Muslim Youth Impact Committee Roles and Responsibilities

1. MYImpact President
   1. Responsible for the overall teamwork and cohesion of the committee. The president is not assigning tasks to others but rather serving the rest of the committee and ensuring they have adequate support for their tasks.
   2. Responsible for the following tasks
      * Ensuring effective communication between all entities of the committee
      * Maintaining teamwork through example
      * Will contact NICC Secretary for Reservations while cc’ing the head of youth department, youth director, and/or MYImpact Director
      * Will record all communications in a folder for easy access
      * Will ensure all communications that imply a commitment or agreement on behalf of the committee are in written form
      * Will be the contact person of the committee to NICC Leadership outside the department for official requests
      * Will be Opening EMCEE for conference and other committee events unless otherwise specified by the MYImpact Director/Head of Youth Dept.
      * Communicating via text, email, social media, and verbally to the rest of the youth community about each committee event
      * Will take on higher order tasks delegated to them by the MYImpact Director
      * Responsible for emailing Meeting Times and Dates to the rest of the committee
2. MYImpact Co-President
   1. Responsible in assisting the MYImpact President with their roles as well as serving the remainder of the committee taking on tasks that others are finding difficulty completing.
   2. Tasks include
      * EMCEEing for conference
      * Responsible for the overall marketing of the committee including announcing finding creative ways to ensure event attendance is high
      * Communicating via text, email, social media, and verbally to the rest of the youth community about each committee event
      * Will take on higher order tasks delegated to them by the MYImpact Director
      * Assisting all other members in completion of their tasks
3. MYImpact Treasurer
   1. Responsible for financial record keeping of the department as well as presenting an budget analysis of where finances can be reduced and made to be more efficient. The treasurer is responsible for transparency of committee spending to the head of the youth department, youth director, and/or MYImpact director.
   2. Responsible include:
      * Ensuring all receipts are saved in google drive folder
      * Ensuring all receipts are emailed to the head of the youth department, the youth director, and/or the MYImpact director.
      * Responsible for recording all ticket sales for events and conferences via a spreadsheet on google drive
      * Responsible for a yearly financial report to the Head of the Youth Department of youth conference spending.
      * Communicating via text, email, social media, and verbally to the rest of the youth community about each committee event
4. MYImpact Secretary
   1. Responsible for documentation the communication of the meeting minutes as well as documenting the attendance of the committee meetings and events.
   2. Responsibilities include:
      * Recording all discussions that occur within the meeting
      * Emailing meeting minutes to committee within 48 hrs of meeting
      * Responsible for finding a replacement if absent
      * Responsible for saving all meeting minutes in google drive folder
      * Responsible for maintaining youth department calendar
      * Responsible for creating and maintaining spreadsheets logging excused and unexcused absences of all members (including Youth Department Leadership)
      * Communicating via text, email, social media, and verbally to the rest of the youth community about each committee event
5. MYImpact Public Relations Specialist
   1. Responsible for all social media activity including Facebook, Instagram, Twitter, and Snapchat that communicates our events. Is also responsible for maintaining the MYImpact committee website and keeping it up to date.
   2. Responsibilities include:
      * Keeping the youth community excited, motivated, and energized about MYImpact committee events
      * Will post to all MYImpact social media outlets on a monthly basis at least once.
      * Will post to all MYIMpact social media outlets regarding each event.
      * Responsible for ensuring all Social Media posts are accurate, appropriate, and respectful
      * Communicating via text, email, social media, and verbally to the rest of the youth community about each committee event
6. MYImpact Photographer
   1. Responsible for photophraping all events including MYImpact meetings and collaborating with the Public Relations Specialist to post pictures on the MYImpact website. Responsible for taking videos of all events in addition recording the lectures of the events themselves.
   2. Responsibilities include
      * Photographing all aspects of the each individual events
      * Taking a video clips of all those who attended the events
      * Recording the conference/event lectures and saving them in a common drive.
      * Ensuring the quality of all pictures and videos meet the professional standards that will help promote the excitement of our events
      * Posting event pictures on the website within a 7 day period
      * Uploading pictures of events to a common drive
      * Ensuring all members of the committee are adequately included in photographs
      * Ensuring as many community members as possible are adequately included in photographs
      * Communicating via text, email, social media, and verbally to the rest of the youth community about each committee event
7. MYImpact Executive Officers
   1. Responsible for creative brainstorming, event setup, taking on tasks and assisting with achieving the goals of the committee with their best effort
   2. Responsibilities include:
      * Taking on as many tasks they are capable of
      * Completing tasks in a timely manner
      * Contributing ideas to the committee
      * Event take down
      * Communicating via text, email, social media, and verbally to the rest of the youth community about each committee event