

Short Guide to the New MC

USMAA 2.0

Document Versions

Date	Author	Version	Comments
01/06/2021	Falih Shums	1	Created document

Introduction

Welcome to the USMAA Management Committee! Congratulations for volunteering to 'take a turn' to serve Allah and the community. May Allah bless you and your family for your sacrifice.

So, you have just finished the AGM and now here you are in the hot seat.

Below are some initial high-level tasks to be undertaken:

President

As the President, your first task is to introduce yourself and the team to the community. So, please draft an email and get your Editor to publish it through Mailchimp.

Now you must introduce yourself, the Vice-President and the Secretary to:

- The Consular General and Consul of the Sri Lankan Consulate for Victoria/SA/Tas
- Monash City council and the Mayor (optional)
- Dandenong City council and the Mayor (optional)
- The Members of Parliament (for Bruce, Hotham Electorate etc)

Secretary

- If the previous Secretary has not done so already, USMAA needs to complete the annual ACNC submission
- Log in to the ACNC website using your personal email and complete the submission. You will need the financials and the Secretary's report from last year
- Take charge of the USMAA Seal (rubber stamp) from the President
- Change bank signatories – Process not written here deliberately (speak to the previous Secretary with regards to the process)

The previous Secretary may or may not have communicated your appointments to the below, however, you may want to introduce yourself as well.

- The Sri Lankan Consulate in Melbourne - For Vic/SA/Tas (discuss with the President)
- The Monash City Council (discuss with the President)
- The Dandenong City Council (discuss with the President)
- Other prominent SL and Non-SL Muslim and non-Muslim organisations (ALMA, ASLA, AAGGSL, ICV, etc)

Treasurer

- Review the P&L and the Balance sheet
- Inspect for any carried forward or unexplained transactions
- If found, look for explanatory notes and/or enquire from last year's Treasurer

ICT Manager

- Familiarise yourself with the websites that USMAA uses. If you have any questions you can always enquire from the previous ICT Manager
- Speak to the Exec Committee with regards to the allocation of the operational email addresses to the MC
- Circulate a template of the email signatures for each MC role (template can be found in the “MC section only” in the website)
- Renew any subscriptions and seek reimbursement from the Treasurer

Facility Manager

- Take charge of the hardcopy Asset Register from the President
- Request access to the Assets' Register in Salesforce from the ICT manager (cc Vice-President)
- Match all physical assets against the Assets' Register, if there are any discrepancies bring it to the attention of your President/ Vice-President
- Take charge of the Mulgrave Community Hall keys from the President

Vice-President /General Manager

- Begin preparations towards the next event
- The previous VP/GM should have made the preparations towards your first event
- If not, kindly refer to the event manual on the website to plan for your first event

Editor

Request the login details and the passwords of the following from the President or the ICT Manager

- Mailchip for email dissemination
- USMAA Facebook Administrator credentials
- USMAA Youth Facebook Administrator credentials

Note: Previous admin to facebook pages need to grant the Editor/ICT Manager admin access. Once this is done, the previous admin can be deleted.