

BMSA E-Board Positions

Coordinator

- Manages the E-Board's overall operations, overseeing the responsibilities of E-Board members and leading weekly meetings
- Creates, in collaboration with E-Board members, a comprehensive plan for the year and actively gauges community needs to make adjustments
- Serves as the main point of communication with University offices (e.g. OCRL Program Associate, OCRL Administrative Associate, the Muslim Chaplain, Dining Services, Residential Life, etc.) on logistical matters relevant to the community
- Revises and sends weekly MSA emails to the general body
- Trains and guides the first-year position of Communications & Finance Chair
- Oversees E-Board elections of open positions
- Handles any unspecified responsibilities that arise

Communications & Finance Chair *[reserved for first-years]*

- Checks MSA email at least once a day, and Facebook and Instagram at least three times per week, addressing messages accordingly (responding directly, forwarding info to the relevant E-Board member, etc.), and updates BMSA website
- Takes notes at weekly E-Board meetings
- Manages a finance Google folder, including overseeing student reimbursement uploads, communicating with OCRL staff responsible for finances, and privately and ethically handling of financial aid requests
- Maintains a log of MSA expenses and reimbursements, updated at least once a week
- Secures funding for events; this includes identifying an E-Board member's card to cover expenses (before reimbursement) and, when necessary, pitching to UFB

Publicity Chair *[reserved for first-years]*

- Advertises MSA and Chaplaincy events by making promotional media (e.g. posters), creating Facebook events, posting on our Instagram page and Instagram stories, and messaging the WhatsApp group
- Ensures all MSA members are informed about major events beforehand
- Checks Facebook and Instagram at least three times per week, addressing messages accordingly, either responding directly or forwarding info to the relevant E-Board member
- Updates MSA website each semester, obtaining relevant information from each E-Board member, the Muslim Chaplain, or the University

Education & Chaplaincy Liaison

- Communicates with the Muslim Chaplain on behalf of the BMSA general membership, meeting at least once a week, to integrate Chaplaincy programming into the MSA, while also gauging community programming interests via feedback forms
- Serves as main contact point for guest speakers and manages logistics of bringing speakers (including SAO speaker contracts, lodging, honorariums, etc)
- Evaluates the climate of Muslim students of a variety of backgrounds, who are or feel themselves outside of the majority, and works to foster inclusive environment and relevant programming
- Publicizes Chaplaincy and guest speaker events on Facebook, Instagram, and the WhatsApp group or reaches out to Publicity Chair for this purpose

Service Chair

- Organizes regular community service events, such as food drives and environmental clean-ups, to support the greater Providence/Rhode Island community
- Researches and organizes regular fundraising campaigns, talking to representatives of charity organizations, managing logistics of collecting money, and fostering and fielding interest in ongoing charity campaigns, and serving local, national, and global communities (i.e. Charity Week)
- Publicizes service events and campaigns on Facebook, Instagram, and the WhatsApp group or reaches out to Publicity Chair for this purpose

Shia Programming Chair

- Surveys the interests and climate of the Shia-identifying students in order to develop a safe space for Shia students at Brown
- Reaches out to speakers of interest, developing a diversified contact network
- Oversees the dignified and intentional intersection of Shia identity with other aspects of the BMSA
- May coordinate with the Chaplain to ensure that events include Shia-inclusive practices and to provide programming specifically tailored for the Shia community
- Publicizes social events on Facebook, Instagram, and the WhatsApp group or reaches out to Publicity Chair for this purpose

Social Chair

- Organizes regular social events with the goal of inclusive community-building
- Oversees integration of first-years into the MSA
- Serves as the primary organizer for larger social events, such the annual senior banquet
- Publicizes social events on Facebook, Instagram, and the WhatsApp group or reaches out to Publicity Chair for this purpose

Note: In addition, it is recommended that the E-Board reach out to the graduate student community to identify a point of contact to ensure the needs of the graduate Muslim student community.