**ROLE DESCRIPTION**

**Team: Executive Committee**

**Location: UK Based**

**Liaison with**: All EC members. Also Trustees and HAs.

**PURPOSE OF THE ROLE**

To lead the Executive Committee and IUS as a whole.

**KEY TASKS**

1. To oversee all the activities of the IUS
2. To be the public face of the IUS to external organisations
3. Chair the meetings of the Executive Committee
4. Maintain strong and regular communication with the Board of Trustees (trustees and HAs)
5. Implement a strategy or development plan for the society.
6. Continuously look for opportunities to develop the IUS further such as developing new types of events, or improving existing projects in innovative ways
7. Raise the public profile of the IUS to the wider community
8. Respond to queries to [chairman@ius.org.uk](mailto:chairman@ius.org.uk)
9. Support the activities of the VOU, Blood Donation, Summer Camp, London and Manchester teams when required
10. Coordinate with the Treasurer, Fundraising and Membership Officers to ensure the financial health of the society
11. Actively attend events as/on behalf of IUS.
12. Maintain strong and regular comms with the Trustees.
13. Create/Maintain a 5 year strategy with the aim of achieving IUS vision
14. Grow org as a whole & manage growth using SMART objectives

**ESSENTIAL SKILLS**

Leadership and management experience.

Excellent planning and organizational skills.

Able to work on multiple projects at one time

Strong communication skills

Able to work on own initiative

Commitment and adherence to the Islamic Laws

Awareness of the discussions and events in the community

Good connection and contacts with different mosques, centres and scholars

**DESIRABLE SKILLS**

Have contacts with other youth groups and young professional networks in the UK

Experience of being involved in other youth organisations or related Islamic works

Regular contact with scholars in UK and abroad to ensure continuous guidance

Good connection and contacts with leaders of other communities and religious groups.

*If you are interested in taking on this role or to find out more information, please email* [*volunteer@ius.org.uk*](mailto:volunteer@ius.org.uk)