



THE COMMITTEES THAT SERVE OUR COMMUNITY



Al-Amaan Center Committees

Our duties and responsibilities

The mission of the Committees is to partake in fulfilling the activities of the center.

Every GA member must be a part of one or more Committees. Other volunteers outside GA members are integral part of Committees.

In order to preserve the vision of the center and promote unity; the Committees and Shura Council will have a flow of communication.

New Committees can be created and dissolved for special short-term projects under the umbrella of permanent Committees.

Each Committee will have one Coordinator. Coordinators must view themselves as facilitators of the implementation of activities, including decisions, strategy, planning, and execution.

They need to maintain a spirit of shura in leading tasks. Being a Coordinator is a responsibility without any authority; therefore, it should be taken with a great sense of accountability to Allah and to the community. Each committee will elect their own coordinator.

Permanent Committees

DAWAH

Shares the beauty of Islam to the community, neighbors, and all who are interested in learning.

EDUCATION

Educates to build the future generations, by teaching and coaching this generation to be firm in the path of Allah (swt).

FINANCE

Oversees the overall financial affairs of Al-Amaan Center. It is responsible for all matters related to finances including accounting, banking, management of donations and fundraising efforts.

OPERATIONS

Welcomes the guests of Allah to a well organized, clean & beautiful Center.

PR | COMMUNICATIONS

Communicates all the Masjid's events/ notifications and be responsible for informing the internal/external communities in an effective way.

STRATEGY & OUTLOOK

Strategizes and plans for the future of the Center

BUILDING MANAGEMENT

Manages the buildings owned by the Center in a professional manner

DAWAH

Every project will have a coordinator who will keep track of schedule, topic, summary, report (how it went, pictures, etc) and volunteers who are involved.

Planning

Strategize, organize, and plan for execution, present the plan to respective coordinators and/or volunteers running those specific activities.

Gardens of Knowledge (Halaqaat)

Gatherings to spread Islamic Education and Morals including Tafsir on Thursdays where we study the beautiful words of Allah (swt), Fiqh on Tuesdays, Fajr halaqa - every day, Qur'an memorization on Saturdays, Qur'an Izaja program, and Role Models on Fridays where we learn the path of the Prophet (pbuh) and reshape our way of life by exploring the conduct of the true role models, the messengers of Allah (swt).

Youth

Focus on youth worship, education, and activities including Taqwa Development, Youth Islamic Club, Fun Activities - Camping, Youth Cabin Trip, Fun, and the like.

Taqwa Program for Adults

(Come reflect for a moment): Build taqwa for adults inspired by Salman Al-Farsi (ra) starting with Qur'an (recitation, reading, reflection).

DAWAH continued...

Sisters' Activities

Sisters' education and activities including by-weekly Class (Aqueedah, Ranks of travelers to Allah), and other activities as deemed appropriate.

Al-Amaan Kids Corner

Provides safe and educational activities during Halaqaat for children to let their caregivers focus on Halaqaat.

Bridges For Peace

Share the beauty of Islam beyond our community including monthly classes, church visits, summer scheduled childrens' visits, meetings with Evangelists, and the like.

EDUCATION

Every project will have a coordinator who will keep track of schedule, topic, summary, report (how it went, pictures, etc.) and volunteers who are involved.

Tawheed Institute

(Weekly Islamic School) Teaches Morals, Worship, and Aqeedah and manage student affairs.

Al-Hikma Academy

Teaches Arabic and Qur'an and holistically administer & manage student affairs.

Youth Mahad

Teaches youth indepth Islamic Studies and prepare them for dawah.

Preschool

Teaches and mentors children from young age and prepare for Kindergarten.

Intensive Session of Knowledge

Daily timed classes for different topics - Tajweed, Ahadith, Qur'an and the like.

Summer Program

Similar to weekend Islamic school in terms of classes - 4 days of education and activities

EDUCATION continued...

Tutoring

Math and English Pilot program Kindergarten - Grade 7 on Tuesdays and Wednesdays 5:30 pm - 7:00 pm

Toddlers Storytime

Our littlest community members (ages 1-4) enjoy stories and hands-on activities geared toward fostering a loving bond with The Creator and prepares them for Preschool.

Islamic Weekend School for Children With Special Needs

(Pilot program) Welcomes children with learning disabilities to the Masjid for holistic community building and education.

Professional Training

Provides cutting edge trainings that will help individuals find new or better opportunities in the job market.

Adult Qur'an and Arabic Classes

Teach adults the language of the Qur'an.

COMMUNICATIONS & PUBLIC RELATIONS

The Communications and Public Relations (PR) committee communicates events/notifications and is responsible for informing the internal/external communities in an effective way.

The Communication Committe is responsible for:

- Creation of collateral for all masjid programs/activities (Print & Digital)
- Maintaining the Al-Amaan Center brand
- All Email Correspondence
- Weekly Email Newsletter
- Al-Amaan Center Website
- Al-Amaan Center Facebook
- Al-Amaan Center YouTube and other online platforms & Social Media
- Advertising
- Photographs
- Internal & External signage
- Proofreading of any masjid-related content
- Video editing
- Live streaming
- Audio recordings
- Fundraising communications

OPERATIONS

The Operations Committee oversees the maintenance, operations, security of the properties, buildings, parking area and other facilities of the Center. In collaboration with police officers, it manages traffic flow and safety during Ramadan, Friday Jumuah and special events.

The Operations Committee's responsibilities:

- All purchases required by the Masjid.
- All visual interior and exterior changes of Al-Amaan Center.
- Evaluates items that are donated to Al-Amaan Center.
- Ensures the facility is clean and in order.
- Oversees and maintains the Al-Amaan Center sound system.
- Files a monthly financial report to the Finance committee for all expenses and should include all receipts with it.
- Consults with Finance Committee and Shura Committee before starting major changes or improvements in any area of Al-Amaan Center.
- Maintains the log sheet of Al-Amaan Center assets and makes the list available for Shura Committee.
- Oversees infrastructural components such as heating, water, lights/electricity etc.
- Additionally, it supervises the opening and closing of entrance gates and offer security when needed.

FINANCE

The Finance committee is responsible for overseeing the overall financial affairs of Al-Amaan Center. It aims to manage finances in a transparent and open manner while maintaining the privacy and security of donors.

The Finance Committee's responsibilities:

- All matters related to finances including; bank account, accounting, management of donations, and fundraising efforts.
- Reviews and allocates budget proposals from the other committees' proposed programs.
- Reviews and audits monthly financial reports and submits their findings or any discrepancies to the Shura.
- Assists Special Events Committee during Fundraisers, Monthly Dinners, Ramadan Iftaars etc.
- Supports finances of education programs (Sunday School, Qur'an Classes, Technology Classes etc).
- Works with other committees to meet their budgetary need when approved by the Shura and disperses the funds per request.
- Publishes and presents quarterly financial reports on the Masjid notice board and at GA meetings.
- Issues donation receipts.

BUILDING MANAGEMENT

The Building Management Committee (BMC) ensures that the processes to run and maintain the property are all in place. It also ensures that Al-Amaan Center's relationship-building with third party service providers, City officials and other external parties related to building management, are actively pursued and maintained.

The Building Management Committee's responsibilities:

- Proposes a property management company to the Al-Amaan Center Shura Council.
- Conducts due diligence of a property management company prior to hiring.
- Acts as the liaison of the organization with the property management company.
- Reviews the property management monthly financial reports.
- Establishes accreditation criteria for hiring third party vendors who would perform regular and/or specific services needed by the property. In the process, the BMC will build a portfolio of these accredited third party vendors.
- Supervises, along with the property management, any major work to be done in any of Al-Amaan Center properties.
- Continues to be the main contact with the City of Minnetonka including, but not limited to the Police, Planning and Permit Divisions and other concerned City departments and offices.
- Builds relationships and continues to be the main contact with Al-Amaan Center banking institutions and outside legal counsel.
- Provides strategic initiatives and vision with regards to the future use of Al-Amaan Center Building 2.

STRATEGY & OUTLOOK PROJECTS

While understanding the current situation, this committee strategizes and plans for the future of the Center.

The Strategy & Outlook Projects Committee's responsibilities:

- Assesses current situation for Al-Amaan Center.
- Strategizes the future projects and initiatives for the next 1 - 5 years.
- Works with different committees to execute projects and initiatives.