

Executive Committee: Duties and Roles

- Chairperson
 - The chairperson is the chief executive member of the MSA chapter and oversees the running of the chapter.
 - The chairperson attends all meetings of the Westville chapter, and may attend KZN and Union meetings as well. The chairperson may nominate another committee member to represent the chapter at regional or national MSA meetings as the need arises.
 - The chairperson may issue statements in accordance with the MSA Union constitution on behalf of the chapter
 - The chairperson approves the minutes of each meeting
 - The chairperson may delegate any of his/her powers to another member of the executive committee, as long as the decision is ratified by a majority at an ordinary meeting.
- Vice-Chairperson
 - The vice chairperson assists the chairperson in matters affecting the chapter
 - The vice-chairperson is responsible for internal discipline within the chapter
 - In the event that the Chairperson is incapacitated, the vice-chairperson assumes the functions of the Chairperson
- Secretary
 - The secretary is responsible for the administration aspects of the chapter
 - The secretary is required to maintain the database of all chapter members, as well as relevant organisations and services
 - The secretary is responsible for maintaining adequate minutes of meetings and other records
- Treasurer
 - The treasurer is responsible for maintaining financial records of all financial transactions of the chapter
 - The treasurer is responsible for drawing up yearly financial statements
 - The treasurer is responsible for fundraising, with the assistance of other committee members
- PRO/ Social media
 - Ensure that the MSA chapter has a presence on all social media platforms
 - Ensure that platforms are updated regularly and that participation is maintained
 - Ensure that photo's and video's from events are uploaded
 - Ensure that public comments/ questions are replied to
- Tarbiyyah officer
 - Ensure that MSA events are in keeping with Islamic principles
 - Establish da'wah tables and Islamic exhibitions on campus
 - Host international and local speakers for campus
 - Establish Halaqaat

- Assist with jumuah rosters
- Graphics and Design
 - Design posters and pamphlets for campus events
 - Design logos and letterheads as needed
 - Ensure that pictures are taken at events
 - Design monthly/ biannual MSA newsletter
- SRC representative
 - Establish and maintain relationships with student governance
 - Attend SRC meetings
 - Maintain communication between SRC and MSA regarding events
 - Ensure that protests and events participated in are in line with MSA values, as well as safety and security
- JK Committee representative
 - Liaise with JK maintenance team
 - Attend all MSA meetings and report back on ongoing JK projects
 - Attend meetings with JK trustees
 - Maintain records of quotations and financial statements pertaining to the JK