

ELIGIBILITY REQUIREMENTS AND DUTIES OF PRESIDENT

Section 9.19: Eligibility for BOD President

To be eligible for the President's position, the individual shall be at least thirty (30) years of age, as of the date of Election and have demonstrated leadership qualities and served at least one full term on the BOD (or the erstwhile Council or Board of Directors) and should have been a member of ISCN in good standing for at least five (5) consecutive years as of the date of Election.

Section 9.20: Duties of BOD President

The President

- 9.20.1** Shall be a member of the ISCN BOD, and the Chief Executive of the Society.
- 9.20.2** Shall be responsible for organizing the GB and BOD meetings, in conjunction with the Secretary.
- 9.20.3** Shall preside over all GB and the BOD meetings.
- 9.20.4** Shall call special meetings, as needed, in accordance with Sec. 6.04.
- 9.20.5** Shall enforce ISCN Bylaws, rules and regulations.
- 9.20.6** Shall present the Annual Report and the Strategic Plan put forth by the BOD to the GB
- 9.20.7** Shall be an authorized signatory on all ISCN bank accounts
- 9.20.8** Shall co-sign with the Treasurer all disbursement checks worth \$5000.00 and above.
- 9.20.9** Shall, with the BOD's approval, assume responsibilities of the Treasurer in the latter's absence, with the approval of the entire sitting BOD.
- 9.20.10** Shall be responsible for the overall functioning of the various ISCN committees while empowering them and be generally aware of the work being done on ISCN premises.
- 9.20.11** Shall ensure that the ISCN property is used for its intended purpose.
- 9.20.12** Shall keep the Corona Muslim Community apprised of ISCN activities, challenges faced, and accomplishments made.
- 9.20.13** Shall serve as a non-voting member of BOT, shall be the liaison between the BOD and BOT, shall present a report on BOD at every regular BOT meeting and shall cooperate fully with the BOT. Shall communicate informally with BOT as and when necessary to appraise the BOT about issues and challenges of BOD and the community at large.
- 9.20.14** Shall perform all acts and duties usually performed by an executive and presiding officer.
- 9.20.15** Shall be responsible for ensuring that all legal documents of ISCN are kept in a safe and secured place, such as a bank vault, away from the ISCN's physical location. The President shall assign two members of the BOD to have access to those documents.

- 9.20.16** Shall sign all such other papers of ISCN he or she may be authorized or directed to sign.
- 9.20.17** Shall be the spokesperson and representative of ISCN, unless assigned otherwise, for interactions with external entities.
- 9.20.18** Shall perform such acts as may be necessary for the achievement of the long-term vision, plans, and established overall objectives of ISCN.
- 9.20.19** Shall annually appraise the performance of ISCN employees reporting directly to him or her, recommend changes to their remuneration and continued employment, and ensure that annual performance appraisals of other paid employees are done in a timely manner.
- 9.20.20** Shall perform such other duties as may be prescribed by the BOD.

I have read the Eligibility Requirements and Duties of the President of ISCN. Insha Allah, if elected, I pledge to fulfill the duties and responsibilities entrusted to me, to support its programs and services and to abide by ISCN's Bylaws.

Name (Please print)	Signature	Date
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