



Islamic Foundation

Board Member Role Description – IF Weekend Schools

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

IF Sunday School

- Lead in setting the direction for the Sunday School through annual, and more regular planning.
- Ensure the Sunday School program shares a consistent set of Islamic values with other similar programs offered by the Islamic Foundation, and engage Islamic scholars where needed in design / review of such programs and services.
- Lead in evaluating needs related to space, budget, curriculum, supplies, and other resources; and take needed actions.
- Build and deploy an effective organization that facilitates objectives of the Sunday School.
- Set up and approve guidelines for the Sunday School that are consistent with the direction provided by the Islamic Foundation Board, and ensures accountability for the Sunday School performance.
- Give vital and visible, in-person leadership coverage (with support from committee Vice-Chair where needed) to Sunday School and its day-to-day administrators and staff members.
- Communicate goals and progress to the Board and other identified stakeholders on a regular basis.
- Coordinate with other Islamic Foundation institutions (e.g., IFS, Hifdh programs) to ensure synchronization of strategies and Islamic principles across all Islamic Foundation learning programs, and also appropriate use of shared resources (e.g., school facilities, technology infrastructure).
- Develop and proactively share the Sunday School calendar with the relevant stakeholders to ensure appropriate syndication for effective functioning of all Islamic Foundation institutions.
- Undertake stewardship for effective, consistent, positive representation of Islamic Foundation within and outside the community.



- Leverage access to community families to expand their level of connection with the broader Islamic Foundation programs.

Other weekend learning programs (Dar Al-Huda, MLA, Persian School)

(may be fulfilled in collaboration with Vice-Chairpersons designated for each of these weekend learning programs)

- Represent Islamic Foundation in collaborating with external organizations / groups that own and manage other on-campus weekend learning programs outside the IFS and IF Sunday School.
- Ensure the weekend learning programs share a consistent set of Islamic values with other similar programs offered by the Islamic Foundation.
- Set guidelines for use of Islamic Foundation infrastructure to deliver these programs.
- Assess and approve needs related to space, supplies, and other resources at Islamic Foundation.
- Determine financial obligations of the weekend learning programs organizing groups based on use of resources, and ensure collections as per the schedule.
- Conduct regular audits and in-person inspections of the weekend learning programs to ensure compliance with agreed-upon policies and guidelines.
- Communicate status of weekend learning programs to the Board on a regular basis.
- Sources and shares the weekend learning programs calendar with the relevant stakeholders to ensure appropriate syndication for effective functioning of all Islamic Foundation institutions and initiatives.
- Undertakes stewardship for effective and consistent positioning of Islamic Foundation within and outside the community.

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.