



ASSOCIATION COMMITTEES AND RESPONSIBILITIES

(Draft)

1. Maintenance committee

- Responsible for the overall maintenance and proper care of ICBR's properties and facilities;
- Develop administrative rules to regulate the activities that take place in the center;
- Accomplish the regulation in (B)(3) of the Article through the use of special application form(s) for the facility.
- See pg.12 in constitution for further details
- Establish and implement process of communication between Vice Chair, ED, and Maintenance Committee

2. Da'wa Committee

- Responsible for spreading the message of Islam to the surrounding areas;
- Develop programs to attract individuals to the ICBR;
- Develop and maintain programs to introduce new comers to Islam;
- Maintain a database of available Islamic literature for Muslims & non-Muslim's including ample copies of the Qur'an.

3. Membership Committee

Constitutionally required to be run by the VP & Finance Secretary per Article V section 5.8.e.

- Increase membership base annually through an organized campaign;
- Maintain an accurate membership list of all members;
- Keep members informed of important events;

4. Social Committee

- Responsible for ALL the social activities of the ICBR including but not limited to the following:
 - Camps
 - Eid Prayers
 - Picnics
 - Open houses
 - Etc.

5. Education / Cultural Committee

- Be in-charge of Islamic education at the center including the Halaqa program;

- Develop and maintain educational programs that can be used by current and future committees;
- Maintain a database of educational tools for all age groups.

6. **Ibadaat (religious)**

- Responsible for all Khtab & Khateeb.
- Be the point of contact for all religious and shura questions;
- Responsible for trying to resolve family conflicts;
- Weddings / Divorces;
- Responsible for all funeral arrangements.

7. **Media Relations**

- Responsible for monitoring for media news about Islam and prompt rebuttal of any inaccurate news;
- Be the media representatives and contacts for the ICBR;
- Establish and maintain a positive link with our local and national political representatives;
- Develop a voter's registration program.

8. **Ansaar Committee**

- Assist refugees in the Baton Rouge community to adjust to living in our area.
- Establish the ICBR as a link to the local government for Muslim refugees.
- Develop a lasting program in writing for current & future boards to follow.
- Develop & maintain a program to help the needy Muslims in our community.
- Maintain discretion and utmost confidentiality
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9. Cemetery Committee

10. Constitution Committee

11. Construction Committee

12. Women's Committee