

**ICBC Committees**  
**Committee Members and Scope of Work**

Updated: January 31, 2018

STANDING COMMITTEES						
NO.	COMMITTEE	SCOPE OF WORK	SHURA	TOTAL	VOLUNTEERS	KEY INITIATIVE(S) FOR 2018
1	<b>Administration</b>	Property insurance Compliance with governmental regulations Membership list Elections for Shura Council Policies Legal affairs Maintain documents and paperwork -Constitution; Property deed; -Loan documents; Contract/Agreements; -Indemnification agreement	Iba Sambe Nazmul Qureshi Momtazul Karim Shaik Mohseen Tom Cloyd	5	Bassil Ally	Maintain the comprehensive ICBC membership database developed last year Create new membership form to collect all necessary information Have new membership app completed by all members so we can update their info Integrate the database into Donor Perfect donation history, etc. Work with finance committee to integrate donation history into Donor Perfect
2	<b>Financial</b>	Maintain bank account Bill payment Weekly donation collection/reconciliation Follow-up on pledges PayPal / ACH / Credit card processing Educational program accounts Imam funding account Construction account Monthly and annual financial statements Issue donation receipts	Kalim Mirza Salah U Din Sayed Naina Shaik Mohseen Tom Cloyd	5	Abdus Samad Hisham Hammour	Work with DB committee on QuickBooks integration Develop an effective method to generate donation receipts - Complete Donor Perfect Track expenses vs. budget Explore cost for annual external audit of our financial books
3	<b>Masjid Activities</b>	Daily salah <i>Iqamah</i> times Khateeb for Jumu'ah prayer Monthly Qiyaam prayer Qur'an Tafseer class Hadeeth class Sisters' only Arabic class Sisters' only Quran tafseer class Guest Lecture programs Hafiz for <i>Taraweeh</i> prayers	Asif Zaidi Asim Humayun Khwaja Murshed Nazmul Qureshi Shaik Mohseen Peer Abdul Hameed Wael El Essawy	7	Aicha Behriz Nashwa Badawy	Find ways to increase attendance at various programs Launch Qur'an Tajweed class for Men Launch Qur'an Tajweed class for Sisters
4	<b>Educational Activities (for Children)</b>	Qur'an <i>Nazira</i> program Qur'an Tajweed/Hifz program Weekend Islamic school Friday Children's Halaqa	Asif Zaidi Hassan Al Sukhni Imtiaz Hussain Khwaja Murshed Masood Khan	5	Amna Nazir Esra Eltilib Nashwa Badawy Ranya Abdelghafour	Develop a detailed curriculum for the educational programs Conduct periodic audit to measure student progress Launch Qur'an Hifz program
5	<b>Communications &amp; IT Infrastructure</b>	Email distribution list Text Messaging service Announcements after Jumu'ah Weekly community email update Annual update Maintain Bulletin board Google voicemail Comments & Suggestions box Social Media Website maintenance	Asim Humayun Iba Sambe Imtiaz Hussain Khwaja Murshed Tom Cloyd Momtazul Karim Shaik Mohseen	7	Abu Shaheer Esrar Chowdhury	Develop a comprehensive database of ICBC electronic resources

6	<b>Youth Activities</b>	Activities for the youth Bi-weekly Girls-only program Boys & Girls Scout	Asif Zaidi Ehtesham Hoq Imtiaz Hussain Kalim Mirza Peer Abdul Hameed Seyed Naina Thufail Malackayi	7	Aicha Behriz Arshad Murtaza Faisal Hassan Hisham Hammour Ariege Muallem Asra Nazneen Rabia Shaik	Develop an annual calendar of programs/activities with the active participation of the youth
7	<b>Sisters' Affairs</b>	Interact with sisters on their needs	Erik Lough Hassan Al Sukhni Iba Sambe Kalim Mirza Nazmul Qureshi	5	Aicha Behriz Hana Zibdeh-Lough Qurrat Thakur Rabia Shaik Shahnaz Din	Work with Sisters' group to identify projects they want to be involved in or drive. Make recommendatons on Sister enablement Promote greater Sister engagement with Masjid across all activities
8	<b>Maintenance</b>	Property maintenance, including improvements	Asim Humayun Ehtesham Hoq Imtiaz Hussain Peer Abdul Hameed Salah U Din Thufail Malackayi Wael El Essawy	7	Khalid Khan Hisham Hammour Shoaib Ilyas Zakariya Khwaja	Review masjid needs and comprehensive maintenance action list Assign roles and responsibilities to accomplish or oversee all maintenance Develop a Maintenance Calendar that we can share or post on Google Groups
9	<b>Social Activities</b>	Monthly community dinners <i>Iftar</i> and <i>Sahoor</i> during Ramadan Carnival/Picnic ChAMP program (for parents of special needs children) Garage sale; Blood drive; CPR training; Exercise Arrange group visits to the sick and bereaved families Provide assistance with funeral services Coordinate with ICGA/NAMCC funeral committees	Asif Zaidi Kalim Mirza Masood Khan Salah U Din Seyed Naina Thufail Malackayi Wael El Essawy	7	Aicha Behriz Hana Zibdeh-Lough Rabia Shaik	
10	<b>Welfare &amp; New Member Orientation</b>	Identify local needy families Visit Muslim refugees families Zakat and Sadaqa funds distribution Zakat al Fitr collection and distribution Provide assistance to new community members	Erik Lough Hassan Al Sukhni Iba Sambe Masood Khan Nazmul Qureshi	5	Farhat Siddiqui	Develop a database of needy families, including refugees
11	<b>Da'wah &amp; Outreach activities</b>	Da'wah activities Provide assistance to new Muslims as needed Conduct periodic interfaith activities Liaison with other organizations (churches, schools, etc.) Represent ICBC at Austin Islamic organizational activities PR and Media relations	Asim Humayun Ehtesham Hoq Khwaja Murshed Erik Lough Wael El Essawy Momtazul Karim	6	Arshad Murtaza Khalid Khan	Select and train at least one member who can serve as the spokesman for ICBC as and when needed
<b>SPECIAL COMMITTEES</b>						
1	<b>Database</b>	Merge excel db w/ Donor Perfect and QuickBooks	Asim Humayun	1		