



**Islamic Shia Ithna-Asheri
Jamaat of Toronto**
FAITH  PEACE  UNITY

ISLAMIC SHIA ITHNA-ASHERI JAMAAT OF TORONTO

JAFFARI ISLAMIC YOUTH – TERMS OF REFERENCE

1.0 Role/Mission Statement:

The mission of the Jaffari Islamic Youth (JIY) is to establish a platform where youth in the Jaffari Community Center can be involved in social, cultural, spiritual, academic, religious, administrative, and organizational capacities. Moreover, the JIY acts as a mediator between the youth in the community and the Board of Directors (“BoD”). Furthermore, its role within the team is to encourage youth-led initiatives and to nurture the growth of youth leadership, while maintaining Islamic values.

2.0 Responsibilities/Jurisdiction:

- 2.1 Key duties: Plan, organize events that caters to the youths of our community, in hopes to uplift them educationally, spiritually, socially.
- 2.2 Collaborate with the BoD, other committees in the community in events and initiatives
- 2.3 Proposing and leading events, fundraising initiatives, social media engagement, encouraging volunteerism, and other administrative actions provided there is approval from the BoD where needed.
- 2.4 Responsible for information delivered at events to be appropriate, honest, accurate and aligned with Islamic values
- 2.5 Acting as a voice for youth of Jaffari Community Center and encouraging active participation from youth in the community.
- 2.6 Shared information will be stored in our google docs folder

3.0 Structure:

- 3.1 The Jaffari Islamic Youth operates within the limits of the By-Laws of ISIJ of Toronto and these Terms of Reference as approved by the Board of Directors of the ISIJ.
- 3.2 The Policies and Procedures developed by the Jaffari Islamic Youth shall form the basis of all its operations and activities (subject to the approval of the Board of Directors).

4.0 Liaison with other Committees/Administration

- 4.1 The Board of Directors will appoint one of their members to act as liaison between the committee and the BoD (ISIJ BoD Liaison)
- 4.2 The committee will be required to provide written reports to the ISIJ BoD Liaison for inclusion within the annual general meeting agenda package, to be distributed to the general membership ahead of an AGM
- 4.3 The committee may choose to liaise with any other organizations such as World Federation or NASIMCO for advice, assistance, or co-operation. It is recommended that this be done through the Board of Directors (BoD) Liaison, or that the BoD be advised of such initiative

5.0 Membership:

- 5.1 The Jaffari Islamic Youth will Consists of nine (9) executive members: *Chair, Vice Chair (2), Secretary, Treasurer, Communications (2) & Elected Members (2)*
- 5.2 If the member refuses to resign a vote shall be taken on the removal of the member from the committee.

Roles:

Chair:

- Guides the JIY as an organization
- Guides, and creates long term goals
- Reports to the JIY-ISIJ BoD Liaison and President
- Maintains contact with JIY-ISIJ BoD Liaison
- Ensures short and long term goals are met
- Submits monthly summary report to ISIJ BoD
- Ensures JIY team are responsible, accountable, supported and completing assigned or delegated tasks
- Facilitates all meetings and/or as otherwise required.

Vice Chairs (2 - 1 Male, 1 Female):

- Reports to the JIY Chair
- Main JIY contact for community at large
- Ensures short term goals are met
- Submits monthly summary report to JIY Chair
- Coordinates with other groups under the ISIJ committee regarding events, projects, programs, etc. For example, ISIJ BoD, Ladies' Committee, Jaffari Volunteer Corps, Tabligh Committee, Jaffari Support Services, etc.

Secretary:

- Reports to the JIY Chair
- Submits monthly summary report to JIY Chair
- Recruits volunteers by various creative methods
- Deals with meeting minutes as well as sending out any emails related to monthly meetings
- Emails youth through JIY website and updates the website with current events and information
- Coordinates volunteers necessary for project teams, projects, events, programs, etc.

Treasurer:

- Reports to the JIY Chair
- Submits monthly summary report to JIY Chair
- Approves all events, project, program budgets and expenses
- Assists JIY Chair in creating short and long term financial goals
- Submits quarterly and annual financial budgets and outlines to ISIJ President and Treasurer
- Maintains records of all JIY finances and accounts
- Verifies with JIY Chair, after each event, project or program that all finances are legitimate and correct

Communications (2 – 1 Male, 1 Female):

- Reports to the JIY Chair
- Submits monthly summary report to JIY Chair
- Maintains JIY as a brand
- Responsible for marketing JIY in alignment with JIY's image and beliefs to the general public
- Coordinates with Masumeen Youth, Afghan youth and other youth teams around the world (Orlando Youth group, New York, London, Dubai etc)
- Increases awareness of JIY and its goals/programming/events/etc.

Elected Members (1 Male, 1 Female):

- The Elected Members shall carry out such duties and responsibilities as may be assigned to them by JIY Chair/Vice Chairs

6.0 Sub-Committees

- 6.1 Sub-Committees formed under the Jaffari Islamic Youth shall operate under the direction and guidelines of the Board of Directors (BoD)
- 6.2 Ideally, these Sub-Committees would be ad-hoc task groups with a limited mandate to accomplish specific tasks assigned by the committee
- 6.3 Every year we choose 4-6 associates to enact as the subcommittee. They will be answerable to the committee member of the executive team. These associates primary role will be to assist the team to plan and execute events through the year.

7.0 Meetings

- 7.1 The Jaffari Islamic Youth will meet once a month.
 - 7.1.1 Meeting in person, teleconference or electronically
- 7.2 Minutes must be taken at every meeting by Secretary or assigned by Chair
- 7.3 There must be at least one 1 executive meeting held per month
- 7.4 The JIY Executive Chair will chair the meeting, unless specified otherwise
- 7.5 The BoD Liaison may attend the meetings on behalf of the BoD on an as-needed basis, and will report key committee proceedings/updates at BoD meetings
- 7.6 The BoD Liaison will not represent part of the committee meeting Quorum
 - 7.6.1 In the event of a lack of quorum, those present shall adjourn the meetings at such time and place, not being the same day, as they may determine. At least **6** members in attendance shall constitute a quorum at such consequent meeting.
- 7.7 Notice of such meetings with agenda shall be distributed to committee members via email no less than 5 calendar days before the meeting is to take place.
- 7.8 If a member is not able to participate in a meeting, that member notifies the Chair in advance so that the Chair can share the member's perspective at the meeting.
 - 7.8.1 That member may also submit written comments or documentation in advance of the meeting.
 - 7.8.2 Submissions required for a meeting that are made after said meeting will not be considered for decision making

- 7.9 Communication will be made through WhatsApp and Email for Jaffari Islamic Youth Executive team and associates

8.0 Term

- 8.1 Ramadhan to Ramadhan (1 year)
8.2 Elections for the JIY positions are to be held annually or otherwise called for by the ISIJ President
8.3 The maximum number of consecutive terms an individual can serve for any specific position on the committee is 2

9.0 Quorum

- 9.1 Quorum shall be simple (50%+1) of the voting committee members present at a meeting.
9.2 Issues requiring a vote shall at any meeting be taken by ballot if so demanded by any member of the committee present, but if no demand is made, the vote shall be taken by a show of hands.
9.3 The Chairperson shall have a casting vote in the event of a tie.
9.4 Voting shall be overseen by the election chair
9.5 If a quorum (determined by the election chair) of youths is attained for the election, then a nominee shall win the election if the majority of the vote is in their favor

10.0 Voting

- 10.1 Members of the Jamaat in good standing, between the ages of 12-25 shall be eligible to vote.
10.2 Members wishing to vote may be required to produce satisfactory identification containing their photographs.
10.3 Final tallies are the responsibility of the election chair (Speaker)
10.4 A majority is defined as fifty percent of the total attending delegates plus one

11.0 Decision-making/Governance

- 11.1 The committee shall strive for consensus when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue, i.e. vote, table the issue to another meeting or take the issue to the Board of Directors.
11.2 When voting, majority (50%+1) rules with quorum present. There shall be NO email voting unless determined by the committee in advance of a vote.
11.3 The committee cannot commit the use of the ISIJ's financial and human resources without prior approval from the Board of Directors (BoD). In any case, any purchases shall abide by the ISIJ's Policies and Procedures for Procurement

12.0 Minutes

The committee Secretary shall take minutes at committee meetings and the minutes shall be approved at subsequent meetings. Unless advised otherwise by Chair

13.0 Accountability

The Jaffari Islamic Youth will be accountable to the Board of Directors (BoD) through the Chair of the committee.

14.0 Funding

- 14.1 At the beginning of each year, the committee will develop a budget of financial resources it would require to fund its projected activities for the year and provide the same to the Board of Directors (BoD) for consideration and approval
- 14.2 Ongoing financial needs will also arise from time to time and in each case, a short-term budget shall be provided to the BoD with recommendations on procurement and/or approval
- 14.3 The Treasurer or Chair must approve all budgets and financial proposals
- 14.4 If the budget or proposal is not approved, revisions should be made and re-submitted
- 14.5 The Treasurer or Chair must get ISIJ approval for any budgets and financial proposals
- 14.6 The Treasurer or Chair may request funds in addition to budgeted funding from the ISIJ to assist projects and events with financial support if necessary
- 14.7 Any revenue or donations received must be submitted to the Treasurer of the ISIJ of Toronto within fourteen (14) business days of receipt
- 14.8 Jaffari Islamic Youth can sell tickets, get subsidy from ISIJ and sponsors for funding activities
- 14.9 The Treasurer or Chair communicates with ISIJ Treasure to discuss how to use money etc
- 14.10 No fundraising activities shall be undertaken WITHOUT the approval of the Board of Directors (BoD)

15.0 Changes to the Terms of Reference

- 15.1 A review of the Terms of Reference shall be undertaken whenever there is a change of leadership or new direction proposed by the committee.
- 15.2 Any changes to the document shall require the approval of the Board of Directors (BoD)