

**AMERICAN MUSLIM DIVERSITY ASSOCIATION (AMDA)
Project Description & Contract**

TITLE:

Head, Religious Affairs and Activities

REPORT TO:

Board of Trustees of American Muslim Diversity Association.

REPORTING REQUIREMENT:

Provide monthly written report (one page) regarding activities performed to fulfill this contractual obligation to the Board of Trustees. Email report to trustees@amda.us by 3rd of each month following the month for which the report is prepared.

SUPERVISE:

Assistant Imam, Religious Affairs & Activities and any additional individuals decided by Board of Trustees.

CONTRACT PERIOD:

January 1, 2021 to December 31, 2021.

GOAL:

- To provide Islamic religious guidance and establish a Muslim community according to the Holy Quran and the Sunnah of the Prophet (peace be upon him).
- To use leadership and administrative skills to develop, achieve and maintain the best possible religious environment for the members of AMDA that support the mission, vision and beliefs of American Muslim Diversity Association.

ELIGIBILITY TO WORK:

- Must be eligible to work legally in the USA (need to provide documentation)

TIME COMMITMENT:

Forty (40) hours of time commitment at a minimum is required per week to fulfill the responsibilities mentioned below.

Two hundred thirty one (231) days of presence is required per year over the contractual period. Total number of working days in 2021 is two hundred fifty one (251).

For health reason a maximum of 5 days (Forty hours) absence is permitted from the required days of presence.

Presence is required on Memorial Day, Independence Day (4th of July) and Labor Day if these days are on religious celebration day. By providing advanced notice, adjustment can be made to the day of absence if 4th of July falls on a previously announced non-working day.

RESPONSIBILITIES:

1. Lead congregation and conduct religious activities at AMDA according to Hanafi School of thought.
2. Lead daily prayers at location decided by AMDA. Days and number of prayers can be decided upon discussion with the Assistant Imam so that all prayers throughout the contractual period are covered at AMDA Masjid.
3. Master tajweed rules to ensure correct recitation of the Qur'an

4. Follow all policies as established by the Elected Representatives of the organization. AMDA policies are published on AMDA website.
5. Maintain regular and convenient office hours for the members and counsel congregation members as needed. Office hours should be published at least a week in advance.
6. Maintain a minimum of 20 hours of office time per week.
7. Inform Board of Trustees (trustees@amda.us) in advance if unable to be present at AMDA Masjid or at any location decided by AMDA Board. In case of emergencies, information should be provided within a reasonable time.
8. Lead Jumah prayer and give khutbah at location decided by AMDA except when there is a guest khatib.
9. Take written pre-approval from Board of Trustees by sending email to trustees@amda.us, prior to inviting a guest khatib or speaker.
10. Makes sure that Jumah announcements are made by elected representatives of the organization.
11. Hold Halaqahs/khatirahs (Religious Talk/Discussion) at minimum of two per week.
12. Conduct activities on Tafsirul Quran, Hadith, Sirah, Fiqh.
13. Participate in monthly family get together on dates decided by AMDA.
14. Lead Eid Prayers and give khutbah at location decided by AMDA except when there is a guest khatib.
15. Document all khutab and file those electronically on AMDA website.
16. Publish religious or issue article/s in AMDA newsletter to spread Islam.
17. Represent AMDA in activities that improve interfaith and intra-faith relationship of Islam.
18. Establish and maintain relationships with local community groups and individuals to foster understanding and solicit support for AMDA activities.
19. Participate in activities that will spread Islam and showcase the peaceful nature of Islam.
20. Participate in regional or national conference to represent AMDA. Based on advanced written approval from Board of Trustees, reasonable cost of attendance will be reimbursed.
21. Provide for the spiritual growth of the youth through educational programs and other activities.
22. Stay tolerant and calm, specifically in difficult and stressful situations involving members of the community.
23. Listen to challenging input from the community, and without any vagueness, directly and concisely report any such incident to the Board of Trustees.
24. Recognize division creating challenging input from community and have ability to organize mediation meeting with input and participation from the Board of Trustees.
25. Mediate any conflict without creating division in the community.
26. Work with Elected Representatives on fundraising programs.
27. Make recommendations for implementation of religious activities.
28. Work with members of the leadership team on religious matters and issues.
29. Participate in meetings by invitation.
30. Respond to written, oral, and electronic requests for information.
31. Maintains a valid email address for effective communication. This email address should be provided to the Board of Trustees.

TERMS OF CONTRACT:

Head of Religious Affairs and Activities will be an independent contractor of AMDA. Contractor is responsible for tax and other payments required by IRS regulations. AMDA is not responsible for unemployment insurance. At the end of tax year AMDA will report payment to IRS. AMDA will provide applicable IRS reporting form intended for independent contractors.

The Board of Trustee shall reserve right to cancel this contract at any time with a written notice, if there are any violation in contractual agreement, any activity which is a conflict of interest, any activities against principles of Islam, or any activity subversive to the mission and objective of AMDA as determined by the Board of Trustees.

The Board of Trustee shall reserve right to publish detail of this contract and monthly reports in any form, but to respect individual privacy the details specified in REMUNERATION clause will be removed.

Except as mentioned above, this contract can be cancelled at any time by either party provided a written notice is served one month in advanced from the effective date.

REMUNERATION:

For contracted time, honorarium will be \$xxxx.xxx (xxxxxxxxxxxxxxx) per month for fulfilling contractual obligation as mentioned in responsibilities clause. A contribution of \$xxx.xx (xxxxxxx) will be made per month towards the health insurance premium.

PERFORMANCE EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which project goals are met. The Board of Trustee will perform the evaluation.

LIMITATIONS TO CONTRACT RENEWAL:

At the end of contractual period the Board of Trustees may reward new contract with different responsibilities.

By signing below, I, _____ certify that I have read and understood this contract in its entirety, I, _____ also hereby accept the above terms and conditions and agree to provide the mentioned services to the American Muslim Diversity Association for the time mentioned in Contract Period clause.

NOTE: The (above job description reflects the general requirements necessary to describe the functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.)

Signature in file
Munawar Haque

1/1/2021
Date

Signature in file
Javid Khatri
For Board of Trustee,
American Muslim Diversity Association

1/1/2021
Date

Signature in file
Witness

1/1/2021
Date