



## **Islamic Foundation**

### **Board Member Role Description – Technology**

#### 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

- Provide overall leadership, planning, and management of all areas of technology (in collaboration with respective Chairpersons / delegates of relevant committees e.g., Islamic Foundation School Committee) and supervise activities related to technology infrastructure / hardware deployment and operations (including web-based services, data services, software applications, and hardware technologies).
- Document and maintain inventory of all technology assets, as well as determining useful life and recommending timely replacement / budgeting of assets.
- Develop technology roadmap based on a comprehensive assessment of needs and available technologies.
- Deliver high-quality technological solutions that enable Islamic Foundation to meet its internal and external users and services needs efficiently and effectively.
- Manage development, deployment, and maintenance of key technology infrastructure / assets, including but not limited to A/V systems in Islamic Foundation masjid, internet connectivity on premises, online social media channels (e.g., websites, email distribution lists, Facebook), communication / collaboration tools (e.g., emergency alert / notification systems, group messaging platforms).
- Develop and roll-out technology use guidelines and privacy / security protocols that affect users.
- Collaborate with other relevant stakeholders to evaluate technology needs, develop annual plans and budgets, and take needed actions.
- Engage experts from within and outside the community as needed to bring in specific technical expertise to support technology-related initiatives.

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- Give vital and visible support to all key Islamic Foundation institutions / users (e.g., IF masjid, IFS, Sunday School, Weekend learning programs).
- Communicate goals and progress to the Board and other identified stakeholders on a regular basis.

#### Board Member Qualifications

- Professional experience in the technology sector, preferably in areas related to needs of Islamic Foundation.
- Professional experience in engaging with industry experts, vendors, and users on technology-related matters, including familiarity with the next-generation innovation in relevant technologies.
- Ability to engage with members of board on an individual or collective level.
- Preferred experience of working with or on a board or related decision-making body in a for-profit or non-profit organization.
- Strong written and spoken communication skills.
- Use of standard office productivity tools and technologies for management and communication.