

Islamic Society of Corona-Norco

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Personal Past Contributions and Future Goals Form

Nominee's Name: FAZAL SATTAR

Profession: ACCOUNTANT

Organizational Title/Position: REVENUE AGENT

**Years of Service
14**

Candidate for: GENERAL SECRETARY

Please list briefly (in 10 sentences or less) your contribution(s) to the Community.

My services to Muslim community goes back 25 years working with various organizations such as Islamic Center of San Gabriel Valley in Walnut and served in various committees as religious affairs committee, worked with youth programs, youth counselling and membership committee.

One of the founders and former general secretary of Institute of Knowledge in Diamond Bar for 10 years before moving to Corona in Nov. 2010, gave me an experience on various issues faced by Muslims and dealt with various media outlets in wake of 911. Similar issues can be faced by Muslims organization such as ISCN.

As part of the executive committee, maintained all records and document all board meeting minutes. Part of construction and planning committee and monitor the progress of construction of the building.

Served in finance and facility committees at ISCN for the past 4 years gave me a clear picture of how to move forward and what needs to be done to take this organization to next level.

Please state briefly (in 10 sentences or less) your vision, goals and plans for the future of ISCN.

As secretary of ISCN my first goal would be to ensure all ISCN books and records are maintained for at least 7 years as required by the law. Ensure bylaws are strictly implemented and everyone abides by the bylaws of ISCN.

My vision for ISCN that the secretary of non-profit organization plays a critical role in fostering communication and ensuring proper management and utilization of important organizational records. My goal is to automate the system and make the procedures which can help new members and board members. I will work with different committees to assist them in improving their role for future generation.

I will work towards setting up the policies and procedures where the masjid operation is not at halt because of elections or any other changes, for examples new incoming board members and board transitions etc. and ensure transparency in transitioning the records to incoming board. This is very critical time in this country and we must ensure to place adequate procedures and processes in place for our organization. I will work with founders as well as new comers to make sure we plan and execute together the vision for the ISCN we all have dreamed about.

Outreach and communication with community in general so the members can participate and volunteers in various programs.

In conclusion, deal with very diverse community of professionals' face to face on daily basis, gave me years of professional experience to deal with very diverse community of people and is the requirement of the job as secretary general of ISCN as non-profit organization.

I hereby give my consent to the Election Committee to place my name on the ballot for the 2018 Election of Boards of the Islamic Society of Corona/Norco. Inshallah, if elected, I pledge to fulfill the duties and responsibilities that will be entrusted to me, to support ISCN's programs and services and to abide by its bylaws and policies.

Name (Please print) Fazal Sattar	Signature <i>Fazal Sattar</i>	Date 1/15/2018
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Note: Please use additional pages of the form for more space if needed.