

# PCA Committees 2017-2019

Committees' structure discussed by PCA board in a meeting held on October 01, 2017

Committees approved by PCA board in a meeting held on November 19, 2017

Formation of committees announced on December 30, 2017 (at PCA cultural center)

Issued on January 15, 2018 (with modifications due to non-availability of some proposed members)

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## PCA Urdu Classes Committee

### **Description:**

The Urdu classes committee has been created with several previously established volunteers to aid in the structure and longevity of the already running Urdu classes program. This is an essential asset to the PCA- Calgary forum since its beginning from 2013. Due to the creation in the NE quadrant of Calgary, we are now proudly enhancing its reach to the NW quadrant which will begin a brand new wing to expand the teaching of the language. The structured classes occur every Sunday, with altering times during the year due to availability of the attendees and volunteers.

### **Objectives:**

PCA Urdu classes works diligently to enhance and demonstrates the importance of the Urdu language and its immersion in our Canadian cultures, providing the essentialism of linguistics and culture to our growing generations. This ensures their appreciation of the Pakistani roots, but also equips them with the basic essentials in transferring these strengthened qualities to their future generations. Linguistics are taught by experienced and well trained volunteers, with the sole purpose of aiding in the improvement of understanding, speaking, and writing the Urdu language.

### **Time:**

Sundays 10:00 am-12:00 pm

~ Semesters vary throughout the year dependent on availability

### **Cost:**

- \$20/ child one time fees for registration, supplies and books
- Program is entirely free and runs 8 months of the year

### **Roles/ Responsibilities:**

- Arrive at the PCA hall every desired class time and ensure the correct practice as described in the objectives
- Prepare and develop a great curriculum which can be taught with ease
- Ensure the progress of students
- All volunteers must be trained prior with experienced teachers

- Teaching committee has been established, and have authority to regulate the classes with the correct supervision
- The committee must stay in contact with the PCA executives, providing and disclosing all information's of registered students, finances, and investments both prior to the beginning of classes: planning phase, during the phase: must have at least two meetings to discuss and review objectives, and after the phase to collect/reimburse any remaining investments.

**Members:**

<b>1</b>	<b>PCA Urdu Class Committee - PCA Hall Campus</b>
1	<b>Habib Abdullah(Chair)</b>
2	Shahida Pervez
3	Bushra Ihtisham (Teachers' coordinator)
4	Mrs Zafreen Israr -Teacher
5	Tehreem Israr - Teacher
6	Laiba (Student Coordinator)
7	Najia Zawar - Program Coordinator
<b>2</b>	<b>PCA Urdu Class Committee - NW Campus</b>
1	<b>Habib Abdullah(Chair)</b>
2	Dr. Abdul Rehman
3	Anwar Mohiuddin
4	Monirulislam.
5	Shehnaz Munir
6	Mrs. Naila Fahim
7	Mrs.Naheed Akram
8	Mrs.Najma Maan
9	Mrs. Shazia Amir
10	Mrs. Rabiya Qasim
11	Ms. Maham(Program Coordinator)

**PCA Cultural Committee**

**Description:**

This committee was designed to ensure the correct promotion and enhancement of the Pakistani culture to the widespread Calgary community and surroundings.

**Objectives:**

To portray and demonstrate the correct cultural values, and the roots of Pakistani culture, conducts, and its importance in maintenance and widespread to the Calgarian community- especially resident Pakistani Canadians and across diverse cultures.

**Roles and Responsibilities:**

- Brainstorm and inform the executives with any ideas that are beneficial to the community
- Importance in participating in all community planned PCA events- as they will be our key volunteers
- Performing and willing to give some time and ideas in the correct execution of the programs
- Supporting to the executives team of any additional criteria
- Attending all event planning meetings, and the day of the event to input their valuable times and efforts

**Time and Date:**

- PCA events throughout the year

**Members**

<b>3</b>	<b>PCA Cultural Committee</b>
1	<b>Ahmer Nadeem Memon(Chair)</b>
2	Dr.Naeem Jafri
3	Saqib Riaz Qureshi
4	Zafarullah Khan
5	Dr. Niaz Khalil
6	Farida Memon
7	Ch. Sajjad Arif

**PCA Seniors Committee**

**Description:**

PCA understands the importance of our seniors in our lives and how they contain important lessons that must be passed onto our generations. Seniors are an asset to our communities, and their values/accomplishments deserve recognition.

**Objectives:**

To ensure the involvement of our seniors in our community and decreased the generation gap with our seniors and youth to enhance their interactions as they have essential lessons that can be shared. To also ensure and tackle several adversities that seniors in our communities face, and easing their livelihood. At the same time, providing a time and setting for interaction and method of sharing stories amongst each other.

**Roles and Responsibilities:**

- Committee will design the new format for our monthly seniors program which include light refreshments, and often **important informative talks to tackle certain adversities, or provide basic information on senior amenities**
- To enhance and upgrade the emersion of our seniors in the quickly progressing world today
- To ensure a sense of community for the seniors, providing amicable relationships so that they can speak to each other and still be connected to their communities

**Cost:**

- Complimentary(Free)
- Investment of PCA

**Time:**

- Once a month as designed by the committee

**Members**

<b>4</b>	<b>PCA Seniors Committee</b>
1	Sofi Mushtaq Ahmed
2	<b>Ch. Atta Elahi (Chair)</b>
3	Malik Muhammad Saleem(V. Chair)
4	Sarfraz Shah
5	Muzaffar Ahmad
6	Yousaf Baig
7	Mian Nissar
8	Raja Ehsan

**PCA Women's committee:**

**Description:** TO correctly represent the importance of the voice of women in PCA, and our communities as they are the fundamental caretakers of our cultures and integral contributors in our society. This also provides an avenue for women to voice any adversities so that they can be taken care of.

**Objectives:**

To provide informative programs, and efforts that provide basic information to the women in our community. This will allow our women to be more inclusive and essential in understanding how their contributions shape our communities. Their input is essential, and their ideas must be thoroughly shared to develop any necessary programs for women awareness and their valuable involvement in the society at large.

**Roles/ Responsibilities:**

- A work in progress- any input from the committee that promotes and designs the importance of current demands for programs in our communities
- Currently the Islamic Quranic translation and language is a women's run program, which was in demand, and addressed, with several women joining these classes on Sundays and together discuss the Islamic teachings of the Quran --> any interested volunteers, please continue such programs
- As mentioned above, further discussions for any programs in demand should be addressed with structured approach with the PCA board, and progress can be made onwards

## Members

<b>5</b>	<b>PCA Social Work /PCA Women's Committee</b>
1	Dr.Raffat Chaudhry
2	<b>Shahida Pervez (Chair)</b>
3	Shahida Waseem
4	Bushra Ihtisham
5	Zafreen Israr
6	Dr.Fizza Salim
7	<b>Shahnaz Munir (V.Chair)</b>
8	Dr.Samina Bajwa
9	Wasima Sultan
10	Dr.Shazia

## PCA Immigration and Legal Services Committee

### Description/ Objective:

To provide basic information to any Pakistani Immigrants recently moving to Calgary and providing legal information for other matters such as; importance of will, retirement plans, etc.

### Roles/ Responsibilities:

- To arrange information sessions for those individuals who have questions regarding their immigration status
- Provide basic information on rights, regulations, and amenities provided for immigrants
- Be able to design and create with the PCA board an annual program that outlines important Immigration information for Pakistanis abroad for all age groups
- Arrange information sessions on; Importance of will, retirement plans, seniors issues and concerns

### Members:

<b>6</b>	<b>PCA Legal &amp; Immigration Services Committee</b>
1	Sadullah Jan
2	Sadaf Raja
3	Mariam Habib

## PCA Diversity and Community Integration Community

### **Description/Objective**

To correctly portray and demonstrate the Pakistani culture and values to other diverse communities and society at large. To ensure that we are correctly immersed in our communities, and know the importance of other communities in living with each other in harmony. To create understanding and approach other organizations to work with PCA Calgary on important and common community issues

### **Roles and Responsibilities:**

- Inform board of any opportunity for projection of PCA and its programs on any multicultural scale
- Aid in advertising of PCA events, goals, and objectives
- Attend PCA meetings and ensuring correct harmonious behavior within our multicultural diversities
- To create understanding by approaching other organizations to work alongside PCA for community Integration

### **Members:**

<b>7</b>	<b>PCA Diversity &amp; Community Integration Committee</b>
1	Dr. Hafeez Chishti
2	<b>Dr. Abdul Rehman(Chair)</b>
3	Ch. M. Rasheed
4	Khurshid Alam
5	Burhan Khan
6	Shafqat Malik
7	Khalid Chaudhry
8	Ch. Nabi Ahmed(AIPA)
9	Sardar Muhammad Sabir
10	Malik Muhammad Ashraf
11	Tahir Khan
12	Amir Iqbal
13	Nadeem Tufail

## **PCA By-Laws Committee**

### **Description/ Objective:**

Committee will correctly represent, review, and demonstrate the Bylaws of PCA-Calgary. Any amendments, additions, and clarifications made to extend the Bylaws must be first discussed and approved by the committee; proposed draft to be sent to the PCA executives thru PCA President and General Secretary for getting from PCA board and further processing

### **Roles/Responsibilities:**

- Currently, the primary task must be the extension of the PCA board to add additional positions so that the board could have additional aid. The PCA board and this committee will work alongside each other to finalize the changes
- Bylaws are integral component of the PCA platform, and have been established for decades. Therefore any subtle changes are taken very seriously and must be thoroughly discussed
- If any member identifies an by-law amendment they are free to address this to the board, and changes can be made onwards from there
- By-laws committee is an integral part of PCA, and they must understand and know the by-laws to provide a strengthened background and move forward with needed amendments in the best interest of the PCA/Community.

### **Members:**

<b>8</b>	<b>PCA By-Laws Committee</b>
1	<b>Sadullah Jan (Chair)</b>
2	Tahir Alvi
3	Zubair Nabi
4	Burhan Khan
5	Ch.Muhammad Yaseen
6	Dr. Hassam Bawa
7	Dr. Abdul Rehman

## **PCA Complex Technical Development Committee**

### **Description:**

This has been an ongoing committee that has aided in PCA's integral project: the purchase of the 10 acres land. This committee's primary goal is to plan and develop new PCA complex with all the essential components, and their purposes to present to the committee, thus also alongside aiding the fundraising committee.

### **Objective:**

To continue the planning phase of the land development project and provide a strengthened portfolio which includes all components of future PCA plans and essential components. This is a massive project

that will have several components, and requires immense dedications and meeting with the board to finalize a strong plan prior to the construction phase.

**Roles and Responsibilities:**

- Foremost- members should put forth their ideas and suggestions in establishment of the essential components of the complex- as already discussed with the board
- Creation of a time line ,which includes planning, construction, fundraising phases and always standing on a continuum to ensure that the project stays in continuously progressing and not static
- Setting meetings regularly to discuss the progress of the project, and move it faster along the way
- Stay in adjacent communication with the fundraising committee so monetary value can be obtained to begin project construction

**Times:**

Meetings once a month or as required

**Members:**

<b>9</b>	<b>PCA Complex Technical/Development Committee</b>
1	<b>Habib Abdullah(Chair)</b>
2	<b>Abrar Mangat(V.Chair)</b>
3	Khurshid Alam
4	Ch.M. Yaseen
5	Zawar Cheema
6	Rana Satwat
7	Qaisar Khan
8	Dr. Zahid Rafiq
9	Dr. Nadeem Afraz
10	Ghazanfar Zafar
11	Dr. Abdul Rehman
12	Ch. Muhammad Rasheed
13	Dr. Abdul Kamran

**PCA Complex Fundraising Committee:**

**Objective/ Description:**

This is also an integral committee, as without their aid the complex project cannot be successful. Individuals must take this opportunity seriously, and provide forth their best efforts in ensuring that the land project will have fundraising to continue its development. They will be in constant communication with the planning committee so that the continuation of the project can be obtained.

**Roles/ Responsibilities:**

- Planning of events that are important in fundraising
- Having an accounted amount of project costs, total investment, and total funds
- Development of a timeline for funds raising and creation of the construction phase
- Continue to have voice and opinion on the investment proposals prepared by the planning committee

**Time:**

-Events throughout the year for fundraising

-Approaching businesses community to ask for funds/sponsors for the project as it is a community based project

**Members**

<b>10</b>	<b>NEW PCA Complex FUND Raising Committee</b>
1	<b>Ch.M.Yaseen(Chair)</b>
2	Khurshid Alam
3	<b>Tahir Alvi(V.Chair)</b>
4	Sofi Mushtaq Ahmed
5	Abid Dogar
6	Junaid Mahoon
7	Abu Talib Dandia (PCA Internal Auditor)
8	Burhan Khan
9	Ansar Ranjha
10	Malik M. Hafeez (Chief Coordinator)
11	Irfan Shahzad
12	Bashir Gill
13	Ch. Azmat Abbas
14	Ashiq Hussain Warraich
15	Iqbal Cheema
16	Khalid Chaudhry
17	Afzal Gondal
18	Karam Ali
19	Shafqat Malik
20	Dr. Hassam Bawa
21	Naseer Adeel
22	Mir Akbar Khan
23	Qadeer Cheema
24	Muhammad Asif Jhakar
25	Ch. Pervez Akhtar

26	Hassan Nawab
27	Hafiz Bilal Chawli
28	Obaidullah Gondal
	<b>PCA Land Donors &amp; Businessmen and more</b>

### **PCA Media Committee**

#### **Description/ Objective;**

This has been one of the longest partnerships of PCA, with its amazing Pakistani media allies. Already performing extremely well, PCA kindly requests the media to be present on our events and allow us to share our events, voices, and plans for the Pakistani community with all Calgarians, and Canadians. With the coverage of our events, and its advertisement, the media committee is essential for the success of our programs. Therefore, they continuously support, and will support the PCA cause and cover our events to promote the essential aspects and its platform to Pakistani Calgarians.

#### **Roles/ Responsibilities:**

- Present at PCA events and provide coverage and advertisement
- Inform, and allow PCA to be involved in any media platform that promotes its values
- Provide suggestions to improve the PCA advertisements, and coverage
- Develop, maintain and update PCA website, Facebook, and PCA TV to share community news, programs and events

#### **Members:**

- PCA (internal) media committee members are;

<b>11</b>	<b>PCA Media Committee</b>
1	Jamshaid Qureshi(PCA TV, Events Photography & Coverage through Maple TV as well)
2	Ansar Qureshi (PCA Website, Projector Set ups & Sound Systems)
3	Tariq Khan(Facebook)
4	M. Azam Kahloo(PCA Website, Facebook)
	LOOKING FOR MORE VOLUNTEERS (EXPERTS IN MEDIA)

## PCA Youth committee

### **Description:**

This committee was created in collaboration with the amazing youth of MOSAIC-Calgary which have continuously supported PCA at the PCA events. This committee is an integral part in establishing and promoting the Pakistani culture to our youth. We are proud of this collaboration with MOSAIC.

### **Objectives:**

To ensure that the Pakistani youth are continuously immersed and fully involved in their culture. By inputting their time and efforts, and ensuring that their voices are heard. As these youth are our future, their involvement in the Pakistani culture and youth development programs allow them to strengthen those beliefs so they can pass onto their future generations. At the same time, these youth will prepare programs with current global views that are both up to date, but also interesting for their age groups.

### **Roles and Responsibilities:**

- Development and establishment of programs promoting the Pakistani culture to the community
- Ensuring the correct representation, and attitudes of the Pakistani culture
- Present for all PCA community events as the youth have not only an important voice, and are our key volunteers, but are also excelling participants in our programs
- Continue to build programs for all youth to aid in their academics, job choices, and a sense of community so they feel inclusive and can rely on a group for such needs
- Address any contemporary issues facing our youth, and establishing a plan with the executives on how to provide solutions, or modes of coping

### **Members**

<b>12</b>	<b>PCA Youth Affairs Committee</b>
1	Ahmed Ehsan- Chair
2	Sayyam Cheema
3	Mustafa Mobeen
4	Sikandar Kahloon
5	Uswa Jafary-Vice Chair
6	Ifraah Mukhtar
7	Hafsa Gul
8	Misha Sadiq
9	Kohawar Khan- PCA collaboration with Mosaic Chair
	<b>Other PCA Volunteers</b>
1	Ch. Sajjad Safdar
2	Ali Gondal
3	Hamza Ajmal
4	Ammad Syed
5	Asim Naseem

6	Waleed Zafar
7	Tayyab Kiani
8	Farooq
9	Osama Nabi
10	LOOKING FOR MORE VOLUNTEERS

**Committees to be announced Next Month:**

- **Sports Committee – TBA**
- **Professional Development Committee- TBA**

**Approved & Issued By**

Muhammad Azam Kahloo  
*President*  
Pakistan Canada Association, Calgary  
(403) 803-9277  
[president@pcacalgary.ca](mailto:president@pcacalgary.ca)