

## **Description for Vice-President**

### **Position**

The Vice-President is the co-leader of the Toronto chapter with the Chapter President in achieving Chapter goals and effecting policies and/ or decisions made by the Chapter Executive Committee.

### **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 a paid Chapter member

### **Responsibilities**

- In the absence of the Chapter President, assume the role of Chapter President
- Temporarily assume the responsibilities of vacant volunteer positions while working with the President, the Executive Committee and members to fill the vacancy.
- Directs and refers members to appropriate Executive Committee members.
- Direct feedback from members for input to the Chapter Executive Committee and to communicate to inquiring members, appropriate information regarding actions of the Chapter.
- Fulfills the fiduciary, due diligence, and other responsibilities of Chapter Executive Committee as described in the Chapter by-laws.
- Writes minutes of meetings of Executive Committee meetings.
- Maintain time management of Executive Committee meetings.
- Serves as representative of the Chapter in the community and attend events
- Promote the Chapter positively within your community
- Actively seek opportunities to partner and build strategic alliances/ partnerships
- Maintain records for the Chapter: agendas, minutes, signed by-laws for current year and other Chapter-related record keeping
- Ensure website, social media and emails are up to date as per Chapter programs and events

### Qualifications

- Significant strong leadership, communication, networking skills
- Ability to work independently and as a team player
- Strategic thinker
- Possess tact, discipline and attention to detail
- Skills to have: good record keeping and ability to utilize contacts
- Ability to prioritize and manage multiple partners
- Ability to inspire and motivate others
- Knowledge of CCMW and its activities on local and national level
- Ability to handle conflict and resolution

### Training

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

### Submission

Please send your cover letter and resume to [toronto@ccmw.com](mailto:toronto@ccmw.com) with the “Vice-President Executive” 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.