



Evergreen Islamic Center

Evergreen Islamic Center (EIC) is seeking individuals with qualities that will contribute to the effective leadership and the overall success of the center.

- **Integrity:** Board members should be individuals who embody Islamic values and principles, take responsibility for their action, and hold themselves accountable. Abide by US, California and 501c3 non-profit rules. Their personal integrity, honesty, and commitment will set a positive example for the community.
- **Diversity:** A diverse board can bring a range of perspectives and experiences to the table. Diversity in terms of ethnicity, gender, age, and professional background can enrich decision-making processes.
- **Leadership Experience:** Candidates who have demonstrated leadership skills in their professional, community, or religious roles. Effective leaders can guide the center towards its goals and foster a sense of unity.
- **Time Management:** Serving on a board requires a significant time commitment. Candidates should be able to balance their responsibilities on the board with other commitments.
- **Commitment:** Board members should be committed to the center's mission and goals. They should be willing to invest time, effort, and resources to ensure the center's success.
- **Communication Skills:** Effective communication is crucial for a board. Board members need to be able to listen actively, express themselves clearly, and engage in constructive discussions.
- **Problem-Solving Skills:** Challenges can arise in any organization. Individuals with strong problem-solving skills can help the board address issues and find effective solutions.
- **Collaborative Decision-Making:** Teamwork encourages board members to work together collaboratively to make well-informed decisions. Different perspectives and expertise can lead to more thoughtful and comprehensive decisions.
- **Community Involvement:** Candidates should have a genuine interest in the well-being of the community. Involvement and engagement with community members foster a sense of trust and connection.
- **Conflict Resolution:** Conflicts can arise within any organization. Board members should be skilled in handling conflicts in a respectful and constructive manner.
- **Strategic Thinking:** The ability to think strategically is important for setting long-term goals, developing plans, and guiding the center's growth.



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Tasks and responsibilities of a Board of Director

The tasks and responsibilities are diverse and encompass various aspects of governance, management, community engagement, and strategic planning. Here is a list of tasks that a BoD member will participate in:

- Strategic Planning: Establishing long-term goals and objectives for the center.
- Financial Oversight: Reviewing and approving budgets. Monitoring financial performance and ensuring the center's financial sustainability. Overseeing fundraising efforts and financial controls.
- Policy Development: Creating and implementing organizational policies and procedures.
- Community Engagement: Engaging with the local community to understand their needs and concerns. Organizing events, programs, and activities that cater to the community's needs.
- Religious Affairs: Overseeing religious programs, educational initiatives, and spiritual guidance. Collaborating with religious scholars and leaders to ensure the center's adherence to Islamic teachings.
- Personnel and Human Resources: Hiring and evaluating staff, if applicable. Ensuring a positive work environment and appropriate compensation.
- Communication and Public Relations: Representing the center to the wider community and fostering positive relationships. Communicating the center's activities and initiatives to the community.
- Youth & Educational Programs: Overseeing programs which attracts the next generation, including Quran classes, Islamic studies, and workshops.
- Outreach and Interfaith Activities: Engaging with non-Muslim communities through interfaith activities and events.
- Accountability and Transparency: Being accountable to the community by providing regular updates and reports. Ensuring transparency in decision-making and financial matters.

Board of Director eligibility criteria

- Must be a resident of San Jose (incorporated or unincorporated areas).
- Must be at least 25 years' old.
- A voting member of the organization who has maintained membership for a period of 2 consecutive years, immediately preceding the election year.
- A US citizen **OR** US Permanent Resident **OR** Person on a Work Visa (for example H1-B, L1) with an approved I-140 petition by USCIS **AND** 5 years of residence in San Jose.
- Agrees to maintain voting membership status during the BoD tenure.
- 1 Year of active volunteer experience in any committee at Evergreen Islamic Center certified by committee lead.



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Voting member eligibility criteria

- 18 years or older
- Resident of Santa Clara or Alameda County
- Donated \$1000 or more to EIC Operation or Construction between July 1, 2022 and June 30, 2023
- Spouse qualifies as an eligible voter.
- Students 18-25 years qualify as eligible voters if parents are eligible. **Note:** Deadline to submit youth voter registration form is September 15th

Election timeline:

Sep 2023	Oct 2023	Nov 2023	Dec 2023
<ul style="list-style-type: none"> • Nomination forms available (Sep 10th) • Youth voter registration deadline (Sep 17th) • Eligible voters list generated (Sep 24th) 	<ul style="list-style-type: none"> • Last day to submit nominations (Oct 8th) • Nominations approved (Oct 22nd) • Last day to withdraw nomination (Oct 29th) • Final candidate announcement (Oct 30th) 	<ul style="list-style-type: none"> • Ballots mailed to Voters (Nov 13th) • Candidates Forum (Nov 19th) • Early voting starts (Nov 26th) 	<ul style="list-style-type: none"> • Election day – voting open till 9PM (Dec 3rd) • Election results – announced by 5PM (Dec 4th)

Election Committee:

For any questions or clarifications, please contact the following individuals:

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