

**AMERICAN MUSLIM DIVERSITY ASSOCIATION (AMDA)  
Project Description & Contract**

**TITLE:** Qa'ari/Imam.

**REPORT TO:** Board of Trustees of American Muslim Diversity Association.

**REPORTING REQUIREMENT:** Provide monthly written report (one page) regarding activities performed to fulfill this contractual obligation to the Board of Trustees. Email report by 3<sup>rd</sup> of each month following the month for which the report is prepared and any other communication to [trustees@amda.us](mailto:trustees@amda.us).

**SUPERVISE:** None.

**CONTRACT PERIOD:** September 1, 2010 to April 30, 2011.

**GOAL:**

- Provide religious leadership and assist Imam to establish a Muslim community according to the Holy Quran and the Sunnah of the Prophet (peace be upon him).
- To use leadership and administrative skills to develop, achieve and maintain the best possible religious environment for the members of AMDA that support the mission, vision and beliefs of American Muslim Diversity Association.

**QUALIFICATIONS:**

1. Required to have knowledge of the religion Islam, the Hadith and the Sunnah of the Prophet (PBUH).
2. Masters tajweed rules to ensure correct recitation of the Qur'an.
3. Must be fluent in spoken and written English as well as Arabic.
4. Should be able to interact with the youth and understand challenges faced by them while living in a non-Muslim environment.
5. Must have excellent interpersonal, communication and judgment skills, and ability to work with individuals from diverse backgrounds.
6. Should be able to introduce Islam to people of other faiths.

**RESPONSIBILITIES:**

1. Lead congregation and conduct AMDA related religious activities utilizing Hanafi School of thought as reference.
2. Between Thursdays and Mondays per week, lead a minimum of 10 prayers in Jamah (during Maghrib and Isha) per week totaling to 40 Jamah per month at location decided by AMDA.
3. Document and report in writing any additional number of Jamah lead beyond the contractual requirement to representative of Board of Trustee and Imam of AMDA by the end of each month.
4. Represent AMDA in activities that improve interfaith and intra-faith relationship of Islam.
5. Establish and maintain relationships with local community groups and individuals to foster understanding and solicit support for AMDA activities.
6. Participate in activities that will spread Islam and showcase the peaceful nature of Islam.
7. Provide for the spiritual growth of the youth through educational programs and other activities.
8. Make recommendations to Board of trustees for implementation of religious activities.
9. Work with members of the leadership team on religious matters and issues.
10. Respond to written, oral, and electronic requests for information.

**TERMS OF CONTRACT:**

Qa'ari/Imam will be an independent contractor of AMDA. Contractor is responsible for tax and other payments required by IRS regulations. AMDA is not responsible for unemployment insurance. At the end of tax year AMDA will report payment to IRS. AMDA will provide applicable IRS reporting form intended for independent contractors.

If any allegation of violation of contractual agreements, any activities against principles of Islam, or any activity subversive to the mission and objective of AMDA is raised against the Qa'ari/Imam, the Board of Trustee will immediately initiate an investigation. The Qa'ari/Imam will be subjected to the due process and will have opportunity to defend. Action will only be taken based on the outcome of the investigation and the due process.

The Board of Trustee shall reserve right to cancel this contract at any time with a written notice, if there are any violation in contractual agreement, any activities against principles of Islam, or any activity subversive to the mission and objective of AMDA by the Qa'ari/Imam as determined by the Board of Trustees.

The Board of Trustee shall reserve right to publish detail of this contract and monthly reports in any form, but to respect individual privacy the details specified in REMUNERATION clause will be removed.

This contract can be cancelled at any time by either party provided a written notice is served with an effective date.

**REMUNERATION:**

For contracted time the compensation will be \$XXXX.00 (XXX XXXXXX) per month for the minimum number of prayer lead and as mentioned under "Responsibility" section of this contract; for each additional prayer lead upon request, the additional compensation will be \$XX.00 per prayer lead.

**EVALUATION:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which project goals are met. The Imam and Board of Trustee will perform the evaluation.

By signing below, I hereby accept the above terms and condition and agree to be the Qa'ari/Imam of American Muslim Diversity Association for the time mentioned in "Contract Period" clause.

(Encashment of September 1, 2010 payment check constitute acceptance of this contract)

\_\_\_\_\_  
( Rumman Ahmed ) Date

\_\_\_\_\_  
( Muhammad A. Azim ) Date  
For Board of Trustee,  
American Muslim Diversity Association

**NOTE:** The above job description reflects the general requirements necessary to describe the Ka'ari functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.