**ROLE DESCRIPTION**

**Team: Executive Committee**

**Location: Uk Based**

**Liaison with**: All teams

**PURPOSE OF THE ROLE**

To maintain the smooth running of the Executive Committee.

**KEY TASKS**

1. To organise regular meetings of the Executive Committee.
2. To write the minutes of these meetings and distribute them accordingly.
3. Following up the actions points from these meetings.
4. Keep a record of all documentation related to the Executive Committee.
5. Respond to queries to [secretary@ius.org.uk](mailto:secretary@ius.org.uk)
6. Plan the annual AGM event

**ESSENTIAL SKILLS**

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

**WHAT YOU WILL GAIN**

- Experience of working within a team  
- Transferable skills to your work or academic life  
- An opportunity to develop and increase your skill-set

*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)