

Description for President

Position

The President is responsible for the Toronto chapter's activities, Executive Committee and members. They ensure that the Executive Committee are aware of and fulfill their governance responsibilities, comply with applicable bylaws, conduct Executive Committee business effectively and efficiently and are accountable for their performance.

Commitment

- 1-year term
- 8-10 hours/ month, the time commitment may be higher before and/ or during certain Chapter events or actions
- Attend all Chapter meetings, as outlined in CCMW by-laws
- Agree to CCMW's values and principles as outlined on the next page
- Knowledge of CCMW bylaws

Prerequisite

Be an active Executive Committee of the Chapter

Responsibilities

- Accountable to members and Executive Committee as specified in the bylaws. The President may delegate specific duties to the Executive Committee members as appropriate; however the accountability for them remains with the President
- Ensures that an agenda is planned for Chapter monthly meetings. This may involve periodic meetings with Executive Committee members individually, the Executive Director of CCMW and CCMW Toronto board members.
- Head the annual fundraiser for the Chapter
- Presides over Chapter monthly meetings, encourages all members to participate in discussion, arrives at decisions in an orderly, timely and democratic manner
- Ensures that Chapter annual activity reports are sent to CCMW's AGM
- Ensures that the Chapter maintains positive and productive relationships with media, funders, donors, members and other organizations

- Representing the Chapter to the media, on governmental or nongovernmental organizations and committees, timely and appropriate reporting of Chapter decisions and actions to members and donors
- Designated as one of the signing officers for certain documents: cheques, correspondence, applications, reports, contracts or other documents on behalf of the Chapter
- Ensures that structures and procedures are in place for effective recruitment, training and evaluation of Executive Committee members.
- Ensures that structures and procedures are in place for securing the resources required by the Chapter
- Develops action plans for the rest of the year with the Vice-President, Treasurer, Community, Communications, Marketing and Program Executive Committee members.

Qualifications

- Significant experience with financial, human, fundraising, public relations resources and good governance
- Ability to handle teams, create partnerships and provide leadership expertise
- Strategic thinker
- Ability to work independently and as a team player
- Possess tact, discipline and attention to detail
- Ability to handle conflict and resolution
- Past experience with leading volunteer chapters, large groups and/ or boards
- Skills to have: good record keeping, ability to utilize contacts and networking
- Ability to prioritize and manage multiple partners
- Ability to inspire and motivate others
- Knowledge of CCMW and its activates on local and national level

Training

You will be supported and trained by the past Chapter President Executive Committee member before the officially starting in January 2016.

Submission

Please send your cover letter and resume to toronto@ccmw.com with the “President” in the subject line by Friday, December 18, 2015 at 12 am.

Mission

Ensure the equity, equality and empowerment of Canadian Muslim women

Values

- To promote Muslim women's identity in the Canadian context.
- To assist Muslim women to gain an understanding of their rights, responsibilities and roles in Canadian society.
- To promote and encourage understanding and interfaith dialogue between Muslims and other faith communities.
- To contribute to Canadian society the knowledge, life experiences and ideas of Muslim women for the benefit of all.
- To strengthen the bonds of sisterhood among the Muslim communities and among Muslim individuals.
- To stimulate Islamic thinking and action among Muslim women in the Canadian setting.
- To acknowledge and respect the cultural differences among Canadian Muslim women, and to recognize and develop our common cultural heritage.
- To promote a better understanding of Islam and the Islamic way of life in the North American setting.
- To represent Canadian Muslim women at national and international forums.
- To encourage the organization and coordination of Muslim women's organizations across Canada.

Guiding Principles

- We are guided by the Quranic message of God's mercy and justice, and of the equality of all persons, and that each person is directly answerable to God.
- We value a pluralistic society, and foster the goal of strength and diversity within a unifying vision and the values of Canada. Our identity of being Muslim women and of diverse ethnicity and race is integral to being Canadian.
- As Canadians, we abide by the Charter of Rights and Freedoms and the law of Canada.
- We believe in the universality of human rights, which means equality and social justice, with no restrictions or discrimination based on gender or race.
- We are vigilant in safeguarding and enhancing our identity and our rights to make informed choices amongst a variety of options.
- We acknowledge that CCMW is one voice amongst many who speak on behalf of Muslim women, and that there are others who may represent differing perspectives.
- We aim to be actively inclusive and accepting of diversity among ourselves, as Muslim women.