Islamic Foundation
Board Member Role Description – IF Youth Committee

General Board Member Responsibilities:

- Regularly attends board meetings and important related meetings.
- Makes serious commitment to participate actively in board work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about board matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Ensures legal and ethical integrity, and maintains accountability and transparency to members, donors, other constituents and the general public.
- Builds familiarity and follows conflict-of-interest policies.
- Maintains confidentiality of the Board's executive actions.
- Gets to know other board members and builds a collegial working relationship that contributes to consensus.
- Suggests, in a timely manner, possible nominees for election to the Board of Trustees, who can make significant contributions to the work of the board and the organization.
- Participates in the board's annual evaluation and planning efforts.
- Participates in fund raising for Islamic Foundation and its entities.

Specific Board Member Responsibilities:

Lead, build, promote, and support the development of the community youth into empowered and proactive leaders. To accomplish this, the Islamic Foundation will provide the resources and support to develop a love and passion for our youth to connect with Allah (swt) through mentoring, education, and programs to foster a young adults (up to 22 years age) spiritual, intellectual, emotional and physical strength as Muslims in the United States. Develop, implement and manage programs and activities to promote development, networking, and other programs which will develop strong Muslim leaders for our future

1. Bring in resources (e.g. speakers, funds, venues, etc.) for youth activities and programs
2. Provide access to social counseling and emotional support experts and resource
3. Organize services to the community (health awareness & education, food drives, book drives, etc.)
4. Provide access to resources and seminars for Financial and career planning
5. Develop and connect into existing community/youth employment, career counseling and guidance networks

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6. Utilize existing IFS and weekend school alumni networks to reach out to the youth of the community
7. Promote interaction with youth of other Islamic Centers, Islamic organizations (e.g. CAIR, IMAN, etc.)
8. Make efforts to reach out to communities and youth programs of other inter-faith organizations and non-profit organizations
9. Utilize the committee when possible to support projects as may be requested or endorsed by the Board of Trustees
10. Hire and manage a full-time employee for the community in the capacity of Youth Director/Coordinator
11. Provide oversight of all activities handled by the youth director/coordinator
12. Drive Awareness and coordination with local area high school MSAs and college MSAs
13. Provide facilities and resources available at the Islamic Foundation (e.g. gym, classrooms, space for social meetings) for youth activities.

Board Member Qualifications:

- Professional exposure to managing community-based initiatives which may or may not include activities in the education space.
- Preferred experience of working with or on a board or related decision-making body in a for-profit or non-profit organization.
- Preferred experience with an education / learning based program that engages children and youth.
- Strong written and spoken communication skills.
- Use of standard office productivity tools and technologies for management and communication.
- Prior experience and office holder with MSA or other student/youth or equivalent organization.