food/clothing drives;
- iv) Shall work with student groups and other organizations on campus that have a similar mandate;
- v) Shall work with the Multi-faith Centre to address anti-Islamophobia projects;
- 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.

### **15) Global Education and Action**

The Global Education and Action Director:

- i) Shall organize all events and initiatives in coordination with the Vice-President Social Advancement;

- ii) Shall coordinate awareness campaigns and fundraising events to help alleviate injustices around the world;
- iii) Shall liaise with other student groups who are working to alleviate injustices;
- iv) Shall organize educational talks, workshops and documentary screenings to highlight the issues of global issues and injustices;
- v) Shall be responsible for selecting a committee which will work with the director;
- vi) Shall attend all necessary meetings as requested by the Executives.

## **16) Environmental Advocacy Director(s)**

The Environmental Advocacy Director(s):

- i) Shall organize all events and initiatives in coordination with the Vice-President Social Advancement;
- ii) Shall work towards improving the MSA's internal environmental performance;
- iii) Shall organize panel talks for environmental consciousness and encourage the MSA student body to engage in campus actions such as community clean-ups, gardening, and fossil fuel divestment campaigns;
- iv) Shall collaborate with other campus groups including but not limited to those specializing in sustainability efforts;
- v) Shall actively search and apply for funding opportunities (in collaboration with VP Finance) revolving around environmental sustainability;
- vi) Shall be responsible for selecting a committee which will work with the director;
- vii) Shall function in a co-directorship if hired as one;
- viii) Shall attend all necessary meetings as requested by the Executives.

## **17) Humans of the Ummah Director**

The Humans of the Ummah Director:

- i) Shall coordinate with the Vice-President Social Advancement;
- ii) Shall write informative posts about global and community social issues, current affairs, remarkable events, and outstanding achievements of both the local and global Muslim community to share on a minimum bi-weekly basis on the HotU platforms;
- iii) Shall vet any and all third-party donation and information links before publicly citing them and guarantee the use of reputable sources;

- iv) Shall attend the MSA Public Relations Training as conducted by the Executives and ensure that content guidelines established during the training are upheld in the content selecting, post editing, and post publishing process;
- v) Shall review engagement on any and all platforms in which the Humans of the Ummah page exists and implement ideas to increase engagement;
- vi) Shall be the liaison when reporting any and all updates regarding Humans of the Ummah to the Vice President Social Advancement;
- vii) Shall be responsible for selecting a Humans of the Ummah team which will work with the director;
- viii) Shall be responsible for delegating tasks among the Associate\* and other team members;
- ix) Shall attend all necessary meetings as requested by the Executives;

**17. a) \*Humans of the Ummah Associate**

The Humans of the Ummah Associate:

- i) Shall assist the Humans of the Ummah Director in the execution of weekly posts for the Humans of the Ummah platform(s);
- ii) Shall assist in the search of topics and sources as well as the writing of posts;
- iii) Shall aid in the management of committee members and task delegation;
- iv) Shall attend all necessary meetings as requested by the Executives.

**18) Corporate Relations Director(s)**

The Corporate Relations Director(s):

- 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 work with Directors and Executives to implement strategies in their events and services;
- iii) Shall submit all potential sponsorship plans to the Executives for approval;
- iv) Shall function in a co-directorship if hired as one;
- v) Shall attend all necessary meetings as requested by the Executives.

**19) Accounts Director(s)**

The Accounts Director(s):

- i) Shall work with the Vice-President Finance to record day-to-day financial transactions, such as purchases, sales, and payments;
- ii) Shall assist the Vice-President Finance in preparing financial statements, and invoices;
- iii) Shall ensure that all funds collected from Directors are either safely deposited or handed to the Vice-President Finance;
- iv) Shall function in a co-directorship if hired as one or otherwise with an Accounts Associate\*;
- v) Shall attend all necessary meetings as requested by the Executives.

#### **19. a) \*Accounts Associate**

The Accounts Associate:

- i) Shall work with the Accounts Director to record day-to-day financial transactions, such as purchases, sales, and payments;
- ii) Shall assist the Vice-President Finance and the Accounts Director in preparing financial statements;
- iii) Shall attend all necessary meetings as requested by the Executives.

#### **20) Orphan Sponsorship Program President**

*Please see Section 8 for all details pertaining to the Orphan Sponsorship Program (OSP).*

## **6. Advisors**

**The Advisors:**

- i) Shall consist of men and women who have served the MSA in an Executive capacity for one year;
- ii) Shall be available to attend meetings and events when called upon by the MSA;
- iii) Shall assist the President in arranging concise Executive and Director training sessions when called upon at the beginning of their term;
- iv) Shall be willing and able to offer advice and suggest solutions to the Executive and directors in order to assist in decision making and resolving conflicts.

## **7. Policies and Protocols**

### **1. Event Planning**

- i) In order for any initiative to be hosted on behalf of the MSA, an “Event Proposal”

must be submitted at a minimum of five weeks prior to the proposed event date for approval by the Executive team.

- ii) Event planning may only begin after the approval of the Executives has reached quorum (5/8) on the event proposal
- iii) All event planning beyond the drafting of an event proposal is contingent on reaching quorum (5/8) approval by the Executive
- iv) Once approval is received, all forms indicated on the Event Proposal must be submitted within their allocated timelines. Requests submitted outside of these timelines are not guaranteed fulfilment and may result in the cancelling or postponement of the event
- v) Events shall be followed by a debrief involving relevant directors and executives
- vi) The 'Lessons Learned' section shall be completed for each event, listing recommendations for similar future events to avoid future hurdles or challenges faced in organizing and execution.
- vii) Templates for Proposals and Lessons Learned documents shall be kept up to date by the Executives and made available to all directors.

## 2. Room Bookings

- i) Spaces for events and meetings must be booked through the Secretary.
- ii) The Secretary must be contacted a minimum of two weeks prior to the date of the booking for meetings, and a minimum of four weeks prior to the proposed date(s) of an event.
- iii) Requests must include the following event information:
  - (a) Name of Event
  - (b) Date of event and possible alternate dates
  - (c) Number of attendees expected
  - (d) Type of event or summary of programming
  - (e) Type of space preferred (ie open space, lecture hall, tutorial classroom) and request for specific amenities (speaker stand, microphone, projector, etc)
  - (f) Name of speaker(s) or video to be screened, if any
- iv) Five business days should be allowed for the processing of a booking.

### **3. External Collaboration Proposals**

- i) External proposals shall be approved by the Executives and shall be monitored by VP External
- ii) The MSA is open to collaboration with other groups given:
  - (a) the project up for collaboration falls within MSA's mandate and vision
  - (b) the project stands to benefit members of the MSA
  - (c) Sufficient resources are available
- iii) The final decision to accept a proposal is up to the discretion of the Executive Committee and requires quorum (5/8) on the matter to be reached.

### **4. Reimbursement Process**

- i) All expenditures must be approved by the VP Finance prior to incurring them
- ii) Large expenses for a pre-determined amount can be communicated to the VP finance to arrange payment directly to the third party via cheque. All other expenses will be reimbursed after they have been incurred. Invoices must also be forwarded to the VP Finance immediately.
- iii) Reimbursement requests must include a receipt including information on the item(s) being purchased. Only itemized receipts will be accepted. Debit/credit transaction records are not acceptable.
  - (a) The following information must be on the reverse of or attached to the receipt: legal name for the individual being reimbursed, total amount to be reimbursed, event name and event date.

### **5. Financial Reports**

- i) At the end of each trimester, the Vice President Finance with the support of the Accounts team will publish a report of the MSA finances for that period
- ii) At the end of the academic year, the Vice President Finance with the support of the Accounts team will publish an annual report to review the MSA finances for May 1<sup>st</sup> to April 30<sup>th</sup>
- iii) The reports shall be made available to the public via the website

### **6. Record Keeping**

- i) Thorough online records shall be kept for reference for current and future Executives.
- ii) Each MSA member shall have access to the shared google drive with their appointed MSA gmail accounts
- iii) In the MSA Google Drive, each Executive team shall create their own folder in which records from their term will be documented and shared with their MSA accounts.
- iv) Records shall include but not be limited to the following: Executive meeting agendas, minutes, event proposals, reports, 'lessons learned' documents, and recordings of important meetings

## **7. Prayer Space Maintenance**

- i) The Vice President Internal, with the assistance of the Directors of Religious Services shall maintain a record of space agreements or arrangements for campus multi-faith and prayer spaces, and this shall be updated or verified annually.
- ii) For long-term, ongoing bookings (such as regular Jummah prayers) a written agreement with space managers shall be procured at the beginning of each Executive term. Such an agreement shall include dates, and what procedures shall be followed in the case of a change to the schedule, agreed upon by both parties.
- iii) The Vice President Internal, with the assistance of the Directors of Religious Services, shall frequently maintain prayer spaces including prayer mats and other materials such as hijabs, skirts, turbahs, prayer beads, and copies of the Quran.

## **8. MSA Office Access**

- i) All Executives will have fob access to the MSA Office at Suite 505 - 21 Sussex Avenue for the duration of their term, subject clubhouse guidelines.
- ii) Directors who regularly get mail or require access to the office, such as the Orphan Sponsorship Program and the Muslim Voice Magazine shall have access to the office.
- iii) Directors may request the Executive committee for fob access temporarily based on their need for and use of the space. Fobs must be returned to the respective Executive promptly.



## 9. Chaplaincy Relationship

- i) The Executive Committee shall elect to keep an ongoing relationship with the Muslim Chaplaincy throughout the year
- ii) The Vice President Internal shall maintain regular communication with the Muslim Chaplaincy, especially as it pertains to religious education programming and collaborative projects.

## 10. Director Selection Process

- i) The Executives shall be responsible for conducting the directorship application process in the summer term preceding the school year in which their term is carried out
- ii) Applicant may rank their top 3 directorship positions that they would like to be considered for
- iii) Applicants must be aware of the role descriptions and responsibilities prior to the application and interview process
- iv) Directorship interviews must have two Executives present in the evaluation process. Potential biases must be considered in the selection of the interview panel.

## 11. MSA Public Relations Training

- i) There shall be a Public Relations training hosted by the President and Advisors for the benefit of the Executives, The Muslim Voice Magazine Editor-in-chief, the Humans of the Ummah Director, and any other relevant members
- ii) This training is designed to discuss the public release of information and for media and sensitivity training
- iii) This training shall be held at minimum prior to the start of the preparation for the first TMV Issue of the year

## 8. The Orphan Sponsorship Program

The Orphan Sponsorship Program (OSP) team is an extension of the UofT MSA which was created for the purpose of raising awareness and funds for orphans around the world.

- i) The Vice President Finance oversees the management of operations at the OSP through direct collaboration with the OSP President and OSP Executives.



- ii) The Vice President Finance shall be the facilitator of all communications necessary between the MSA and OSP.
- iii) Similar to MSA Directorships, all plans and projects of the OSP are to be approved by the MSA Executives (e.g. event proposal submission adhering to the five week timeline).
- iv) The newly elected MSA President and MSA VP Finance, in collaboration with the outgoing OSP President, shall conduct interviews and select the newly appointed OSP President.

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

The Orphan Sponsorship Program President:

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

### **2) OSP Vice President Finance & Donor Relations**

The VP Finance & Donor Relations:

- i) Shall be responsible for record keeping for all donations received by the OSP;
- ii) Shall manage the Charity and Donor Liaisons in order to ensure all queries from donors are answered and all communication from charities are relayed to the donors in a timely and accurate manner;
- iii) Shall assist the OSP Executive team to finalize event ideas;
- iv) Shall initiate continuous improvement measures to improve the overall record keeping and communication of the OSP;
- v) Shall assist the VP Finance of the MSA in preparing the trimester and annual finance reports;
- vi) Shall attend all necessary meetings as requested by the OSP.

### **3) OSP Vice President Events and Campaigns**

The VP Events & Campaigns:

- i) Shall ensure all planning documents (event plans, graphics requests, room booking requests) are completed properly and submitted on time to the MSA Executive;
- ii) Shall oversee and coordinate with the Events Co-Directors and other OSP committee members and Associates in order to plan events and campaigns;
- iii) Shall oversee the protocol needed to hosting events;
- iv) Shall assist the OSP Executive team to finalize event ideas;
- v) Shall initiate continuous improvement measures to improve the overall record keeping and communication of the OSP;
- vi) Shall search for potential collaborations with other MSA directorships where overlap between initiatives exists;
- vii) Shall attend all necessary meetings as requested by the OSP.

### **4) OSP Charities Liaison**

The OSP Charities Liaison:

- i) Shall ensure all documentation regarding sponsored orphans is up to date and organized;
- ii) Shall communicate messages from the charities to the donors and vice versa;
- iii) Shall communicate with charities to ensure donors receive tax receipts on time.
- iv) Shall attend all necessary meetings as requested by the OSP.

### **5) OSP Communications Director**

The OSP Communications Director:

- i) Shall ensure that the data on the OSP website is correct, up to date, and presentable;
- ii) Shall ensure the website is being continuously improved based on user feedback;
- iii) Shall explore opportunities to advertise on the OSP website;
- iv) Shall act as a liaison between the OSP and MSA with respect to all matters the OSP website;

- v) Shall attend all necessary meetings as requested by the OSP.

### **6) OSP Donor Liaison**

The OSP Donor Liaison:

- i) Shall communicate periodic announcements from the OSP to our donors;
- ii) Shall ensure the donors receive the annual reports on time;
- iii) Shall attend to questions from donors in a timely manner;
- iv) Shall initiate communication with new donors;
- v) Shall attend all necessary meetings as requested by the OSP.

### **7) OSP Events Co-Director**

The OSP Events Co-Directors:

- i) Shall work in coordination with the Vice President Events to execute all OSP related events and campaigns throughout the year;
- ii) Shall be responsible for the brainstorming and planning related to OSP events and campaigns;
- iii) Shall ensure all planning documents (event plans, graphics requests, room booking requests, etc) are completed properly and submitted on time;
- iv) Shall oversee the execution of events along with appointed OSP Associates and volunteers;
- v) Shall attend all necessary meetings as requested by the OSP.

### **8) OSP Marketing Director**

The OSP Marketing Director:

- i) Shall ensure OSP Events are properly marketed on social media platforms;
- ii) Shall develop a marketing strategy to expand the online presence of the OSP;
- iii) Shall be responsible for managing all of the OSP's social media accounts;
- iv) Shall coordinate with the MSA Marketing Director when necessary to market potential collaborations on all platforms;
- v) Shall attend all necessary meetings as requested by the OSP.

### **9) OSP Outreach Director**

The OSP Outreach Director:

- i) Shall devise a plan to ensure work about the OSP reaches beyond the immediate UofT community;
- ii) Shall reach out to Muslim professional organizations and high schools to spread word about the OSP;
- iii) Shall coordinate with charitable activities at other schools;
- iv) Shall represent the OSP at community events;
- v) Shall collaborate with relevant MSA directors to reach out to the broader Muslim community;
- vi) Shall attend all necessary meetings as requested by the OSP.

### **10) OSP Associates**

The OSP Associates:

- i) Shall act as volunteers for any of the OSP initiatives that require extra help;
- ii) Shall be part of the OSP team in coordinating events, campaigns, and fundraisers;
- iii) Shall attend all necessary meetings when requested by relevant OSP directors.