



United Sri Lankan Muslim Association of Australia



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Forward



USMAA is recruiting for the next 10+ years

Who would fit the bill?

- 'Movers and shakers'
- 'Go-getters'
- 'Outside the box' thinkers
- People who understand that 'majority rules'
- Innovators

- Entrepreneurs
- Team-players

Benefits for you

- Turn your luck around by serving Allah and the community
- Sadaqa in a non-monetary way
- Be an example to your children and the community
- Preserving the organisation for your children and grandchildren

Note: We have Management Committee (MC) members, as living examples, whose Baraka have noticeably increased while serving the Community.

Why Join

- There are now 'Job Descriptions' for all MC members on the website, so you know what you sign up for
- Process manuals for Accounting (QuickBooks)/Treasurer's Manual, Website maintenance (WordPress) / ICT Mgr Manual and Communication (Mailchimp)/ Editor's Manual are available for smooth sailing operations
- USMAA's greatest asset, our membership details, have now migrated to a world-renowned database management system that is free of charge for not-for-profit orgs, thanks to the efforts of our ICT Manager, Zaf Issadeen. So, gone are the days of managing the membership database in excel like we did for 30 years. With the Salesforce database, your name, phone no# and email address are as secure as in companies like Amazon, the U.S Bank, Toyota, The New York Post, AMP, Telstra,.. the list goes on. So, rest assured it is secure and only viewed by USMAA's Exec Committee
- USMAA's crown jewel, the Janaza plot details, are also maintained in a Salesforce database
- An invoicing mechanism, together with a process manual, is now available for MCs to collect the annual membership fees. This allows for efficient subscription collection and will assist in keeping track of the financially current members
- There are clear, Vision, Mission and Value statements available so that you know what USMAA's primary direction is, but with the liberty to make tweaks as you go along to course-correct and align with changing times
- There are clear ongoing, short, medium and long-term strategic plans, so that multiple MCs can work towards the same goal

- Planning and execution information for events like the Islamic Day, Debating workshops and general events etc are stored in the website. Therefore, new MCs can just follow the script and make changes to their liking. The event manual compiled by the MC of 2018-19 is also available on SharePoint for reference
- Operational and strategic policies have been formulated on a wide variety of topics and published on the website so that you know where USMAA stands as an organisation and most importantly there is consistency in MC decision-making on any particular topic from one year to the next
- There are process map information on how things are done (e.g. matrimony service), so that you do not need to reinvent the wheel or keep asking around
- “EoFY Handover Duties for the Exiting MC” and a “Short guide to the New MC” documents have been created for a smooth transition and an easy take-over
- An Asset Register has been created and maintained with photos of USMAA’s small asset base. We now have a physical folder and also maintain a database in Salesforce
- A volunteer information section has been created on the website so that members can take turns (once a year at least) to help the MC with kitchen, hall and clean-up duties for hall-based events
- Standard menus and ingredient quantity information sheets are available on the website for MCs who plan to cook in-house to lower ticket prices (Note: as long as an USMAA member is the Chef, our public liability insurance covers any food related claims)
- Most of USMAA’s history and AGM/SGM/MC meeting minutes are now saved on the website for new MCs to educate themselves. This is also USMAA’s proud ‘30 Years of Heritage’ page
- Information relating to all Subcommittees, their members and tenure expiry dates have been saved to the website for awareness and re-election purposes
- An “Admin, Insurance & FAQs” page on the website has been created to house relevant information
- Value-adding initiatives like the Matrimonial service, Mentorship program, Obituary notices, Charity page, Trades page and the New Migrant & International Students’ Assistance Program are now part of the service USMAA provides to our community
- Two new Subcommittee have been created: one to manage the Matrimonial service, which is also a self-service program like all the other initiatives mentioned above, and the ‘Community & Sri Lankan Affairs Advisory Group’ to attend to those issues where the MC might not have the expertise or the time. This takes a fair share of the workload off the MC
- Additional support is now extended by our current Auditor (YURE Business Solutions) to the Treasurer in preparation for the AGM. We also have a formalised agreement signed

between YURE Solutions and USMAA which is now saved in to the 'MC-view only' section in the USMAA website

- Operational titles and email addresses have been setup for MC roles such as Finance Operations Mgr (Asst. Treasurer), Community Affairs Mgr (Asst. Secretary), Facility Mgr , Marketing Mgr, ICT Mgr and General Mgr (VP) which also gives MC members an opportunity to hone their skills as well as add another skillset to their professional resumes. MCs can mix and match these responsibilities with the Constitution based titles like Committee Member, Vice President, etc
- A Constitution Review page has been setup on the website. This will house all the 'proposed' changes to the Constitution. Given that a Constitution should be amended every 3-5 years, if at all, and not yearly, this page will assist that Subcommittee
- There are now concept plans, Architect notes and an 'overall plan' to achieve our 'Dreamland': the USMAA Centre. Furthermore, USMAA has applied to five councils, seeking to lease a property or a land. We will have to negotiate a 'Peppercorn' lease (\$1 per year) as our members subs will not be sufficient to pay the rent and utilities. If constructing, we will need to apply for the next round of the "Multicultural Community Infrastructure fund – Large Stream" or a similar grant, IA

In short, new MCs will almost always find a 'how to document' now, as the MCs of 2019-20 and 2020-21 identified this as the missing link. Therefore, with a slogan called 'USMAA 2.0', we really put in a valiant effort to rectify this gap.

So, this is where we spent all out time, often starting zoom meetings at 10 pm and finishing off at 11pm, 12pm and even 1am. We were somewhat assisted by not having to conduct physical events, although we did keep the community going with online events almost every month.

If an incoming MC does not want to use any of the initiatives for a particular year, they can simply hide it and not delete them from the website, as the next committee might want to recommission them.

As the incumbent President, I have addressed the 'succession planning' issue by grooming the next President from our MC. However, this a democracy and if one wishes to contest, one can at the upcoming AGM.

Going forward, I think all Presidents and MCs should practice this and if they do not have anyone stepping forward from their team, they should clearly articulate it beforehand to the community, so that another group can prepare to take over.

So, my dear brothers and sisters please take a turn in keeping this organisation going IA. May Allah bless all members who advised us and also helped us achieve this feat.

Jzk,..Falih S



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