



17 October 2021

**Canterbury Muslim Cultural Centre (CMCC)
1 Giles Lane, Canterbury Kent CT2 7LT**

Election of CMCC Executive Committee Members

This letter is being sent to all registered members. We would like to gather any nominations for standing for election, as an Executive Management Committee Member for the Canterbury Muslim Cultural Centre (CMCC) or to nominate another member to do so.

In 2019, you appointed an entire new board of Executive Committee Members and Trustees. We thank you for turning out and voting. 2020 and 2021 have certainly been unprecedented years. No-one foresaw the worldwide outbreak of the COVID-19 virus that has caused many challenges not only to how we work, educate, shop and most importantly to how we attend our mosques. By Allah's mercy, your current Executive Committee worked tirelessly to keep the operations and services running as smoothly as possible given the Government's restrictions and they should be applauded for volunteering their time and expertise.

The current constitution dictates annual elections are conducted to either appoint a new Committee or to confirm the existing committee members. One thing we have learnt over the course of the unprecedented years of 2020/2021 is that an annual term for serving as executive committee member does not provide the continuity needed to fulfil the aims and objectives that are required to successfully run CMCC. It is therefore our aim to update our constitution such that Executive Committee members serve a **2-year** term while the Trustees serve a **3-year** term to ensure continuity when the 2-year term of the Executive Committee ends. These periods of service we believe are most suitable and productive in advancing the strategic aims of CMCC, although each member reserves the right to resign at any time and can stand for re-election when their term of office ends. At this time, the Trustees are not up for election.

The Management Committee has a complement of six (6) elected members of which six (6) posts are up for election or the existing members can be confirmed for another period in office. Three (3) additional posts have been created so that the running of CMCC can have in-built efficiencies.

The Executive Management Committee Members are the CMCC's operational and strategic leaders and have a vital role to play in working with the Imam, the Trustees of CMCC and to make sure the congregation and the wider society gets the best possible understanding of what is meant to be a Muslim in Canterbury, as well as contributing to outreach programmes to other religious and educational /charitable institutes. They have a strong focus on three core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Promoting CMCC across Canterbury and beyond; and
3. Providing education and cultural community programmes for all.

Apart from being a registered member of CMCC, no special qualifications are needed to become a Committee Member, but we particularly welcome individuals who have the following qualities and experience:

A keen interest in promoting the services and offerings of CMCC
A willingness to listen and make informed judgements
The ability to work well with others. Having experience in a management role or serving on a committee or other charities is desirable
An open and enquiring mind, and a willingness to learn
A desire to play an active part in improving CMCC by using your experience and skills (example finance, fund raising, organisational, education etc)
A willingness to give about 30-60 hours per year to attend meetings of the full Committee (meetings are held once a month, usually on Sundays before Zuhr but can be in the evenings during the week), conduct outreach functions and attend CMCC functions and attend training where applicable

We also welcome individuals with skills and experience in fund-raising, service organisation, and general management although none of these are essential prerequisites to becoming a committee member but desirable.

In order to support committee members in their work, some training can be provided by our experienced Trustees.

Serving as a CMCC committee member is a very rewarding experience. It will provide you with an insight into the wider perspective of CMCC and charities in general through its long-term strategic planning, give you a chance to develop skills in management, and provide you with a sense of achievement in making a difference to our Muslim community, the wider community as well as in the education of the younger members of the congregation. Most importantly, it will be an opportunity to earn sadaqah jariyah, ultimately, we are doing this purely to seek the pleasure of Allah.

If you would like to stand for election, or to nominate someone else, please complete the attached form and return it addressed to the Election Officer at the above address within two weeks, i.e., by 31st October 2021. Alternatively, electronic copies can be sent FAO the Independent Election Committee, at elections@canterburymosque.co.uk.

Each person nominated must be proposed and seconded by a congregation member. Please remember to include your membership number (Friday Prayer number) if you remember it. Otherwise, your full names and address should suffice. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum of 250 words). The statement should contain biographical details and set out:

Evidence of the extent to which you have the qualities, skills and experience needed by the CMCC Committee (see above);
Your commitment to undertake training, to acquire or develop the skills to be an effective committee member;
How you plan to contribute to the future work of the CMCC.

If the number of nominations received is equal, or less than, the number of vacancies, the nominees will automatically be elected as committee members. If, however, there are more nominations than vacancies, an election will be held, and copies of the personal statements will be sent to the congregation. One month will be allowed for the return of ballot papers. Each congregation member will have one vote for each vacancy. Ballots will be opened at the Annual General Meeting (AGM) which is currently scheduled for 4th December 2021 at 11.00am.

If you would like more information about being part of the Executive Management Committee or contributing in other way, please contact the following Trustees:

Mr Ramzan Altun - raltun63@icloud.com
Dr Sinan Rawi - drsrawi@gmail.com
Dr Nihad Tamimi - tamimis@gmail.com
Dr Naz Bashir – nazbashir@talk21.com

Yours sincerely

Board of Trustees

ROLES FOR EXECUTIVE MANAGEMENT COMMITTEE

- 1.Executive Committee Chair**
- 2.Vice Chair**
- 3. Treasurer (Must have some financial experience)**
- 4. General Secretary**
- 5. Sisters/Women's Liaison Officer**
- 6. Events & Fund-Raising Organiser**
- 7.Marketing, PR and Media Liaison Officer**
- 8. Property Manager (role include lettings & health & safety)**
- 9. Youth Program Lead (this role will require a DBS check)**

Your current Executive Committee:

- | | |
|----------------------------------|--------------------------|
| 1. Dr Mohamed Ali - | Executive Chair |
| 2. Mr Ahmed Masood Sabour | Vice Chair |
| 3. Mr Nasirdeen Alimi | Treasurer |
| 4. Dr Rana El Azab | Ass. Treasurer |
| 5. Sister Aimen Umar | General Secretary |
| 6. Dr Maliha Karamat | Ass. Secretary |

Note:

Sister Aimen Umar has been the acting GS since Sister Anne Ainley resigned December 2020. We thank them both for the great work they do for the mosque.

Nomination Form

EXECUTIVE MANAGEMENT COMMITTEE

CMCC, 1 Giles Lane, Canterbury, Kent CT2 7LT

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election;

Full Name & Membership number (Friday Prayer number)

Address _____

Signature of person nominated _____

Signature of proposer _____

Name and address (incl. Membership Number) in BLOCK letters of proposer

Signature of seconder _____

Name and address (incl. Membership Number) in BLOCK letters of seconder

PERSONAL STATEMENT:

Signature of person nominated _____

I, hereby declare: That the information contained in the nomination form is true and I undertake to provide documentary evidence, if required.

Please note:

- (I) People who are bankrupt or have recently been sentenced to 3 months or more of imprisonment (without the option of a fine), may not serve as Committee Members. For full details of the disqualification rules, please request for CMCC Elections Policy.
- (II) The term “congregational member” refers to individuals attending CMCC for prayers, education and related activities.
- (III) Please complete the nomination forms fully. Incomplete forms will be rejected.
- (IV) Any false statements or misinformation or willfully misleading information will subject to form being rejected

**PLEASE RETURN THIS FORM TO CMCC BY 31st OCTOBER 2021
MARKED FOR THE ATTENTION OF INDEPENDENT ELECTION COMMITTEE**

Alternatively, electronic copies can be sent FAO the Independent Election Committee, at elections@canterburymosque.co.uk