



**CARLETON UNIVERSITY  
MUSLIM STUDENTS'  
ASSOCIATION**

The Coordinators and Committee Guidebook of the  
Muslim Students’ Association - Carleton University

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## CU-MSA

### ARTICLE 1.0 – PREAMBLE

The Coordinators & Committee Guidebook of the CU-MSA shall act as a complementary document to the Constitution to provide in-depth information about CU-MSA Coordinators' duties and CU-MSA Committees. The Guidebook must not contradict the Constitution.

The coordinator roles are a guideline for the work, however all members of the council, regardless of the coordinator or committee position, will be held responsible for events and operation of the club.

### ARTICLE 2.0 – COMMITTEES

The chair (Vice President) of each committee is responsible for calling meetings, communicating with committee members, and ensuring meeting minutes are recorded. In addition to coordinators, some committees may have committee members, which the chair is also responsible for. The incoming VP Internal, in collaboration with the executive board, will be responsible for determining the number of individuals accepted into a committee each year.

#### ARTICLE 2.1 – ADMINISTRATIVE COMMITTEE

The primary duties of this committee are to manage website development and maintenance, manage and moderate the Discord platform, supervise the WhatsApp community, co-create the weekly newsletter alongside VP Comms, and provide technical support for execs.

[admin@cumsa.ca](mailto:admin@cumsa.ca)

#### ARTICLE 2.2 – COMMUNICATIONS COMMITTEE

This committee upholds the CU-MSA brand throughout all platforms and media productions following the Brand Guide. It encourages high event turnout, particularly from the greater Carleton Muslim community, by informing the public with descriptive infographics and publishing the weekly newsletter. It encourages social media engagement through initiatives that include, but are not limited to, making Instagram Reels, Instagram Stories, and YouTube, and collaborating with other organizations to reach a wider audience. This committee is also responsible for creating a sense of community within the MSA and University through maintaining a unified outlook on social media, capturing pictures and videos of MSA members, and upholding MSA values.

(15-20 members)

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## CU-MSA

[vpc@cumsa.ca](mailto:vpc@cumsa.ca)

### ARTICLE 2.3 – EXTERNAL COMMITTEE

The duty of this committee is to build and foster relationships with external organizations. This includes the approval of working with other external organizations/ individuals, as well as leading community events in collaboration with local mosques and other organizations. The committee also fights against islamophobia and advocates for Muslim students to freely practice Islam on campus.

[vpe@cumsa.ca](mailto:vpe@cumsa.ca)

### ARTICLE 2.4 – FINANCE COMMITTEE

This committee oversees the budget, the purchase, and sale of any goods/assets. This includes creating and implementing fundraising strategies for CU-MSA and organizing fundraisers for charities.

[vpf@cumsa.ca](mailto:vpf@cumsa.ca)

### ARTICLE 2.5 – INTERNAL COMMITTEE

The VP Internal and the internal committee play a crucial role in the CU-MSA, managing various responsibilities such as updating the constitution and Guidebook, offering valuable insights on organizational issues in collaboration with the president, and handling volunteer applications. In case of need, the VP Internal can act as a temporary VP or president. The committee is actively involved in hosting monthly meetings and training sessions, organizing internal engagement activities, and managing feedback and complaints from council members. Additionally, they plan team bonding and fun activities for coordinators and the executive team to strengthen their connection.

[vpi@cumsa.ca](mailto:vpi@cumsa.ca)

### ARTICLE 2.6 – SERVICES COMMITTEE

This committee aims to provide students with a welcoming environment to allow them to practice Islam freely. This is accomplished by providing the necessary services and support for Muslim Students religiously, educationally, and academically. Services include maintaining the prayer rooms, organizing Friday prayers, and promoting gaining new knowledge through Islamic programming.

[vps@cumsa.ca](mailto:vps@cumsa.ca)

## ARTICLE 2.7 – STUDENT LIFE COMMITTEE

This committee promotes community, unity, friendship, and student wellbeing. This is accomplished by hosting engaging social and sports activities for students, as well as gathering feedback from the community on what would improve their time at Carleton University.

[vpsl@cumsa.ca](mailto:vpsl@cumsa.ca)

## ARTICLE 3.0 – THE EXECUTIVE BODY

The Executive Body shall oversee the work done by the Association, ensure that efficient management and leadership strategies are implemented and ensure that the mission of the Association is being accomplished.

### ARTICLE 3.1 – DUTIES OF EXECUTIVES

#### President

The President is the Chair of the Executive Body and is responsible for upholding the mandate and principles of the Association at all times, as well as ensuring the functioning of the Association. The President also holds signing authority for the Association's bank account.

The duties of the President are the following:

- Oversee all administrative matters of the Association
- Checking in with the execs on a regular basis to ensure the completion of their responsibilities in a timely manner.
- Assume the duties of any member of the Executive in the case of their inability to perform their duties until such time as the position can be filled
- Receive updates and briefings regarding all activities, events, actions, and communications of the Association in order to ensure uniformity and logistical coordination
- Represent the Association in all external affairs, including with the administration of Carleton University, all levels of government, and all media committees both on and off campus.
- Uphold and maintain strong relations with the Carleton University Students' Association (CUSA), the Clubs Oversight Commission, Campus Safety, Equity Services, and Student Affairs.
- Work with the president-elect to create Executive training to ensure proper transition between the outgoing and incoming Executive Bodies.

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## CU-MSA

- Ensure the creation of transition packages to ensure proper transition between the outgoing and incoming Executive Bodies.
- Validate Co-Curricular Record (CCR) credits for CU-MSA members

### Vice President Administration

The VP Administration oversees and ensures the proper management and coordination of all the Association's general administrative matters, including but not limited to Executive and General Meetings. The VP Administration is the chair of the administrative committee.

The duties of the Administrator are the following:

- Sit as the Clerk at any and all Executive, Council and General Meetings held by the Association
- Record all meeting minutes and file them with the VP Internal.
- Ensure the development of the website to accommodate for advertising strategies required
- Contribute to an updated schedule for all Association-related programs, including but not limited to Friday prayer timings and Association committee and subcommittee meetings.
- Ensure the Muslim Student body is aware of the Accommodation policy for Religious Obligations made by the Equity Services office.
- Maintain and moderate main channels of communication, including but not limited to Discord and WhatsApp.
- Send out the weekly newsletter alongside VP Communications.
- Ensure that the Google drives are clean and ordered and address any issues that may arise.
- Lead a successful plan for the Administrative Committee with its members
- Ensure the availability of technical support for online, in-person and hybrid events, including speaker, microphone and projector setup and takedown.

### Vice President Internal

The VP Internal is mandated to assist the President in overseeing the Association and ensuring administrative and logistical coordination across the Association and all committees and subcommittees. The VP Internal oversees and coordinates all Association programs, services, and events, and is responsible for ensuring all committees can carry out their function. The VP Internal is also the chair of the equity committee.

The duties of the Vice President Internal are the following:

- Sit on the Constitutional Board
- Oversee all constitutional and policy updates and regulations
- Uphold and regulate the functions of the Association based on the Constitution

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## CU-MSA

- Plans council meetings and membership development training
- Collects feedback from members and handles conflict resolution
- Works with the President to create the agenda for the Exec meetings, takes meeting minutes and follows up with the Exec team to ensure proper fulfilment of the tasks.
- Suspend the activities of any committee found to be contravening the Constitution if deemed necessary by the Executive Body.
- Ensure the Constitution is revised at least once every three years, and the Guidebook is updated annually. All committees and subcommittees must be notified of any changes
- Coordinate with the President on any constitutional update(s) or policy alteration(s).
- Lead a successful plan for the Internal Committee with its members.

### Vice President External

The VP External is mandated to assist the President in overseeing the Association and ensuring all external affairs and relations are managed appropriately. The VP External is also the Chair of the External Affairs Committee.

The duties of the Vice President External are the following:

- Assist the President in external communications and public representation of the Association.
- Seek, maintain, and manage relationships with other clubs and societies on campus, CUSA, and other organizations within the Ottawa community
- Ensure that the Association is well represented and maintains no affiliations with any political parties
- Create and maintain documentation with key organizational structures/ key people of interest and their relationship to the MSA.
- Ensure that Muslim students' rights are heard and acted upon on a campus basis and Ottawa community.
- Implement strategies to prevent and address cases of Islamophobia on campus.
- Lead a successful plan for the External Affairs Committee with its members.
- Collaborate with VPS to approve speakers according to the speaker approval guidelines

### Vice President Finance

The VP Finance is the treasurer and holds signing authority, along with the President for the Association's bank account and is responsible for all accounts and transactions of the Association. The VP Finance is the Chair of the Finance Committee.

The duties of the Vice President Finance are the following:

- Track all financial accounts and transactions of the Association including all revenues, expenses, liabilities, and significant assets



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- Prepare a budget update and projections to be presented to the Executive body at least once each term
- Work in collaboration with the President and VPE to secure funding opportunities and sponsorships, and maintain relationships.
- Oversees all fundraising operations of the CU-MSA
- Ensure Sponsorship contracts are upheld
- Collect and account for all donations received by the Association
- Lead a successful plan for the Finance Committee with its members

## Vice President Services

The VP Services assesses the needs of the Muslim community on campus and ensures that the quality of services provided by the Association meets the expectations and needs of the community. The VP Services is the Chair of the Services Committee.

The duties of the Vice President Services are the following:

- Provide the necessary services and support for Muslim Students religiously, educationally and academically
- Oversee the maintenance of prayer services, including the prayer room and Friday prayer setup
- Provide religious programming for both Brothers and Sisters
- Lead a successful plan for the Services Committee with its members
- Oversee the administrative requirements of the Friday prayer and secure a preacher that follows the teachings of Islam
- Collaborate with VPE to approve speakers according to the speaker approval guidelines
- Maintain relationships with local mosques and guest speakers.

## Vice President Student Life

The VP Student Life is accountable for creating an open and welcoming social atmosphere for Muslim students on campus. The VP Student Life is the Chair of the Student Life Committee.

The duties of the Vice President Student Life are the following:

- Oversee the planning of events and activities that serve the needs of Muslim students on/off campus in regards to social life
- Aim to maintain and establish strong bonds among Muslim students on campus through social events and activities
- Coordinate with the Student Life Committee members in planning separate events for Brothers and Sisters, as well as special events

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## CU-MSA

- Connect students with off-campus events, other university clubs, and local community spaces such as local masjids
- Lead a successful plan for the Student Life Committee with its members

### Vice President Communications

The VP Communications is responsible for maintaining, monitoring and updating the representation of the Association's public image. The VP Communications is the Chair of the Communications Committee.

The duties of the Vice President Communications are:

- Improve the online presence of the organization including the use of social networks to create and promote a sense of community among members via the various media outlets
- Oversee the development of any and all marketing materials and assign tasks to different committee members
- Coordinate with Communications Committee members in regards to creating a consistent and unified plan for media publication, graphic design, photography, and videography
- Lead a successful plan for the Communications Committee with its members

## ARTICLE 4.0 – COORDINATORS

### ARTICLE 4.1 – ADMINISTRATIVE COMMITTEE

#### Website Coordinator

- Lead a team of developers to manage website updates, maintenance, and development.
- Ensure all information provided on the website is accurate and the design follows the Brand Guide

#### Discord Coordinator

- Oversee the moderation of the CU-MSA Discord server, ensuring a positive and respectful environment for all members.
- Address any instances of disruptive behavior, including name-calling, conflicts, or other violations of community guidelines.
- Resolve technical issues related to Discord usage, such as troubleshooting connectivity problems or managing server settings.
- Collaborate with a team of moderators to enforce server rules and handle issues effectively.

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## CU-MSA

- Facilitate communication among members by organizing channels, managing roles, and promoting community engagement.
- Stay updated on Discord platform updates and best practices to optimize server functionality and member experience.
- Maintain and update guidelines for choosing Discord moderators.

## ARTICLE 4.2 – COMMUNICATIONS COMMITTEE

### Graphics Coordinator

- Gather details from appropriate parties about upcoming events and services.
- Design creative graphics following the Brand Guide
- Lead a team of committee members by delegating tasks and meeting with them as needed.

### Social Media Coordinator

- Generate engaging posts for our social media platforms, including Instagram, Facebook, WhatsApp, and Discord.
- Craft captivating captions to accompany social media posts.
- Develop weekly stories highlighting both recurring and one-time events.
- Supervise a team of committee members by assigning tasks and conducting necessary meetings.

### Multimedia Coordinator

- Responsible for capturing high-quality photographs and videos of CU-MSA events and activities, ensuring proper framing, lighting, and composition.
- Edit photos and videos to enhance their visual appeal and quality.
- Manage and maintain camera equipment, ensuring its availability and functionality for capturing outstanding visuals.
- Lead a team of committee members by assigning tasks and conducting meetings as needed.

### Reels Coordinator

- Lead innovative efforts to enhance member engagement, including the development of engaging content such as Instagram Reels.

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## CU-MSA

- Responsible for planning, capturing, and creating high quality videos for reels and other short films that provide lessons and beneficial outcomes for the CU-MSA

## ARTICLE 4.3 – EXTERNAL COMMITTEE

### Advocacy Coordinator

- Develop and implement strategies with the VPE to prevent and address cases of islamophobia and anti-Palestinian racism on campus.
- Collaborate with the VPE and the President to secure more amenities and advocate for the rights of the Muslim community.
- Draft letters, prepare documents, and meet submission deadlines for advocacy projects.
- Establish and maintain relationships with advocacy organizations, sharing relevant campaigns and action items with the VPE.
- Partner with organizations to raise awareness for educational and advocacy campaigns supporting the Muslim community
- May plan two or more events related to Advocacy throughout the year.
- Update External Phone book to include all contacts made

### Ummah Coordinator

- Establish and maintain communication with mosques and organizations through emails, phone and meetings
- Identify key points of contact for different mosques and organizations within the community and build/maintain a directory for ongoing collaboration.
- Develop partnerships with mosques and organizations for events, fundraising, and community engagement initiatives.
- Track and manage requests related to masjid access, maintenance, and improvements.
- Work with the Advocacy Coordinator and VPE to align community-related concerns with broader advocacy efforts.
- Update External Phone book to include all contacts made

### Campus Coordinator

- Explore potential partnerships and collaborative events with other clubs, such as dawah, social, or educational initiatives.

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## CU-MSA

- Identify and develop collaborative event ideas with clubs, while ensuring our club's values aren't compromised.
- Assist the VPE in organizing focused events.
- Lead Charity Week in October, ensuring tasks are assigned and the VPE is kept informed.
- Work with the Advocacy Coordinator and VPE to align advocacy efforts with event planning.
- Keep a record of past and potential club collaborations to track engagement and opportunities.
- Update External Phone book to include all contacts made

## ARTICLE 3.4 – FINANCE COMMITTEE

### Fundraising Coordinator (Two coordinators)

- Lead the fundraising sub-committee and support team members, reporting all activities to the VPF.
- Develop and implement fundraising strategies and campaigns leading to the planning and execution of fundraising events.
- Cultivate and maintain sponsor relationships alongside the VPF.
- Monitor and report on campaign success to the VPF in relation to the fundraising goals set by the team.
- Coordinate volunteer involvement in fundraising activities and events.

## ARTICLE 4.5 – INTERNAL COMMITTEE

### Internal Development Coordinator

- Plan training for council members to promote interpersonal, personal, leadership and professional development at council meetings, during separate events.
- Actively participate in committee meetings, providing insights and updates on assigned tasks.
- Aid the VPI with managing volunteer applications, including setting up intake/sign-up forms.
- Assist in updating the guidebook and constitution as needed.
- Take detailed notes and attendance during council meetings and training for comprehensive documentation.
- Keeping track of volunteers joining or leaving the MSA and recording these specific dates.
- Collaborate on planning training sessions, focusing on development areas.

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## CU-MSA

### ARTICLE 4.6 – SERVICES COMMITTEE

#### Halaqa Coordinator

- Host the halaqa (Islamic class/lecture/learning circle), which includes but is not limited to planning with the speaker and ensuring everyone's needs are met.
- Attend halaqas (in person) and plan ways to increase community engagement (posters, snacks, etc)
- Help gauge community interest and suggest new and fresh programs for the entire year.
- Organize halaqas by reaching out to speakers, booking rooms, filling out risk management forms, and coordinating with VPS.

#### Jummah Prayer Coordinator

- Ensure jummah (Friday prayer) is running smoothly with qualified Khateeb (preachers), setup and cleanup every week.

#### Prayer Space Caretaker

- Ensure the Musallah (prayer room) and wudu (ablution) area are clean and maintained to a high standard by organizing regular upkeep and gathering volunteers for ongoing maintenance.
- Maintain and organize the MSA storage room and create inventory.

#### Tabling Coordinator

- Organize and maintain a schedule for volunteers participating in tabling events. Ensure the table is properly set up and stocked with essential materials such as pamphlets and Qur'ans.
- Coordinate volunteer training by arranging qualified speakers or local sheikhs to deliver sessions. Plan follow-up evaluations to ensure volunteers are well-prepared and confident.
- Be available weekly, or at minimum biweekly, during tabling events to oversee setup and support volunteers on-site.

### ARTICLE 4.7 – STUDENT LIFE COMMITTEE

#### Brothers' Events Coordinator

- Shall formulate and organize events that increase brothers' social connectivity on- and off-campus.
- Shall organize and support sports, leadership, and personal development events for brothers.
- Shall seek and survey brothers on feedback about past and future events to continue improving events development and CU-MSA culture.
- Provide support for other Student Life events as needed.

#### Special Events Coordinator

- Responsible for leading special events within the student life committee.

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## CU-MSA

- Organize off-campus and collaborative events.
- Facilitate inter-committee events.
- Provide support for other Student Life events as needed.

### Sisters' Events Coordinator

- Shall formulate and organize events that increase sisters' social connectivity on- and off-campus such as paint night, nature retreats, mosque sleepovers, trivia nights.
- Shall organize and support sports, leadership, and personal development events for sisters.
- Shall seek and survey sisters for feedback about past and future events to continue improving events development and CU-MSA culture.

## ARTICLE 5.0 – APPOINTED POSITIONS

This section lists positions that are appointed by the executive team. These roles are not open for application and are filled through appointment by the team.

### ARTICLE 5.1 – Chief Electoral Officer

- Facilitate the application process for candidates seeking Executive positions and coordinate the submission and review of applications within the Executive Team.
- Coordinate the voting process within the Executive Team to determine the eligibility of candidates and finalize nominations for the election.
- Reviewing the list of eligible voters based on the criteria outlined in Section 7.3 of CU-MSA Constitution, assessing appeals from members deemed ineligible to vote and presenting them to the Executive Body for consideration and decision-making.
- Explain the rules and procedures to all candidates and ensure their understanding. Attend internal elections to oversee adherence to the rules and processes.

**Note: The Chief Electoral Officer (CEO) is appointed by the Executive Body to oversee and manage the election process in accordance with the Constitution of the CU-MSA. The CEO is not eligible to run for any Executive position on the incoming Executive Body, and an executive member of the incumbent Executive Body is ineligible to serve as CEO.**



## ARTICLE 5.2 – IAW Coordinator

The IAW Coordinators lead the vision and overall execution of Islam Awareness Week. This includes assembling a well-rounded planning team, guiding theme selection and booth development, and ensuring smooth coordination across all involved parties. As the face of IAW, the coordinator fosters open communication, supports volunteers and directors, and creates an inclusive, purpose-driven experience. Above all, the role is grounded in sincerity, mentorship, and service for the sake of Allah SWT.

- Assemble the planning team based on experience, character, and community needs. Consult previous coordinators and executives, and avoid personal bias in making personnel decisions.
- Oversee all directors groups, ensuring tasks and milestones (curriculum, bookings, volunteer forms, shirt design, etc.) are completed on time.
- Facilitate regular check-ins, director group meetings, and bi-weekly PT meetings to keep the team organized and on track.
- Guide the selection of the IAW theme, booths, and color scheme to reflect Islamic values meaningfully
- Foster a positive, collaborative team culture with clear communication and mentorship.
- Stay actively involved with volunteers. Attend trainings, Support volunteers, and lead by example.
- Maintain strong ties with MSA execs and align IAW goals with the broader vision and mission of the MSA
- Continuously center the purpose of IAW around dawah to the carleton community (muslims and non muslims), growth, and the pleasure of Allah SWT.
- Anticipate challenges and guide the team through them with patience, planning, and calm problem-solving.

## ARTICLE 5.3 – Reverts Network Coordinator (one brother & one sister)

- Maintain and develop a mentorship program, including but not limited to a vetting process and regular check-ins with mentors.
- Create educational events alongside social events to build engagement.
- Verify and advertise suitable external events.
- Arrange guest speakers and develop resources.
- Collaborate with local masjids to promote revert programs.
- Collaborate with the IAW team to offer support during/post IAW for reverts.
- Collect feedback from reverts and mentors to review and develop programs.

## ARTICLE 5.4 – Ramadan Coordinator

The Ramadan coordinators lead the CU-MSA Volunteers for the month of Ramadan. This includes gathering and organizing volunteers, contacting and securing sponsorships for the month and managing the daily iftars on campus throughout the month. Under this role it is divided into two main sections;

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- Ramadan Services Coordinators
  - Gather, schedule and manage volunteers
  - Ensure there are enough volunteers scheduled for each day
  - Scheduling driver pick up and drop off of food
- Ramadan Finance Coordinators
  - Gather sponsorships for the month of Ramadan
  - Tracking spending on all expenses