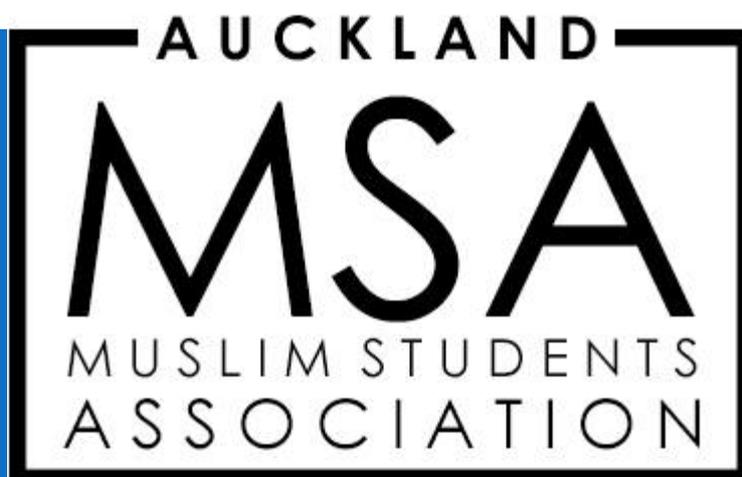
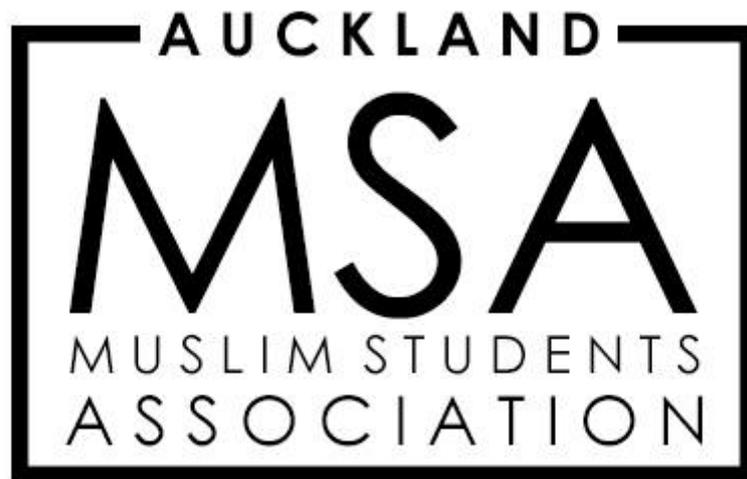


# CLUB OPERATIONS MANUAL







# Club Operations Manual

Prepared by Roya Shields on behalf of the Auckland MSA Committee, March 2016.

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And hold firmly to the rope of Allah all together  
and do not become divided.

Sahih International Translation of the Qur'an, 3:130

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# 1. Introduction

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This manual was compiled with the hope of facilitating MSA's sole intention: to please Allah Most High. It includes descriptions of the club's structure, management and key activities, as well as information for the latter's successful running.

All shortcomings in Auckland MSA's work, including this document, are the fault of its author. Any good comes only from Allah.

## Acknowledgement

Auckland MSA is grateful to the University of Auckland Tramping Club, upon whose constitution the MSA's own is based: <http://www.autc.org.nz/sites/default/files/Proposed%20Constitution%202011%20-%20Clean%20v3.pdf>

## MSA: Who We Are, What We Do

The Muslim Students Association (MSA) is an organisation with international chapters, founded in 1963 in North America. It is concerned with:

*Strengthening the Muslim community through service and activism, educating both Muslims and people of other faiths about the religion of Islam, and facilitating a better environment for students on campus.*

- (Muslim Students Association of The United States and Canada, 2008, p.3)

Auckland MSA was founded in 2014.

## Intentions

The Prophet Muhammad (peace be upon him) said that "actions are judged by intentions" [Al-Bukhari & Muslim]. Purifying one's intentions whilst undertaking Islamic volunteer efforts needs to be done continuously, on both an individual-basis as well as communally as an organisation. This should be done before all MSA activities. Examples include:

- Beginning all MSA tasks with 'Bismillah'
- Commencing club meetings, stalls and events with a short communal prayer
- Ensuring all volunteers understand MSA's Purpose and Vision Statement
- Supplicating to Allah for MSA's success and benefit to others

**Remember:** all mistakes and shortcomings in MSA's work is solely the fault of its volunteers. Any good comes only from Allah.

## Vision Statement

Following from the previously-quoted extract, Auckland MSA's vision statement is as follows:

*Auckland MSA's sole aspiration is to earn the pleasure of Allah, hoping to achieve this by providing the on-campus Muslim community with services and events which:*

- 1. Improve social cohesion between Muslims on-campus and beyond*
- 2. Educate both Muslims and non-Muslims in Islamic concepts using trustworthy resources in agreement with the Qur'an and Sunnah, and*
- 3. Improve the University environment for both Muslims and non-Muslims alike.*

## 2: Club Organisation

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### Club Structure

Auckland MSA consists of two groups. The first are general members, who join the club by paying their membership fee and completing all necessary member information forms. Then there is the MSA Committee, which consists of individuals who may or may not also be members. For information on the conditions of membership and/or belonging to the committee, please see the club constitution.

MSA's committee consists of a number of different roles. A subsector of these are referred to as 'the Executive'. These members are responsible for MSA's management and overseeing its other activities. The Executive includes the President, Vice-President(s), Treasurer and Secretary. Together, these members form the MSA's core leadership.

### Committee Roles

#### President

**Purpose:** The President heads the MSA as its leader. He/she is responsible for maintaining the club's scope and direction.

**Job description:** The President oversees and delegates across all aspects of MSA's structure and functions. These include event organisation, club finances, public relations and interaction with other University bodies. The President unites MSA's various roles, liaising between volunteers and constantly maintains the club's greater vision and purpose. He or she also plays a public relations role, such as meeting with University staff when required to do so.

**Qualifications:**

- Effective time-management
- Excellent communication skills
- Prior experience in event-management
- Confident delegating tasks to others
- Confident public speaker
- Comfortable liaising between volunteers, University staff and general public (both men and women)

**Time commitments:** Ongoing.

**Pre-events:** 2 - 3 hours per week maximum.

**During events:** 3 - 4 hours maximum; *availability during the event essential.*

## Vice-President

**Purpose:** The Vice-President supports the President's function, acting as the latter's stand-in when the he or she is unavailable to attend to certain tasks or requires extra support.

**Job description:** The Vice-President oversees the organisation of events, liaises between volunteers and occasionally speaks on behalf of the MSA, such as at interfaith meetings. Other tasks include organising and heading club meetings, attending appointments, coordinating events and making decisions on MSA's general running.

**Qualifications:**

- Effective time-management
- Excellent communication skills
- Prior experience in event-management
- Confident delegating tasks to others
- Confident public speaker
- Comfortable liaising between volunteers, University staff and general public (both men and women)

**Time commitments:** Ongoing.

**Pre-events:** 2 - 3 hours per week maximum.

**During events:** 3 - 4 hours maximum; *if President is occupied, availability during event essential.*

## Treasurer

**Purpose:** The Treasurer looks after the club's financial state. He or she must transparently manage all in-goings and out-goings from the club account, as well as effectively budget events and report all occurrences to the rest of the Executive.

**Job description:** The Treasurer must effectively budget MSA's club actions. A key responsibility is reimbursing MSA volunteers when the latter make purchases on the club's behalf. The

Treasurer looks after any monetary grants the MSA receives. He or she must advise the rest of the Executive on club decisions, especially on event-decisions.

**Qualifications:**

- Prior experience in managing finances
- Effective budgeting
- Clear communication skills
- Transparency and trustworthiness

**Time commitments:** Ongoing.

**Pre-events:** 1 - 2 hours per week maximum.

**During events:** minimal.

## Secretary

**Purpose:** The Secretary maintains the MSA's records, membership-base and information systems. Like the Treasurer, this role is a key 'behind-the-scenes' part of the club's core structure.

**Job description:** The Secretary maintains and updates the MSA's committee and membership databases as needed. He or she is responsible for placing all venue bookings for both events and club meetings. The Secretary is responsible for taking all meeting notes, as well as making these available to other volunteer members. Other duties include managing the membership mailing list, organising Doodle polls when required, making public announcements via Facebook and keeping the MSA email account in order. The Secretary also monitors the club's annual schedule and advises the rest of the Executive with regards to the club's progress.

**Qualifications:**

- Effective time-management
- Competent in Google Docs or similar technology
- Good organisational skills
- Clear communication skills
- Reliable access to the internet
- Available to attend all club meetings (usually held in the evening/weekend)

**Time commitments:** Ongoing.

**Pre-events:** 1 - 2 hours per week maximum.

**During events:** minimal.

## Logistics coordinator

**Purpose:** This role involves organising and managing the transportation of any goods needed for events. The person responsible for event logistics also looks after transportation for any special guests or speakers to the event.

**Job description:** Event logistics involves ordering, picking up and delivering goods required during or just prior to any event. These may include food and drink, tents and/or gazebos, prizes, signs, prayer rugs and/or any other materials. The person responsible for this role may also be required to pick up and drop off guest speakers to any event, as well as any special guests. Alternatively, the logistics coordinator should ensure that the latter have sufficient parking close to the event venue, or meeting them at their point of arrival and guiding them there.

**Qualifications:**

- Reliability
- Punctuality
- Full driver's license
- Own vehicle
- Clear communication skills

**Time commitments:** Event-specific; *some events will require moderate to significant input, others will require none.*

**Pre-events:** 1 – 2 hours maximum.

**During events:** 1 – 2 hours maximum; *availability during some events essential.*

## Media Coordinator

**Purpose:** The Media Coordinator is responsible for designing, printing and/or publishing all of MSA's media, especially event posters.

**Job description:** The Media Coordinator's most important task involves poster design. He or she is given information regarding upcoming events from the Secretary. The Media Coordinator must then make this information visually-engaging and quickly understandable to the public, such as in the form of posters, fliers, and visual Facebook announcements or the like. Photographing events is also an important task. In future, tasks involving multimedia like video may also be required.

**Qualifications:**

- Competent in Adobe Photoshop or similar editing programme
- Reliable computer and internet access
- Comfortable working to deadlines

**Time commitments:** Ongoing.

**Pre-events:** 2 - 3 hours per week maximum.

**During events:** minimal; *may be required to photograph at some events.*

## IT Coordinator

**Purpose:** The IT Coordinator looks after MSA's digital resources and technology systems.

**Job description:** The IT Coordinator's main tasks include updating MSA's website, creating backups of all club files (like photos, meeting notes and resources) and maintaining its various accounts (ie. On Facebook, Google, Mailchimp and Doodle). The IT Coordinator also ensures that any technology involved in an event, such as video and sound systems, functions properly and resolves any issues that arise. In future, events such as guest speakers or panel discussions may be recorded: in this case, the IT Coordinator would also be responsible for the uploading of all multimedia to the internet.

**Qualifications:**

- Competent in basic web design and IT
- Reliable computer and internet access
- Capable of responding quickly when IT issues arise

**Time commitments:** Ongoing.

**Pre-events:** 1 – 2 hours per week maximum.

**During events:** minimal; *availability during some events may be required.*

## Dawah Coordinator

**Purpose:** The Dawah Coordinator manages MSA's dawah-related materials and activities.

**Job Description:** The Dawah Coordinator's main responsibility is the MSA's weekly dawah stall. This year-long activity requires its own specific skills and certain resources, such as pamphlets, books, translations of the Qur'an, etc. The Dawah Coordinator will be responsible for sourcing these materials or negotiating their funding. In addition, he or she will organise dawah training for other volunteers.

**Qualifications:**

- Excellent communication skills
- Confident public speaker/debater
- Comfortable delegating tasks to others (continued)
- Pleasant manner
- Good organisational skills

**Time commitments:** Ongoing.

**Pre-events:** 2 hours per week maximum.

**During events:** Essential; maximum of 3 hours weekly

## General Volunteers

**Purpose:** General volunteers play an integral role before, during and after MSA events.

**Job description:** General volunteers' tasks vary widely, depending on event-type. Examples include distributing posters, event set-up, ushering, serving food and drinks, event-packup and more. This role's casual-basis provides members with flexibility and the chance to still take part in events whilst volunteering for them.

**Qualifications:**

- Pleasant manner
- Punctuality
- Able to attend events (mostly in the evening or on weekends)

**Time commitments:** Casual basis.

**Pre-events:** 1 hour per week maximum.

**During events:** 1 - 2 hours maximum; *availability at events essential.*

## Elections

For more on how Auckland MSA elections work, see the Club Constitution in Appendix 1, page 23.

## Prayer Space Duties

University prayer facilities are owned and maintained by their respective tertiary institutions. However, MSA can significantly influence what role the Prayer Space plays in a Muslim student's life on campus. A well-managed Prayer Space acts as a community centre for Muslims on campus.

**Essential resources include:**

- Dawah resources, especially English translations of the Qur'an
- A notice board for advertising important information and upcoming club activities
- Prayer clothes; a small collection for sisters, including scarves and skirts

As well as prayer, the Prayer Space is often used for activities like study, congregation, napping and eating. Any MSA that wants to remain relevant to the Muslim student body should acknowledge and work with this. Some resources that MSA may want to make available in its Prayer Space(s) therefore include:

- A Lost & Found box, for collecting and displaying any items left in the Prayer Space
- Cushions
- Suggestion boxes for collecting ideas on topics for the Friday sermon, improving the Prayer Space, prospective MSA events, etc.
- Tissues
- A rubbish bin

- *During Ramadan:* Dates and bottled water for breaking the fast
- A range of books on topics that are relevant to University life and agree with Islamic principles (eg. coping with stress, anxiety, depression, etc)

In addition to the cleaning services provided by faculty, the Prayer Space often requires additional cleaning. This can be achieved through Spring Cleaning events once per semester, and by tidying by MSA members on a frequent basis.

## 3: Event Organisation

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### Activities

These fall into several basic categories:

- Sporting, eg. football competitions, scavenger hunts, Paintball and Laser Tag outings
- Educational, eg. panel discussions, debates, guest lectures, dawah events
- Entertainment, eg. movies, quizzes, trivia competitions
- Socialising, eg. Meet & Greet, Shared Iftaar, Fast-a-Thon

MSA should strive to include at least one event of each type during a semester.

### Budgeting

Prior to event-execution, the cost of the activity and supplies have to be balanced against MSA's finances. These should occur in a meeting just prior to or at the onset of the academic year. This way, the entire year's events can be planned and accounted for.

### Timing

Event attendance is greatest in the late afternoon/early evening, especially later in the week and should run for a maximum of three hours. Every effort should be made to ensure that the event does not interfere with prayer-times. Where this is unavoidable, an interval of around 30 minutes should be included in the event. This also provides an opportunity to serve refreshments and collect money donations.

### Venues

The venue needs to suit the event type. Venues typically used the past are indexed below:

<i>Event Type</i>	<i>Venue</i>	<i>Room Code</i>
Meet & Greet	Engineering Courtyard / Prayer space	None
Quiz Night	Architecture Conference Centre	ConfCentre/423-342
Movie Screening	Basement of General Library	LibB10/109-B10, LibB15/109-B15 or LibB28/109-B28
Lecture / Guest Speaker	Engineering Lecture Theatre	Eng1401/401-401
Group Discussion / Debate	Engineering Lecture Theatre	Eng1401/401-401
Sports event	Recreation Centre Sports Hall	None – contact the Rec Centre
Shared iftaar	Engineering Cafe	Level 0, Engineering Building

## Advertising

Where appropriate, posters should be placed in the Prayer Space(s) and around campus at least seven days before the event date. Electronic notices (eg. through email and social media) can be made even earlier, and a reminder notice published the day before the event.

## Resources

- For help with event organisation, see the Proposed Event Timeline in page 17 in the Appendix.
- For an event equipment list, see page 16 in the Appendix.



# Constitution of the Auckland Muslim Students Association

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## Interpretation

- A. 'Club' means 'Auckland Muslim Students Association'.
- B. 'Year' means the period from the closing of the Annual General Meeting to the closing of the Annual General Meeting in the following year.

## 1. Name

- A. The name of the club shall be "Auckland Muslim Students Association".

## 2. Objects

- A. The objects of the Club are to:
  - I. Foster social cohesion within the on-campus Muslim community.
  - II. Increase Islamic awareness at the University of Auckland amongst staff and students.
  - III. Improve the University environment for the benefit of all people at the University of Auckland regardless of religious belief.
  - IV. Pecuniary gain is not a purpose of the Club.

## 3. Affiliation

- A. The Club shall be affiliated to the Auckland University Students' Association Incorporated.
- B. The Committee shall have the power to cause the Club to become a member of any club or association having object similar to those of the Club or to become affiliated to the any club on such terms and conditions as it sees fit, provided that the approval of the executive of the Auckland University Students' Association be obtained.

## 4. Membership

### A. Membership types

#### I. Ordinary members

Ordinary members (hereby referred to as 'members') shall be a member of the University or at the discretion of the Committee, any other person.

#### II. Life members

The Club shall have the power in General Meeting to elect to Life Membership of the Club any person or persons having rendered outstanding service to the Club, provided that in any one year only two persons be elected, and provided further that the nominations for such election be first considered and approved by the Committee.

### B. Admission of members

To become a member of the Club, a person must:

- I. Complete and submit an application form to the satisfaction of any Committee member of the Club
- II. Pay any subscription required by 4.c.
- III. Provide any other information requested by the Committee

### C. Subscriptions

- I. The Committee shall set an annual subscription for members.
- II. Life Members, the President, Vice-President, Secretary and Treasurer shall be exempt from payment of any subscription.
- III. The Committee may set different subscriptions for applicants joining at different times of year.
- IV. The Committee may set different subscriptions for applicants who are not members of the University.

### D. Obligations of members

All Members and Officers shall promote the purposes of the Club and shall do nothing to bring the Club into disrepute.

### E. Cessation of Membership

- I. Any member may resign by giving written notice to the Secretary.
- II. Any person shall cease to be a member in the second week of the first semester of the University year, unless they have renewed their membership prior in the manner outlined in 4.b.

## 5. Discipline

- A. The Committee may, by a majority of two thirds of its members present at a meeting called for any purpose, may expel from membership or from the committee for any period, and/or reprimand any member wilfully infringing any clause of the constitution, who, in the opinion of the Committee, is guilty of any act tendering him or her unfit to be a member of the Club, provided that before taking such action the Committee shall allow the member an opportunity of giving an explanation of his or her conduct and further provided there is right of appeal to the Auckland University Students' Association Executive.

## 6. General Meetings

- A. A general meeting of the Club may be called for any purpose by the direction of the Committee at any time, or shall be called by any of the President, Vice-President, Treasurer or Secretary.
- B. At least forty-eight hours' clear notice of the place and time of a General Meeting and of the business to be transacted at such a meeting shall be given by a notice displayed in some conspicuous place in the University or by an email sent to all current members.
- C. General Meetings shall be chaired by the President, or if the President is absent by the Vice-President. In the absence of the President and Vice-Presidents the meeting shall, after waiting ten minutes after the advertised time of the meeting, elect a chairman from the members present.
- D. All members may attend and vote at General Meetings.
- E. On any given motion, the Committee may decide in good faith as to the method of voting. If any Member demands a secret ballot before a vote has begun, voting must be by secret ballot.

## 7. Annual General Meetings

- A. The Committee shall convene a General Meeting, called the Annual General Meeting ("AGM"), during the last term of the University academic year.
- B. At this meeting the following business will be transacted:
  - I. A statement of receipts and payments and a Balance Sheet shall be prepared and presented to the meeting.
  - II. A report of the year's activities shall be prepared by the Committee and presented to the meeting.
  - III. Officers of the Club shall be elected for the following year by majority vote.
  - IV. The Secretary shall call for nominations for Committee positions not less than seven days before the proposed Annual General Meeting. All nominations to be made public as they are received.

## 8. Officers

- A. The Officers of the Club elected at an AGM shall be:
  - I. A President.
  - II. A Secretary.
  - III. A Treasurer.
- B. A Vice-President may also be elected should this be desired.
- C. A number of other Officers as decided by the Committee prior to the AGM, subject to the approval of the Club.
- D. Not more than two Vice-Presidents, elected such that of the total number of Club Officers, two shall be men and two shall be women.
- E. At least one of the Officers described under 8(i - iii) must be enrolled in full-time studies at the University of Auckland.
- F. The Officers appointed at the AGM shall together constitute 'the Committee', and must all be bona fide members of the Club.
- G. The term of elected office of Committee Members shall be one year only, although members may stand for re-election in the AGM of a subsequent year.
- H. The Club may, at its discretion, appoint up to two General Members to the Committee at a General Meeting outside of the AGM.
- I. Persons cease to be Committee Members when:
  - I. They resign by giving written notice to the Committee.
  - II. They are removed by majority vote of the Club at a General Meeting.
  - III. Their term expires.
- J. If a person ceases to be a Committee Member, that person must within one month surrender to the Committee all Club documents and property in their possession.

## 9. Committee

- A. The management of the Club shall be vested in the Committee.
  - I. The role of the Committee is to advance the objects of the Club, and it shall manage Club monies or assets to achieve this.
  - II. All decisions of the Committee shall be by a majority vote. In the case of equality the Chair shall have a casting (that is, second) vote.
  - III. Decisions of the Committee bind the Club, unless the Committee's power is limited by these Rules or by a majority decision of the Club.
  - IV. The Committee shall have the power to fill by co-option any vacancy that may exist during the year.
  - V. At least forty-eight hours' notice shall be given for any Committee meeting. The President, Captain, Secretary, or any three members of the Committee have the authority to call a Committee meeting.

- VI. Three members personally present shall constitute a quorum. If quorum is not reached within half an hour of the time appointed for a meeting, the meeting shall be adjourned.
  - VII. The first Committee meeting of the year shall be called prior to the first term of the University academic year.
  - VIII. The first business at this meeting shall be the election of one of its members as chairman of the Committee.
  - IX. In the absence at any meeting of the chairman of the Committee, the meeting shall after waiting 10 minutes from the time called for the meeting, elect a chairman from the numbers present.
- B. The Secretary shall be responsible for:
- I. Writing full and accurate minutes of all General and Committee meetings, and making these minutes available to all members.
  - II. Making all Committee members' contact details available to all other Committee members.
  - III. Holding the Club's records, documents and books (except those required by other Officers).
- C. The Treasurer is responsible for:
- I. Keeping proper accounting records of the Club's financial transactions to allow the Club's financial position to be readily ascertained;
  - II. Providing a financial report including statements at each Annual General Meeting;
  - III. Holding the Club cheque book
- D. A bank account shall be kept at such a bank or banks as the Committee may from time to time determine. Such bank accounts shall be operated by any two of the Treasurer, Secretary and President and/or other members whom the Committee may appoint to do so.
- E. The Committee must not invest Club monies in interest-bearing accounts or term deposits.
- F. Where it is not possible to choose a non-interest-bearing account, the total monies due to interest must be donated to a charity by the end of the financial term.
- G. This charity must be one which is neither involved in publishing religious texts nor in the building or maintenance of places of worship.

## 10. Alteration to the Constitution

- A. These rules shall not be added to, amended or rescinded except by a resolution passed at a General Meeting of the Club by a majority of two-thirds of the members present and entitled to vote, provided that such addition, amendment or rescission is subsequently ratified by the Executive of the Auckland University Students' Association.

## 11. Dissolution

- A. Two-thirds of the members present at a General Meeting of the Club may resolve that the Club be dissolved from the date to be named in such a resolution. Any property or funds belonging to the Club at the date of such dissolution shall be surrendered to the Auckland University Students' Association to be held under trust until such time as similar Club or society is formed under the auspices of the Auckland University Students' Association.

## 12. Auckland University Students Association

- A. Any rulings conflicting with the Auckland University Students' Association are null and void.
- B. The Club will not involve the Students' Association in any liability whatsoever.

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## Declaration

We certify that this is a true and correct record of the Constitution as ratified by:

Auckland Muslim Students Association Committee

General Committee Meeting

On this day \_\_\_\_\_, 2016

At the University of Auckland.

Moiz Kokate  
*President*

Roya Shields  
*Treasurer*

Hoda Fahmy  
*Secretary*

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# Appendix

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## Event equipment checklist

**Note:** *To be checked off before the event commences. Some items may not be required at all.*

- Food
- Drinks
- Cups
- Serviettes (*these can be used instead of plates*)
- Tablecloth
- Cleaning cloth
- Multipurpose spray
- Rubbish bags
- MSA Signup Sheet
- Gold-coin donation collection boxes
- Loud-speaker
- Nasheed music
- Prayer rugs
- Gazebo
- Flyers and/or bandstand
- Name-tags for volunteers
- Spare pens and paper for Quiz answers
- Spare pens and paper to collect questions for guest-speaker
- Collection boxes for Q & A Session

## Minutes template

The Secretary is responsible for ensuring the following template is generally used when taking meeting notes (“minutes”):

1. **Type of meeting**
2. **Time, date, venue and location of meeting**
3. **Attendance** [full names of the people in attendance]
4. **Apologies** [people who have notified the Executive that they cannot attend]
5. **Absent** [missing Committee members]
6. **Meeting agenda** [topics to be discussed in the meeting]
7. **Notes** [things that are said, done and decided upon during the meeting]
8. **Meeting close time**

## Proposed event timeline

≥ 2 weeks before event	10 Days	7 Days	3 Days	DAY BEFORE	Post-event	Responsible volunteer(s)
Brainstorm event design + activities Seek University's permission	Determine outstanding event details	Inform guest speaker(s) of event details	Ensure volunteers are prepared for event		Complete entry in event log	The Executive
Organise funding + budget of event				Reimburse purchases		Treasurer
Choose + book venue; Inform Media Coordinator of event details				Send out event reminder (Members + Affiliates)		Secretary
	Media organisation + design					Media Coordinator
	Distribute posters/advertising		Familiarise selves with event plan + venue			General Volunteers
			Provide any necessary training to volunteers			Event-specific
			Prepare to welcome guest speaker			Logistics Coordinator
			Order, purchase + transport food and drinks			
	Source event multimedia + IT resources		Run through any potential IT concerns			IT Coordinator
Source + invite event speakers		Prepare + organise event materials			<i>If event is dawah-specific:</i> Complete event log entry	Dawah Coordinator

