



BOARD OF DIRECTORS OPPORTUNITIES AT KMRA

The Kawartha Muslim Religious Association (KMRA) invites applications for the following Board of Director positions. KMRA is a not-for-profit organization serving the Islamic community residing in the Kawartha region and its surroundings. In accordance with KMRA Constitution requirements applicants must be:

- **The Regular member should have resided in the area for a minimum period of one (1) year.**
- **The Regular member must possess Canadian Citizenship, a legal Canadian Landed Immigrant status or a legal Canadian Refugee Claimant status.**
- **Any member of the KMRA who is an employee to the KMRA shall not be eligible for any Director position.**

Interested KMRA members should contact any current board member and indicate which position they are interested in filling or contact the President at:

Hassan Mohamed, President
Masjid Al-Salaam
784 Parkhill Road West
Peterborough, Ontario, K9J-6N9.
Email:
info@kmapeterborough.org

POSITION DESCRIPTION

POSITION #1

The Centre Management Coordinator

Responsibilities:

- Shall supervise the overall operation, maintenance and cleaning of the Masjid and all properties and facilities of KMRA, with the support of maintenance personnel.
- Working with the Secretary to updating of the KMRA website.
- Additional duties as assigned by the Board.

POSITION # 2:

The Social Activities Coordinator

Responsibilities:

- All social activities must be in accordance with the spirit of Islam and the Sunnah of the Prophet Muhammad, Peace Be Upon Him.
- Shall be the chair of the Social Activities Committee.
- Shall be responsible for coordinating, organizing and planning social events and activities.
- Shall receive (welcome) and help Muslims new to the Kawartha region.
- Shall be in charge of the KMRA newsletter.
- Shall assist the Treasurer in organizing community fundraising activities.
- Additional duties as assigned by the Board.

POSITION # 3:

Treasurer

Responsibilities:

- Financial management and oversight of the KMRA accounts.
- Shall maintain all the financial records of KMRA.
- Keeps track of financial expenditures and revenue of KMRA.
- Produce financial statements
- Shall assist in organizing community fundraising activities.
- Prepare and issue receipts for donation and other funds received.
- Post financial statement quarterly and the annual statement at least two weeks before the AGM.
- Have annual statements audited or reviewed by the auditors or accountant and tax returns should be filed within the CRA timeline.
- Additional duties as assigned by the Board.