Summer Meeting 2010

AGENDA

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| Defining Roles | | |
|  | * Treasurer- Subsidize, record and manage expense; responsible for keeping track and organizing any financial matter (MIST registration fee, charity, event expense, etc). * Events Coordinator- Plan, monitor and execute events; responsible for questions, concern and feedback on MSA activities (MIST, Eid party, picnic, etc). * Secretary- Scribe all MSA related matters; responsible for anything written based (contact information, MSA emails (reminders), attendance, database, meeting recaps, etc). * Vice President- Reach out, advise and mediate both the board and the body; responsible for carrying out tasks in regard of both the MSA and outside the MSA. * President- Lead, promote and handle the MSA; responsible for managing the board and carrying out decisions. |
| Management and communication | | |
|  | 1. MSA Website 2. Google Group/Yahoo Group (Board and Body) 3. Attendance of the members 4. Board communication: phone conference, Gtalk, etc. |
| Advertisement | | |
|  | 1. Posters   -Number of posters  -Design   1. Freshmen Friday: target freshmen with stickers advertising the MSA. 2. Club Fair   -Videos of MIST  -Scrapbook  -Scouting   1. Encouragement from friends. |
| Meeting And events | | |
|  | 1. Weekly meeting 2. Board meeting to prepare for the weekly meeting. 3. Compiling an Agenda 4. Special guest speakers (MUNA Youth, College MSA, MANY, etc). 5. Halaqah session (prayer room, outside) 6. Brothers/Sisters' Day Out 7. Chill days |
| MIST | | |
|  | 1. Registration process 2. Advertisement of MIST 3. Finding a coach 4. Preparation for MIST competition |
| future task | | |
|  | 1. Ice breakers with other high school MSA board 2. Planning events with other MSAs (Eid Party) 3. Back-To-School-MSA-Get-Together-Party |