**ROLE DESCRIPTION**

**Team: Executive Committee**

**Location: Uk Based**

**Liaison with**: All teams

**PURPOSE OF THE ROLE**

To support the chairman in leading the Executive Committee

**KEY TASKS**

1. Chair the meetings of the Executive Committee in the absence of the chairman
2. Maintain strong and regular communication with the Board of Trustees (trustees and HAs)
3. Continuously look for opportunities to develop the IUS further such as developing new types of events, or improving existing projects in innovative ways
4. Raise the public profile of the IUS to the wider community
5. To administer the IUS Discussion Board, approving new registrants and setting forum layouts.
6. To be the first point of contact for new and existing volunteers in all the teams.
7. Support the activities of the VOU, Blood Donation, Summer Camp, London and Manchester teams when required
8. Coordinate with the Treasurer, Fundraising and Membership Officers to ensure the financial health of the society
9. Oversee activities taking place within IUS
10. Actively attend events as/on behalf of IUS. (Shared with Chair)
11. Maintain strong and regular comms with the Trustees. (Shared with Chair)

**ESSENTIAL SKILLS**

Excellent planning and organizational skills.

Able to work on multiple projects at one time

Strong communication skills

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

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)