

## **MSA Leadership Positions 2009 – 2010**

This is the official list of MSA Leadership Positions for the year 2009 – 2010 listed below by executive portfolio. (*see page 2*)

### MSA Mandate:

- Help Muslim students strengthen their faith, increase their knowledge and understanding of Islam, purify their hearts, deepen their spirituality, develop sound Islamic character based on the directives of the Holy Qur'an and the Prophetic Sunna, and otherwise draw closer to the goal of complete and sincere submission to God which lies at the basis of the Islamic worldview;
- Establish prayer services for men and women five times daily, in addition to Friday services and special prayers connected with Islamic holidays;
- Facilitate access to information about Islam in various languages for the ethnically diverse McGill community;
- Link, support and unite members of the MSA through the challenges of university life;
- Provide a forum for the training of effective Muslim community workers through participation and coordination of activities for the McGill community;
- Coordinate social activities for men and women;
- Coordinate sports activities for men and women; and
- Provide a link for the McGill community with social and action-based activities in the local Muslim community and around the world.

It requires a great deal of time and effort to fulfill the MSA Mandate. For this reason, we ask you to help out by considering one of the positions listed below each VP Portfolio. The positions are meant to increase participation in the MSA, lighten up the load on each VP, and collectively work towards achieving our goals.

## VP ADMINISTRATION

Omar Balaa [admin@msamcgill.com](mailto:admin@msamcgill.com)

- Internal Accommodation Coordinator:  
Deals with room booking requests inside the Shatner Building and updates the MSA Calendar with bookings. **(2 hrs/week) – Omar Balaa**
- External Accommodation Coordinator:  
Deals with room booking requests outside the Shatner Building. Keeps a list of all available rooms on campus that can be booked. **(2 hrs/week) - Open**
- Library Coordinator:  
Manages MSA Library database system and sets library office hours. **(3 hrs/week) - Open**
- Tech Manager:  
Main contact for renting equipment from IMS. Helps setting up events. **(1 hr) - Open**
- Office Manager:  
Keeps a list of resources in the office, storage and locker, maintains proper order inside the office, takes care of the MSA computer, answers office phone and checks mail. **(2 hrs/week) – Owais Khan**

## VP DAWAH

Meriem Boudjarane [dawah@msamcgill.com](mailto:dawah@msamcgill.com)

- Discover Islam Week Co-Organizer:  
Helps VP Dawah in scheduling meetings and workshops to prepare for the DIW event, contacts the Internal & External Accommodation Coordinators for the event bookings. **(1 month position) - Open**
- Educational Resource Manager:  
Keeps track of the dawah material in the office and orders more when needed. Supplies material to event leaders on demand. **(1 hr/week) - Open**
- Community Service Coordinator:  
Reaches out to the community with creative ideas of help and support. Organizes visits to soup kitchens, senior houses, kid's hospitals, and helps with Project Downtown (PD). **(2 hrs/week) – Open**
- Dawah Table Coordinator:  
Helps in setting up Dawah tables on the McGill campus at least twice a year. Contacts the Educational Resource Manager for resources, and VP Admin for table bookings. **(4 hrs/semester min.) – Open**

- [Recruitment Coordinator:](#)

Thinks of creative ways to recruit students to the MSA. **(1 hr/week) – Open**

## VP EDUCATION

Omar AbuThuraia [education@msamcgill.com](mailto:education@msamcgill.com)

- [Halaqa Coordinator:](#)

Contacts Internal & External Accommodation Coordinator for halaqa (class) bookings. Surveys the McGill community on their halaqa needs. **(2 hrs/week) – Open**

- [Conference Organizer:](#)

Organizes the annual RIS trip in December with Concordia. Keeps a lookout for useful educational conferences and trips. – **(not for first years) – Open**

- [Arabic Language Coordinator:](#)

Maintains connection with Arabic Language teachers in Montreal and provides a venue for learning Arabic to all those who are interested. **(1 hr/week) – Ahmed Haidar**

- [MSA PATH Coordinator:](#)

MSA Peer Advising Tutoring and Help. Provides educational resources to new and returning students pertaining to school work. Manages a database of class assignments, quizzes, exams, and projects. **(3 hrs/week) – Ali Syed**

## VP EXTERNAL

Anais Massot [external@msamcgill.com](mailto:external@msamcgill.com)

- [Communication Coordinator:](#)

Works closely with the Communication Coordinator of Concordia University. Publishes a monthly MSA McGill – MSA Concordia Newsletter. **(2 hrs/week) – Open**

- [News Coordinator:](#)

Reads the McGill Daily and Tribune keeping an eye for any related MSA matter. Informs the VP External of serious news pertaining to the MSA. Coordinates publishing MSA articles in the McGill newspapers. **(3 hrs/week) – Open**

- [Publicity Coordinator:](#)

Maintains the MSA mail listserves and facebook group. **(1 hr/week) – Open**

- [Advertising Coordinator:](#)

Advertises events. Contacts the Publicity Coordinator for internet advertising through emails and facebook, contacts poster designers to create posters for events, ensures that posters are distributed across campus and maintains event ticket sales. **(3 hrs/week + 2 helpers) – Open**

- Radix Writer:  
Writes articles for the interfaith magazine and keeps good relations with them. **(1 article /month) – Open**
- Website Coordinator:  
Responsible for updating and maintaining the website, giving it a modern, fresh look. **(2 hr/week) – Omar Fawzi**
- CKUT Caravan Show Manager:  
Host of the weekly Caravan Show on radio. Prepares topics and interviews for the show. **(7-8 hrs/weekly) - TBA**  
**(disclaimer: not an MSA position)**

## VP PRAYER

“TBA” [prayer@msamcgill.com](mailto:prayer@msamcgill.com)

- Salah Assistant:  
Helps VP Prayer organize Jumaa and Eid prayers. Sets up Sound System, carpets, donation boxes, Quran books, and sister’s hijabs. **(1 hr/week) – TBA**
- Friday Khateeb Factory (FKF) Manager:  
Oversees the quality of the Friday Khutba, manages the training of student khateeb, and provides general public speaking workshops. **(3 hrs/week) – Hamza AlHabian**
- Khutba Coordinator:  
Contacts khateeb (speakers) and organizes a schedule for the weekly khutbas. Works with the FKF Manager in selecting Jumaa topics. **(1 hrs/week) - Open**
- Prayer Hall (Musala) Coordinator:  
Maintains the sanity of the prayer hall by means of weekly vacuuming and daily refreshing. Renews shoe plastic bags when necessary, and keeps the room clean and tidy. Updates weekly prayer times in the hall. Thinks of ways to improve the sanity of the room and make it a better place. Coordinates 1 major cleaning session every semester. **(2.5 hrs/week) - Open**
- Fajr Prayer Coordinator:  
Organizes a space on campus to pray Fajr. Responsible for the development of the McGill Fajr Challenge project. **(1/2 hr daily) – Yezin Al-Qaysi**
- Prayer Space Issue Coordinator:  
Member of the Prayer Space Committee. Keeps VP Prayer and President updated regarding the Human Rights Musalla Complaint. – **Taken TBA**

## VP INTERNAL

Abdullah Farooqi [abdullah.farooqi.msa@gmail.com](mailto:abdullah.farooqi.msa@gmail.com)

- Leadership Training Assistant:  
Helps in planning and organizing leadership training sessions for the VPs.

## VP SOCIAL

Farhana Begum (sisters) & Zakir Mir (brothers) [social@msamcgill.com](mailto:social@msamcgill.com)

- Yearbook Editor:  
Prepares a yearbook with all MSA events. Designs pages, layouts, and style. Prints yearbook at the end of the year. **(2 hrs/week) - Adeeb**
- Director of Photography:  
MSA Photographer. Attends events and takes pictures. Forwards pictures to the Yearbook Editor. **(1 hr/week) - Open**
- Event Planner Manager:  
Creatively thinks of possible social events. Plans general event details.  
(Restriction: cannot take on any other MSA position. Put your time into brainstorming!)  
**- Open**
- Winter Sports Coordinator:  
Plans the annual winter sports event and ski trip. **(January – March, 2hrs/week) – Open**
- Sports Coordinator:  
Registers teams for McGill intramural sports. **(January, 2 hrs/week) - Open**

For any questions pertaining to these positions or further information, please contact the respective executive or contact the general MSA email: [msa.mcgill@gmail.com](mailto:msa.mcgill@gmail.com)

MSA McGill urges you to take on a position and help out. The VPs will always be there to assist you.