

BYLAW 9: Bylaw to define the Relation between the Executive Committee (EC) and the Imam.

1. Islamic Society of Kingston (ISK) responsibilities:
 - a) It is the responsibility of ISK Executive Committee (EC) to represent the ISK at all forums. Therefore, as specified by the constitution, the President of ISK shall be the spokesperson of the ISK.
 - b) It is the responsibility of ISK EC to hire, retain, extend, terminate the services, and help facilitate the work conditions of Imam through proper procedures.
 - c) It is the responsibility of the ISK EC to prepare job description, set work conditions, adjust salary, and benefits, set performance evaluation criteria and evaluate the performance of the Imam at regular intervals.
 - d) In case of a conflict that involves the Imam within the domain of the ISK, the ISK EC bears the responsibility of setting and implementing the process of resolving the issue.
 - e) The ISK EC may invite the Imam to attend Executive Committee meetings, in whole or in part, as a non-voting participant.
 - f) It is the responsibility of the ISK EC to consult the Imam and seek his opinion on a specific Islamic matter, but if desired, it may consult additional scholars on that matter.
 - g) It is the responsibility of the ISK EC to ensure that the Imam would provide all the needed religious assistance to all the ISK Committees and Subgroups when requested.
 - h) The ISK EC is responsible to ensure that proper representation is made at interfaith forums by Imam or any other person. In case requests are directed to specific individuals the executive Committee should be notified by that individual.
 - i) It is the responsibility of the ISK EC to maintain and establish a working relationship with other Islamic organizations. The Imam will be consulted as and when needed.
 - j) It is the responsibility of the ISK EC to carry out all the items listed above (a-j) or to delegate any of these responsibilities to any such committee constituted by the Executive Committee.

2. Islamic Centre Kingston Imam Responsibilities.

- a) It is the responsibility of the Imam to fulfill all the duties outlined in the job description of the Imam as provided by the ISK.
 - b) It is the responsibility of the Imam to submit quarterly reports, with sufficiently specific details, on his work to the ISK EC and to the Evaluation Committee.
 - c) It is the responsibility of the Imam to schedule for his vacation time and/or leave of absence with the ISK EC with mutual agreement and to inform the community of his absence. Both ISK EC and Imam should ensure that in his absence his work will continue to be taken care of.
 - d) It is the responsibility of the Imam to help and cooperate with the EC, other committees and/or groups if and when his input is called for.
 - e) It is the responsibility of the Imam to communicate clearly and unambiguously with the Muslim community, the ISK EC, other ISK constituted bodies and the general public.
 - f) The Imam is encouraged to interact with the CSC Imam(s) and/or other CSC staff through proper channels. The Imam is also encouraged to arrange through ISK volunteers for possible Islamic services for Muslim inmates.
3. The working relationship between the ISK EC and the Imam should be periodically reviewed and adjusted as needed.
4. In case of any disagreement between the Imam and ISK EC the latter may form a three-member committee. One member nominated by Imam, one nominated by the EC from outside the ISK EC and the third member should be the President of the ISK (or delegate from the EC), who acts as coordinator of the committee. This committee is empowered to find a just Islamic resolution to the dispute (within 60 days) and recommend it to the ISK EC for implementation.
5. Evaluation of the Performance of the Imam:
- I. The job performance of the Imam will be evaluated by a 3-member standing Imam Evaluation Committee (IEC) with two members nominated by the ISK EC and the third member being the President of the ISK. The number of the IEC members may be increased to five if deemed necessary by the EC. Membership in the IEC may be re-assessed by the new ISK EC each year. Members of the community are encouraged to contact the IEC members to voice their concerns or areas of appreciation regarding the Imam.
 - II. The Committee should evaluate the Imam's performance in the following areas of his duties and responsibilities. This is done with the help of the Imam's report, through

observations by other members of the Society, by conducting separate interviews with the participants and with the Imam. It may also seek feedback and other available means to make the evaluation process fair and candid.

- a) Overall competence, punctuality and consistency in leading all prayers at the Masjid and arranging alternate resources during his leave of absence.
 - b) The Imam's delivery of Jumma Khutba and other speeches.
 - c) Imam's professional contributions especially during the month of Ramadan, such as Quranic recitation during Taraweeh prayers, and additional Islamic programs during this month.
 - d) Teaching children and the Youth: Imam will be evaluated for his teaching skills and methods, selection of syllabus, number of students, organizing special educational events, and arranging for additional volunteer teachers (if needed). The Imam, students, their parents and others associated with the teaching activities will be contacted in this regard to get feedback.
 - e) His organizational capabilities in consistently arranging Quran, Hadith and general interactive Islamic educational Halaqas (Study Circles) at the Masjid by assessing the different Halaqas held during the year and the level of participation.
 - f) His willingness to work with ISK committees when requested. Committees will then be asked to provide their input.
 - g) Communication and motivational skills. This will be based on continuous observations as well as feedback of those who participate in Islamic activities and interact with the Imam.
 - h) Imam's interaction with Interfaith groups, Corrections Services Canada and the Kingston community at large. Any voluntary input from such groups will be taken into consideration for evaluation.
- III. The EIC should provide the Imam with feedback on his submitted quarterly reports.
 - IV. The EIC should compile a performance evaluation report, make its recommendations and pass these on to the President of the Society who in turn would discuss it with the Imam before submitting it to the ISK EC for follow up.
 - V. The Imam evaluation is conducted annually and a final performance report should be submitted to the ISK EC three months prior to the expiry of the Imam contract.