

# CLUBS & COMMUNITIES HANDBOOK



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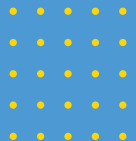
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## LAND ACKNOWLEDGEMENT

We acknowledge that Mohawk College and the Mohawk Students' Association are situated on the traditional territory of the Haudenosaunee and Anishinaabeg Nations, within the lands protected by the Dish with One Spoon wampum agreement, and is currently home to many Indigenous peoples from across Turtle Island.



# WHO ARE WE?

The Mohawk Students' Association ([MSA](#)) is a Non-Profit Organization built for and led by students. Guided by an elected Student Board of Directors (BOD), we empower students to create a community they can lean on for positive experiences, relevant support, a listening ear, and a solid voice to achieve personal success in their college experience beyond.

We represent the voices of all Mohawk students to meet their needs— regardless of whether you're a full-time, part-time, continuing education, or apprenticeship student.

Though we are a separate entity of the college, we work collaboratively to support all Mohawk Students.

## WE'RE HERE TO SUPPORT YOU THROUGHOUT YOUR COLLEGE EXPERIENCE...

WELLBEING  
SERVICES

EVENTS

STUDENT  
JOBS

CLUBS &  
COMMUNITIES

AND  
MORE!



# MEET THE CLUBS & COMMUNITIES TEAM

## OUR DRIVERS



**Hibo Ahmed (She/Her)**

Clubs & Communities Specialist

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(905) 870 1359

[hibo.ahmed@mohawkcollege.ca](mailto:hibo.ahmed@mohawkcollege.ca)



**Ty Howie (He/Him)**

Events & Communities Manager

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[tyler.howie@mohawkcollege.ca](mailto:tyler.howie@mohawkcollege.ca)

## GENERAL INQUIRIES

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Email:

[msaclubs@mohawkcollege.ca](mailto:msaclubs@mohawkcollege.ca)

## OUR VISION

All Mohawk Students achieve personal success in their college experience and beyond.

## OUR MISSION

We empower Mohawk Students to create a community they can lean on for positive experiences, relevant supports, a listening ear, and a strong voice.

## OUR VALUES



### Student Driven:

We are passionate about Mohawk Students and all our efforts are devoted to enhancing their experiences.



### In This Together:

Collaboration built on trust across the Mohawk community is essential to ensure every student interaction matters.



### Believe it's Possible:

Fueled by outcomes and insight, we strive to find solutions for how we can meet the evolving needs of students.



### Foster Belonging:

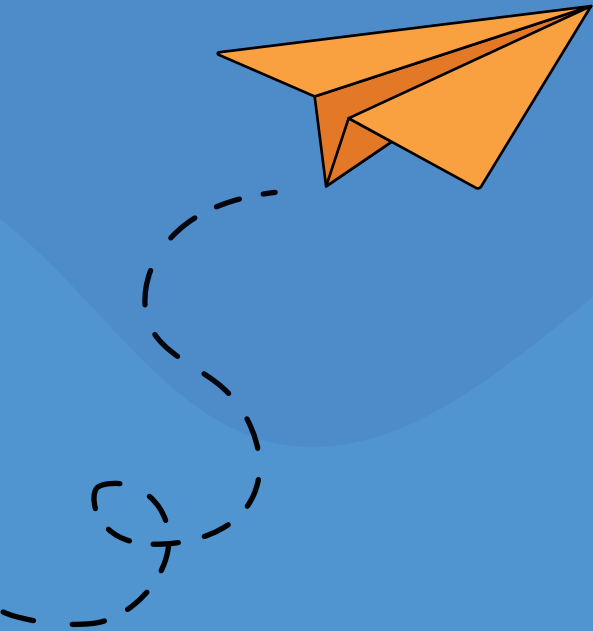
We connect the Mohawk Community to ensure everyone feels invited, welcomed, and included as their authentic self.



### Storytelling:

We strive to tell, share, and learn from stories in meaningful ways.



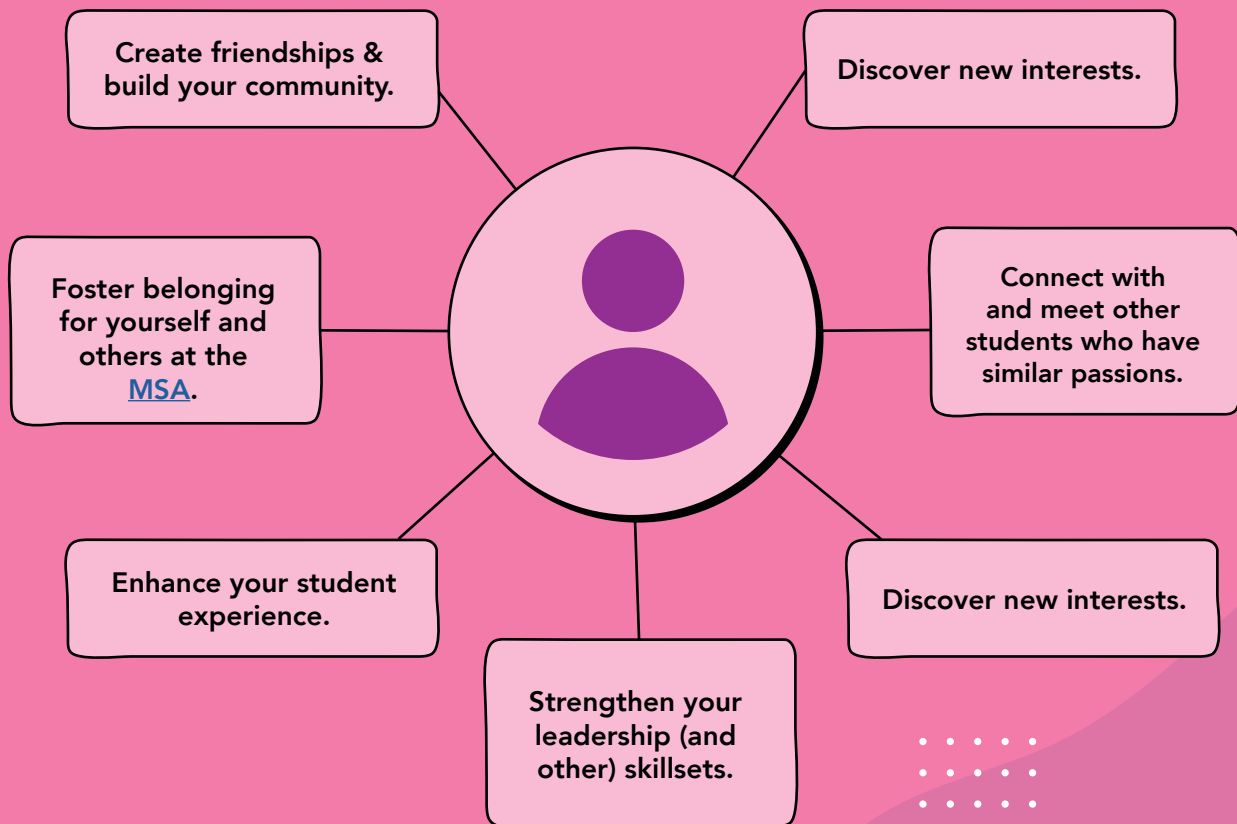


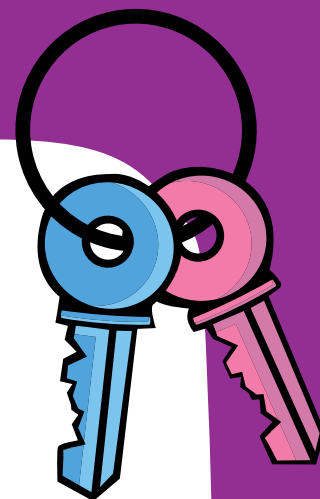
Alongside our mission, vision, values and strategic plan, we also have strategic priorities, one being to 'Revamp the Clubs Program.'

Here's a list of items we'll be working towards:

- Focused recruitment of students.
- Increased interpersonal invitations to MSA activities.
- Feeder system to Board of Directors/leadership opportunities.
- Focused group to provide leadership development opportunities.
- Source of feedback.
- Improved representation of groups through diverse Club offerings.
- Increased sense of belonging.
- Source of sharing our story.

# THE IMPORTANCE OF BEING INVOLVED





# CLUB & COMMUNITIES GUIDE

## PURPOSE

The Mohawk Students' Association (MSA) is committed to supporting the creation and development of student-led Clubs & [Communities](#) (C&C). C&C allows students to connect with other students with similar interests and identities. This guide outlines requirements for creating and maintaining any C&C that the Mohawk Students' Association ratifies.

## SCOPE

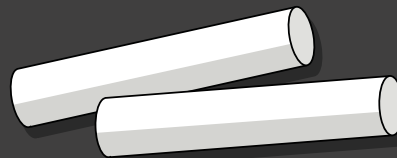
In conjunction with the [Clubs and Communities Policy](#), this guide applies to those including but not limited to student groups, ratified C&C, [executive](#) members, general members and academic advisors.



# DEFINITIONS



- a. **Allotted Funds:** Ratified C&C are eligible for up to \$200.00 annually for administrative costs such as resources, supplies and tools to make their overall student engagement experience more enjoyable.
- b. **Appointed:** refers to the recognition of designated C&C leaders. The MSA sets out expectations regarding appointed positions.
- c. **Club:** refers to a ratified student-led group officially recognized by MSA. A club must be dedicated to a particular interest or activity and adhere to a club mandate.
- d. **Communities:** are student-organized groups centred around a shared identity, movement and/or goal.
- e. **De-ratification:** the removal of a C&C ratification status.
- f. **Eligibility Requirements:** Students must meet these conditions to ratify a C&C.
- g. **Elections:** refers to the official annual election of MSA C&C executives. Those who wish to participate in an organized election to certify incoming and outgoing executives are to follow the expectations set out by the MSA.
- h. **Executive:** refers to the leader(s) of the C&C, traditionally the roles of President and Vice-President. The C&C Specialist may add additional executive members at their discretion.
- i. **External Community/Guest Members:** refers to members not enrolled in Mohawk College at the time of participation in the C&C.
- j. **Group:** refers to a non-ratified MSA C&C.
- k. **Handbook:** The MSA created a how-to manual for new and existing executives in conjunction with the C&C policy.
- l. **MSA:** refers to the acronym for the Mohawk Students' Association.
- m. **Ratification:** The formal process where the MSA officially recognizes a C&C.
- n. **Special Request Funding:** Ratified C&C must submit a request form should they be interested in additional financial support for events, initiatives, and/or equipment.



# GUIDELINES

## MSA CLUB & COMMUNITIES ELIGIBILITY REQUIREMENTS

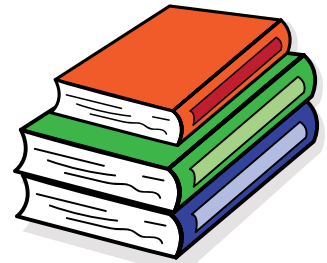
- a. All C&C are required to embody the MSA's vision, mission and values.
- b. C&C must recruit and maintain an active membership of at least 6 members at any given time.
  - President, Vice-President, and at least 4 general members.
  - Membership must be comprised of 75% enrolled Mohawk College Students.
  - 25% of the C&C may be [external community/guest members](#). Pending approval of their membership, non-student members are welcome to participate in club activities, but they can't hold executive positions.
- c. All members, including executive and external community members, must adhere to the C&C Policy, Guide, [Handbook](#) and other accompanying documents.
- d. All C&C must disclose any and all affiliations with external groups, organizations, and/or partnerships.
  - Any group wishing to form a C&C with a third-party partner outside of Mohawk College must submit;
    - The nature of this Connection.
    - The name of the partner.
    - The partner's contact information.
    - And the extent of the partnership(s) involvement.
- e. The MSA has the right to approve or deny any [ratification](#) submission. The MSA has the right to withdraw a C&C ratification status previously granted, for failing to maintain [eligibility requirements](#).
- f. C&C cannot partake in any form of coercive behavior or discriminatory actions.
  - MSA will not ratify a group who poses a substantial risk of injury or harm to the membership and/or community.
- g. MSA will not ratify a C&C whose primary purpose is revenue generation.
- h. MSA will not ratify political affiliated or mandated C&C.

## RATIFICATION PROCESS

- a. The MSA C&C Program will accept proposals for new groups anytime during the academic year.
  - Students interested in applying for ratification status will connect with the MSA C&C Specialist and their delegate to discuss the group mandate.
- b. All C&C must be recreational.
  - A C&C may seek approval to participate in competitions and skills-based activities if they align with the MSA.
  - All C&C must provide an inclusive environment, allowing all members to participate, engage in and attend C&C-related activities.
    - C&C who practice exclusivity methods such as membership try-outs, membership auditions or extensive interviews may result in a denied ratification status
- c. No C&C may have the words 'Association' or 'Union' in their name.
- d. A group may be ratified by the MSA if it:
  - Opens its memberships to all Mohawk students.
  - Intends to conduct all activities that do not violate MSA's mission, vision and values, Mohawk College policies, and municipal, provincial or federal law.
  - The C&C does not infringe upon the rights and privileges of others.
  - Has a mandate that does not duplicate or resemble another ratified C&C.
  - The C&C has completed all the necessary ratification requirements.

## RATIFICATION STEPS

- a. To be considered for ratification a group must submit a (re)ratification form containing but not limited to the following items:
  - Official title, purpose, and affiliations to the MSA C&C specialist and or their designate.
  - Reviewal of C&C documents such as but not limited to the C&C policy.
  - Completion of ratification application. Which includes;
    - C&C description



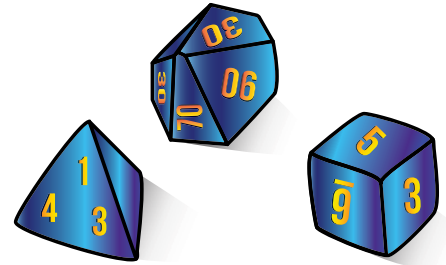
- Guidelines, rules and provisions of the C&C.
  - A list of at least 6 members, including their contact information.
  - Executive leaders will receive training at the start of their term.
- b. The MSA C&C specialist and/or their designate approve student groups, leading to their ratification status.
  - c. Every existing MSA C&C must re-ratify each academic year to maintain active status.

## **CLUB & COMMUNITIES RESPONSIBILITIES**

- a. All C&C's are to respect the individuality and independence of each member of the Mohawk College community and the greater Hamilton Region.
  - C&C are to provide a space where participants can come as their authentic self.
- b. C&C must hold at least 4 meetings and/or events per year. Said activity is to be promoted to all members in advance.
- c. All C&C who choose to have an online presence must give the MSA admin oversight of their online community.
- d. Those who wish to work closely with any partners, sponsors or vendors are to discuss said initiative with the MSA C&C Specialist and/or their delegate. This includes but is not limited to hosted or co-hosted events, promotional booths, and sales of products/supplies.
- e. Spiritual/faith-based clubs are to work closely with an external community leader, ensuring practices align with spiritual frameworks and beliefs.
  - Spiritual/faith-based communities are to work closely with an community leader and/or place of worship ensuring the community practices align with spiritual frameworks.
- f. C&C are to keep detailed records including but not limited to;
  - Membership.
  - Financial records.
  - Event/activity attendance.
  - Meeting minutes (where applicable).

- Event planning details.
- Partnerships and contacts.

## CLUB & COMMUNITIES EXPECTATIONS FOR EXECUTIVE MEMBERS



- C&C executive are to be at least part-time, MSA fee paying, enrolled Mohawk College students.
- C&C are welcome to include additional executive positions with the approval of the MSA Clubs Specialist and/or their designate.
- Executives are to ensure that the membership fees are used in a responsible manner that benefits all the members.
- Executives should report any change and/or concerns to the MSA C&C Specialist and/or their designate in a timely manner.
  - Should an executives take a leave of absence from their role, they must arrange for their duties to be transitioned to another executiveteam member. If they wish to return to their role, the executive member must work with the executive team to resume their activity. MSA C&C Specialist and/or their designate shall be included in the resumption of responsibilities.
- Any vacancies within the executive team shall be filled through an appointed position and/or election. Details to be discussed with MSA C&C Specialist and/or their designate.
- Responsibilities of a President is as follows, but not limited to:
  - Maintaining a consistent and active ratification status.
  - Includes but not limited to annual transition. Transition practices are set out each year by the C&C specialist and/or their designate.
  - Providing financial updates and records when called upon.
  - Provide any contract and agreement documentation upon request.
    - Note all contract and/or agreements made by a C&C must first be approved by the MSA.
  - Signature of any necessary waivers and/or contracts as part of administrative requirements.



## CLUB & COMMUNITIES EVENT PLANNING AND RISK MANAGEMENT

- a. All events and meetings are to be submitted through MSA C&C channels.
  - Events and meetings are defined as scheduled activities, occurring on or off campus, in-person or online and are organized by a ratified C&C.
    - Meetings are to be submitted 4 business days in advance (excluding holidays and closures).
    - Events are to be submitted 10-21 business days in advance (excluding holidays and closures).
  - Failure to submit an event proposal(s) can result in a Class B offence outlined in 14 (c).
  - All C&C must receive approval prior to beginning events and/or meeting promotion.
- b. Bake sales and homemade/prepared food are prohibited.

## CLUB & COMMUNITIES MARKETING

- a. As an executive team you are welcome to build an online brand identity, prior to doing so, be sure to connect with the MSA C&C Specialist to discuss account set-up. Note, for transition and supervision purposes, we do require log-in credentials of all C&C accounts.
- b. Executives are to ensure promotional and marketing materials align with MSA practices and policies.
  - This includes online activity.
- c. C&C must seek approval from the appropriate party for the use of a company/organization logo.
  - This includes MSA, Mohawk College and any third-party affiliate or partner.
- d. On-Campus Promotion
  - [Mohawk College Posting Guidelines.](#)
    - Please refer to the above campus posting guidelines. Note, these guidelines are in conjunction with the below MSA Posting Guidelines. Therefore, all C&C must adhere to both posting guidelines.
  - MSA C&C Posting Guidelines are as followed;
    - All print materials must be pre-approved and printed by the MSA C&C team through the following link.
      - [MSA Clubs & Community Posting Request Form](#)

- Once approved, each C&C will be allegeable to up to 70 prints per fiscal year.
- Each print must have a C&C logo & contact information.
- Should information be inaccurate please be sure to correct said content and re-submit for approval.
- Posters may be used to promote joining a club or community and/or promote an upcoming event.

## SOCIAL MEDIA & COMMUNICATION

### a. Online Tone

- Accounts representing an MSA C&C are to maintain a professional tone online as aligned to MSA C&C Guidelines. All digital channels must depict the C&C through a respectable, appropriate, and insightful manner. This includes but not limited to;
  - Continuously respecting the dignity of others and free speech. For more information on Mohawk College's Free Speech policy [click here](#).
  - Offence, vulgar, hateful and discriminatory language is prohibited. Should a C&C be found utilizing said language, the situation may result in a Class A Offence.
  - Continuously upholding confidentiality of the leaders, member and followers of the various C&C online accounts.
  - Giving credit and/or referencing the work of others.
    - Obtaining consent when re-publishing content and/or photos.

### b. In the event of an online crisis such as a disclosure or disruptive commentary, please connect with the MSA C&C Specialist and/or delegate as soon as possible for further support.

### c. Cyber safety & privacy are of our utmost importance when interacting with users online.

- Set a strong password that at minimum complies with the necessary details to create an approved account.
- Keep passwords and pin codes secure and only share with those who are necessary.
- Ensure that personally owned devices are protected with antivirus software.
- Do not open digital materials you are unfamiliar with.

- Do not share personal information such as phone numbers, addresses or other sensitive information with other users.
- d. For those who are interested in creating chat room spaces such as group chats or Discord. Please refer to our [Chatroom Guidelines](#).
- e. Be sure to have C&C contact information clearly displayed such as a C&C membership sign-up link in an account bio.

## CLUB & COMMUNITIES FINANCES

- a. C&C that have attained active status shall be eligible to apply for funding. C&C have access to 2 separate types of funds, Allotted Funding and [Special Request Funding](#). Funding is not guaranteed and does not carry over into the following academic year. All C&C are required to submit a request prior to making purchases.
  - Approved submissions will be [allotted funds](#) per active year. The allotted funds are intended for administrative costs. Said costs include but are not limited to supplies, materials, merchandise and general support.
  - Funds will be accessed through a request system set out by the MSA C&C Specialist and/or their delegate.
- b. Funding limitations;
  - Funding will not be provided to C&C without the approval of the MSA.
  - Funding will not be provided for personal academic gain such as course work materials.
  - Funding will not be intended for alcohol or illegal/controlled goods and or services.
  - Funding will not be provided for any debts incurred by the C&C its members and/or executives.
  - Equipment that is purchased with funding becomes the property of MSA.
- c. Funding application
  - Funding requests must be submitted 10 – 21 days prior to when the funds will be spent.
- d. Approved funding amount is final, however any C&C can request an appeal should they find an error in the funding model.
- e. Once approved, funding operates under a reimbursement process. In the event an item is costly, the

MSA C&C Specialist will be able to facilitate support measures when purchasing.

- f. An itemized receipt is required for reimbursement processing. In the event the receipt is lost, a Missing Receipt Form approved by the C&C Specialist must be submitted along with accompanying documents.
- g. Off-campus commercial banking is prohibited, this includes personal banking accounts.
  - MSA will provide financial services and support to ratified clubs. This includes but is not limited to reimbursements, payments, account balance, deposits and withdrawals.



## FUNDRAISING

- a. All fundraising planning efforts must be sent to the MSA Clubs & Communities Specialist for approval.
- b. When seeking fundraising opportunities be sure to create a comprehensive plan that outlines fundraising purpose, strategies, target audiences, timelines, and budget allocation. For those who are fundraising for an external organization, they must provide the organization name, address, and charity number. Be sure to determine clear and realistic fundraising goals that align with the Club or Community's needs and objectives.
- c. Funds collected may be attributed to upcoming activities and/or charity initiatives.
- d. Examples of fundraisers: donations, pay what you can tickets and clothing drives.
- e. Prohibited fundraisers may be but not limited to auctions, lottery, raffles and homemade food sales.

Once funds are collected, they must be deposited with the MSA. In the event the fundraiser is intended for an external charity organization, the MSA will then issue a payment to the appropriate channel(s).

## CLUB & COMMUNITIES BEHAVIOUR EXPECTATIONS

- a. Ratified C&C who fail to adhere to policies, practices and procedures may be given a class offence. Offences warrant sanction action(s) from the MSA.
- b. Class A Offences- causes for [de-ratification](#) hearing.

- Wrongful doings of MSA's mission, vision, value, services and/or privileges.
  - Violation of policies, this includes but not limited to the Mohawk Student Code of Conduct, Mohawk Student Human Rights Policy, MSA Policies, MSA C&C Handbook, MSA C&C Guide.
  - Fraudulent actions and/or representation of fiscal matters.
  - Execution of an event(s) not approved by the MSA.
  - Discriminatory behavior of any kind towards leaders, members, and the Mohawk College community.
  - Violence/harassment of any kind towards leaders, members, Mohawk College community.
- c. Class B Offences- causes for a meeting with C&C Specialist and/or written warning.
- Failure to abide by C&C practices in conjunction with administrative processes.
  - Failure to abide by executive transition protocols.
  - Unapproved usage of funds, goods and/or services.
  - Unapproved affiliations and/or external partnerships.
  - Copyright infringement.

## REMOVAL OF A MEMBER

- a. The MSA C&C Policy cannot give a full description and/or definition of behaviors that fall within the meaning of harassment and bullying. This section will outline the framework for which the removal of a member may occur.
- b. Any member who commits a negative action affecting the interests of the C&C and/or its member(s) shall be communicated the concern and the following actions may be taken;
- A verbal warning from the executive team. Warning must be consulted by the MSA C&C specialist.
  - Written warning with no less than 2 executives' signatures and names affixed. The warning letter to be delivered by a member of the MSA team.
  - Removal of the member notice is the final action item should it be exercised. The letter shall be delivered by a member of the MSA team.



c. Appeal Process

- If a member wishes to appeal a decision made by the MSA C&C Specialist, they may do so in writing to the Clubs Steering Committee (CSC).
- The appeal process shall be set out by the CSC or their designate.
  - An appeal meeting shall be called outlining date, time and location. Invitation shall outline areas of concerns and motion for appeal.
  - Each side shall be given reasonable time to address all issues relating to the sanction. All parties will be given appropriate time to rebut claims from the opposition regarding the appeal purpose.
- Minutes of the meeting shall be taken by an independent recording secretary.
- The CSC shall seek consensus on appeal decision, in the event consensus cannot be reached, a vote of 2/3rds shall be the determining factor of appeal outcome.
- The decision outcome shall be communicated to all parties involved shortly after appeal meeting.



# CALENDAR CYCLE





## MAY

Start of the 2023 – 2024 MSA Year – time to plan and prepare!

Be sure to review all club materials.

## JUNE

Host outdoor activities and plan the year.

## JULY

First, complete event planning, then start your admin requests, like room bookings!

## AUGUST

You believed it was possible, and thanks to your organization, your club is ready to kick off the school year with a bang!

## SEPTEMBER

Welcome people back this fall semester to a thoroughly planned club term.

## OCTOBER

Your club schedule is underway, and you're working on the MSA leadership training series.

## NOVEMBER

Let's get ahead and start planning for the upcoming Winter Semester.

## DECEMBER

The end of the semester is near, and exams and final assignments are coming up. Clubs & Communities typically keep things light during this time of year.

## JANUARY

Welcome to the Winter Semester! Highlight your club or community and remind folks what you have to offer!

## FEBRUARY

Continue to execute activities, initiatives and plan year-end events.

## MARCH

March into ratification and training with us and pass the torch to the incoming team (if relevant).

## APRIL

Time to officially wrap up this school year and prepare for the next.

# IMPORTANT CONTACTS

## ACCESSIBLE LEARNING SERVICES

Assists with learning accommodations, technology training and alternative formatting.

Email: [als@mohawkcollege.ca](mailto:als@mohawkcollege.ca)

Phone: (905) 575 2122

## COUNSELLING - WELLBEING SERVICES

Supports the academic success of students by providing resources to reduce challenges that impact personal well-being and mental health.

Email: [counselling@mohawkcollege.ca](mailto:counselling@mohawkcollege.ca)

Phone: (905) 575 2211

## HEALTH SERVICES

Access medical services that help promote and sustain wellness.

Email: [healthservices@mohawkcollege.ca](mailto:healthservices@mohawkcollege.ca)

Phone: (905) 575 2211

## INDIGENOUS STUDENT SERVICES

We are dedicated to your success! At the Indigenous Education & Student Services Centre at Mohawk College, we have knowledgeable staff who help you to launch your college experience and more.

Email: [aess@mohawkcollege.ca](mailto:aess@mohawkcollege.ca)

Phone: (905) 575 1212 x 3428

## INTERNATIONAL STUDENT SERVICES

Aids current students in navigating programs, study permits, work permits, etc.

[Email Form](#)

[International Student Services Form](#)

## LEARNING SUPPORT CENTRE

The Learning Support Centre offers FREE peer academic support to Mohawk College. Upper year and highly engaged Student Leaders are eager to help you succeed!

Email: [lsc@mohawkcollege.ca](mailto:lsc@mohawkcollege.ca)

Phone: (905) 575 1212 x 3279



## MOHAWK STUDENTS' ASSOCIATION

The [MSA](#) provides support so you can enhance your journey as a student. We want to help you build your community at Mohawk.

Email: [MSAReception@mohawkcollege.ca](mailto:MSAReception@mohawkcollege.ca)

Fennell Phone: (905) 575 1212 x 2393

IAHS Phone: (905) 575 1212 x 6411

Stoney Creek Phone: (905) 575 1212 x 5998

## SECURITY SERVICES

Fennell Campus: Room C103

Stoney Creek Campus: Room A110

IAHS Campus: Please visit [McMaster Security Services website](#)

Email: [security@mohawkcollege.ca](mailto:security@mohawkcollege.ca)

Phone: (905) 575 2003

## STUDENT LIFE

Promotes personal development by providing students with intentional experiences and services in a fun, inclusive learning environment.

Email: [student.life@mohawkcollege.ca](mailto:student.life@mohawkcollege.ca)

## STUDENT RIGHTS AND RESPONSIBILITIES OFFICE

Fosters safe, respectful, and inclusive Mohawk environments to maximize opportunities for student success.

Email: [SRRO@mohawkcollege.ca](mailto:SRRO@mohawkcollege.ca)

Phone: (905) 575 1212 x 2181

## SOCIAL INC

Social Inc. is grounded in human rights, celebrates and promotes inclusion while working to identify, prevent and eliminate discrimination.

Email: [socialinc@mohawkcollege.ca](mailto:socialinc@mohawkcollege.ca)



ROOM  
BOOKING  
FORM

EVENT &  
MEETING  
FORM

TABLE  
BOOKING  
FORM

# REQUEST FORMS

We want to make your leadership experience simple; that's why we offer several request forms to meet all your club and community needs.

## SUBMISSION GUIDELINES

Please allow us 3 to 5 business days to process your submission, excluding any holidays or closures. We aim to get back to you as soon as possible!

If you need to correct or change your submission, please get in touch with Hibo.

FUNDING  
REQUEST  
FORM

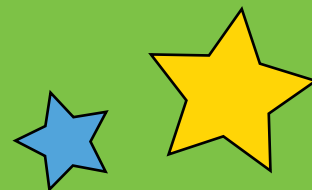
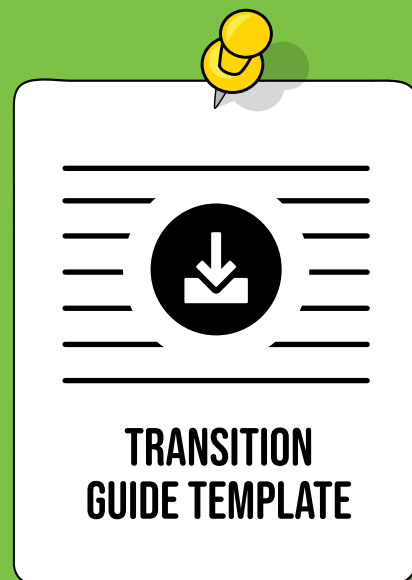
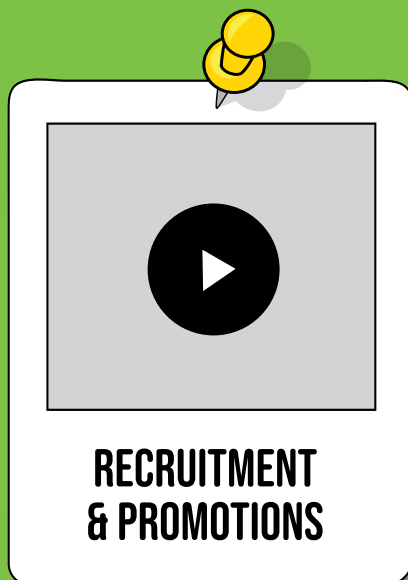
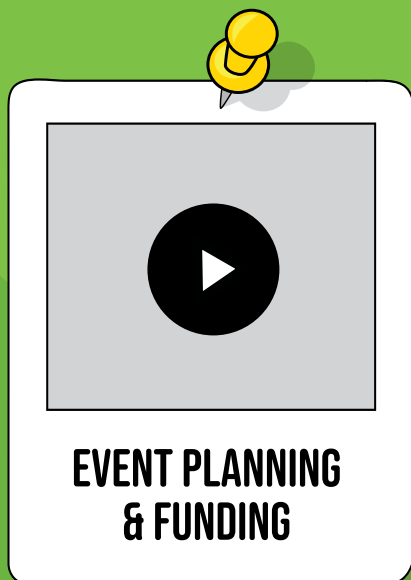
CANVA  
FORM

SOCIAL  
MEDIA  
SUPPORT



# SUPPORT

The MSA also provides several supports and resources – let's look at funding, promotion and event planning.



# LEADERSHIP

As a club leader, we suggest you define team roles early on so you can focus your attention and energy on delegating:

- Tasks
- Projects
- Initiatives

Free yourself to communicate with club and community members and plan events to keep team spirit and momentum high. Arrange a meeting outside during nice weather to excite your team, or host one in a coffee shop.

Miscommunication and conflict might still come up within your club and community.

Here are some ways you can work to resolve disputes:



Move conflict to a safe and private space.



Actively listen to members' viewpoints.



Speak to members calmly and respectfully (use open body language).



Try to understand their concerns.



Work as a team to discuss possible resolutions and action plans.



Learn from this conflict and implement changes as a team.

BELOW YOU'LL FIND SOME HELPFUL  
LEADERSHIP RESOURCES AND LINKS  
FOR YOUR REVIEW.

LINKEDIN LEARNING

THE FOUR  
TENDENCIES-  
PERSONALITY QUIZ

16  
PERSONALITIES

INSPIRING  
LEADERSHIP  
TEDTALKS

STRESS  
MANAGEMENT

