

Roles and Responsibilities of the Executive Committee (ANU MSA)

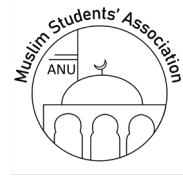
- The ANU MSA Executive member must not be an office bearer of any other organizations whose interests conflict with the interests of the ANU MSA.
- Must declare any conflict of interest.
- All Executive members must be available to attend regular Executive Committee meetings.
- All Executive members must be easily reachable and contactable, to receive and participate in regular communications within the Executive Committee.

President

- 1) To oversee the strategic management of the ANU MSA.
- 2) Organize regular meetings with the Executive and set the agenda for meetings.
- 3) Oversee the setting and review of goals and action items both long-term and short-term.
- 4) To review the mission and vision statements of the ANU MSA and oversee that the Executive Committee is planning events and campaigns which are under the vision/mission statement.
- 5) To monitor the overall event planning, schedule, and timeline for the MSA as designed by the Executive Committee.
- 6) To delegate and monitor the progress of tasks to the Executive Committee members.
- 7) To set the agenda of and facilitate General Meetings (GMs) and the Annual General Meeting (AGM)
- 8) To maintain communications with and arrange meetings with ANUSA, Clubs Council, and other important stakeholders which impact upon the overall management, strategy, or progress of the ANU MSA.
- 9) To handle advocacy issues and matters with external stakeholders.

Vice president

- 1) To assist the president in their duties.



- 2) To report to the president and the Executive Committee about the progress and status of delegated tasks and volunteer management regarding events and timelines established by the Executive Committee.
- 3) To oversee and monitor the progress of any volunteer roles or volunteer subcommittees created by the ANU MSA Executive.
- 4) To make sure the conditions of this Constitution are met at the Annual General Meeting and during the election.
- 5) To make sure the handover process completes in time as set out in this Constitution.

Secretary

- 1) Record all meeting minutes and upload them to google drive within 3 days of the meeting, per any established meeting policies or minutes templates.
- 2) To oversee and manage emails and the external communications of the ANU MSA as per the external communications policy. This includes any messages received via the ANU MSA social media accounts.
- 3) Management of memberships - as per any established membership policy documents or rules regarding membership in the ANU MSA Constitution
- 4) Monitoring the membership list, and keeping the membership list up to date.
- 5) Adding new members to the ANU MSA Google Contacts list and to any social media groups the member has requested to join after their membership has been verified.
- 6) Sending out regular updates, information, or newsletters to members via email and social media

Treasurer

- 1) To provide regular reports on the bank account and budgetary reviews to the Executive Committee.
- 2) To facilitate sponsorship and fundraising which has been approved by the Executive Committee.
- 3) To manage and report on funds received via sponsorship and fundraising.
- 4) To write up and manage the ANU MSA budget as designed by the Executive Committee according to the budgetary/financial policies.



- 5) To bring these budgets and financial reports to General Meetings for student member approval.
- 6) To develop policies to ensure financial probity within the ANU MSA Executive Committee with the help of the ANU MSA president.
- 7) To keep track of the expenses and upload the receipts on the ANU MSA google drive.
- 8) To resolve any issues related to the ANU MSA bank account.
- 9) To apply for and manage grant applications and payments.
- 10) Present the yearly finance (income and expense) report at the AGM.

Social Media officer

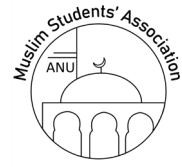
- 1) Manage the ANU MSA social media websites, websites, platforms, and forums according to relevant social media policies.
- 2) To oversee and manage the ANU MSA website with regular updates under any social media policies.
- 3) Manage and distribute ANU MSA event advertising and marketing.
- 4) Organize and manage the marketing and public relations of the ANU MSA.
- 5) Regularly collect feedback from members and the wider community/public in regards to what events or support they would like ANU MSA to provide and report this feedback to the Executive Committee.
- 6) Make sure the communication channels, website, social media platforms, and other ANU MSA forums are not used to spread information not related to the ANU MSA activities at the ANU.

Friday Prayer Coordinator

- 1) Make sure a khatib is present for the upcoming Friday prayer.
- 2) Facilitate and be responsible for the set-up of Friday prayer equipment and facilities.
- 3) Provide any logistical support that the Imam/khatib(s) may require concerning the Friday prayer.
- 4) Inform members of any important information relevant to Friday prayer (such as change of time/location) via email and social media.
- 5) Provide regular reports on the Friday prayer to the Executive Committee.

24 January 2023

ANU Muslim Students' Association
ABN 19 250 254 254



- 6) Record the name of the Imam/khatib(s) and the topic of the Friday sermon with the date and present the yearly summary in the AGM.
- 7) Make sure the khatib is following the ANU MSA Constitution and his code of conduct agreement.
- 8) Make sure no donation collection or fundraising is occurring at the Friday prayer event.

Musallah Coordinator

- 1) Make sure the daily five prayers have been conducted at the ANU Musallah at regular times.
- 2) Manage the cleaning and maintenance of the Musallah.
- 3) Manage the cleaning and/or maintenance of any items and resources in the Musallah such as but not limited to furniture, prayer clothing, and books.
- 4) Manage and procure the Quran copies, books, or other necessary educational materials for the ANU Musallah.
- 5) Manage the use of the Musallah (including bookings of the space) according to policies established by the Executive Committee.
- 6) Provide regular feedback and report to the Executive Committee about the condition and upkeep of the Musallah
- 7) Regularly collect student feedback regarding the Musallah and prayer spaces at the ANU and report this feedback to the Executive Committee.
- 8) Advise Muslim students of available prayer spaces at ANU.