Muslim Youth Impact Policies and Procedures

The following are policies and procedures to ensure professionalism is maintained within the Muslim Youth Impact Committee. These rules are in place as a standard that we expect from our youth leadership. Our committee is serving the community. This is an immense honor but is also first and foremost a responsibility and trust. The following expectations are in place to ensure we meet that trust.

The MYImpact Committee exists as a sub-committee of the Youth Department and must follow their policies and procedures as well.

1. All members are expected to attend bi-weekly meetings on Saturdays
2. All members are expected to show up on time to meetings. “If you’re early you are on time, and if you’re on time you’re late)
3. All members are expected to show up with all assigned tasks completed
4. All members are to refrain from side conversations, phone usage, and other distractions during meetings
5. All members are expected to attend setup and take down of events
6. All members are expected to show up 1 hour before events and remain 1 hr after events unless otherwise given a concession by the MYImpact director/Head of youth department
7. Members who have more than 3 unexcused absences will be immediately put on probation and their standing in their position will be reviewed by committee leadership
8. Excused absences must be requested at least one week prior to the event or meeting
9. Excused absences include conflicting events and travel conflicts
10. All members will RSVP their attendance via the GroupMe application used to communicate with committee members.
11. All members are expected to attend the entirety of the conference and attend setup and takedown of conference, unless excused by the MYImpact Director or head of the youth department.
12. All members are responsible for ensuring communication to and from other members, the committee leadership, the youth director, and other community members are always available in written form.
13. All receipts that need to be reimbursed should be photographed and emailed to the treasurer, the youth director, and the head of the youth department for approval.
14. All cash must be handled by and counted by at least 2 non-relative members of the MYImpact committee, the treasurer should oversee handling of cash.
15. All cash must be given to the MYImpact director no later then the end of the event. The MYImpact youth Director will be accompanied by the treasurer when a deposit of cash is made to the NICC accountant office. The Treasurer will photograph deposit slip and email
16. All members must maintain a level of respect to one another as well as community members
17. All members must maintain a level of professionalism that is expected by the MYImpact director