

BMSA E-Board Positions: 2021-2022

President

- 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
- Serves as a financial signatory
- Oversees E-Board elections of open positions
- Fulfills the responsibilities of the first-year positions until they are filled and trains the elected first-years
- Handles any unspecified responsibilities that arise

Communications Chair *[reserved for first-years]*

- Checks the MSA email at least once a day and addresses messages accordingly, either responding directly, forwarding info to the relevant E-Board member, or deleting spam messages, etc.
- Drafts the weekly MSA email and collaborates with the President in editing and sending
- Actively manages additions and deletions to the MSA listserv
- Takes notes at weekly E-Board meetings

Design Chair

- Designs media and other needed graphics and designs to promote MSA and Chaplaincy events
- Advertises MSA and Chaplaincy events, in a timely manner, by posting on the MSA Instagram page and Instagram stories, creating events on the MSA Facebook page, and messaging the relevant MSA WhatsApp groups
- Collaborates with the Social Media Chair when necessary

Education Chair

- Communicates with the Muslim Chaplain on behalf of the MSA general membership, meeting at least once a month and whenever necessary, to integrate Chaplaincy programming into the MSA, while also gauging community programming interests
- Organizes programming aimed at increasing students' Islamic knowledge and fostering spiritual growth

- Serves as main contact point for guest speakers and manages logistics of bringing speakers (including SAO speaker contracts, lodging, honorariums, etc); collaborates with the financial signatories on E-Board for this purpose when necessary
- Organizes any campus-wide events, such as Islamic Awareness Week, intended to increase the visibility and knowledge of Islam among the Brown campus community
- Works with the Social Chair throughout the year to decide on and create holistic programming

Finance Chair

- Manages financial matters for the MSA, which includes but is not limited to: communicating with UFB and SAO, securing funding for events, pitching supplemental budget requests to UFB, coordinating the drafting process of the next year's annual budget, identifying an E-Board member's card to cover expenses before reimbursement
- Budgets MSA expenses at the beginning of each semester and works, throughout the semester, to ensure a balanced budget
- Maintains a log of MSA expenses and reimbursements, updated at least once a week
- Raises funds for the MSA
- Serves as a financial signatory
- Develops a robust strategy to secure a sustainable MSA budget for the long-term
- Works closely and maintains consistent communication and collaboration with the President on all financial matters

Service Chair

- Organizes regular community service events, such as food drives and environmental clean-ups, to support the greater Providence/Rhode Island community
- Collaborates with local masjids to coordinate service initiatives that support disadvantaged members of the greater Providence/Rhode Island community
- Researches and organizes charity campaigns (e.g. Dollar-A-Week), 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 (e.g. Charity Week)
- Publicizes service events and campaigns on Facebook, Instagram, and the WhatsApp group(s) and/or collaborates with the Social Media and Design Chairs for this purpose

Social Chair

- Organizes regular social events with the goal of inclusive community-building, catering to both brothers and sisters
- Oversees integration of first-years into the MSA, taking steps such as managing a mentorship program and personally inviting first-years to events

- Serves as the primary organizer for larger social events, such the annual senior banquet
- Manages the general and first-years MSA WhatsApp groups and coordinates the management of the brothers' and sisters' groups
- Establishes contact with the graduate Muslim community and works to cater to their specific needs
- Works with the Education Chair throughout the year to decide on and create holistic programming

Social Media Chair *[reserved for first-years]*

- Checks Instagram and Facebook direct messages once per day and addresses messages accordingly, either responding directly or forwarding info to the relevant E-Board member
- Sends reminders about upcoming events to the MSA WhatsApp chats, ensuring all MSA members are informed about major events beforehand
- Actively posts or reshares to the MSA Instagram and Facebook pages content related to Islamic knowledge and inspiration, opportunities for spiritual growth, injustices facing the global Ummah, causes Muslims should be conscious about, and noble initiatives (note: content to be posted or reshared should be agreed upon by the other E-Board members, or, at the very least, by the President)
- Actively maintains and updates the MSA website each semester, obtaining relevant information from each E-Board member, the Muslim Chaplain, or the University
- Collaborates with the Design Chair when necessary

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.