



# ENGIN CLUBS



## CLUB LEADER ROLES & RESPONSIBILITIES

Are you an ENGIN volunteer and ready to get more involved with our organization?

ENGIN Clubs are independent organizations run by volunteer leaders in their schools or communities. As an ENGIN Club leader, you are in a position of leadership in your school or community organization to help recruit members to join your club and to sign-up as ENGIN volunteers. Clubs spread the word about ENGIN, support members with session ideas/tips, perform outreach in their schools and communities, learn more about Ukrainian culture, and host fundraisers to help support ENGIN.

ENGIN Club contributions and leadership are critical to fulfilling our mission. **In order to ensure successful and sustainable clubs, ENGIN recommends that club leaders serve a minimum of one year in the role, and that each club has a plan of who will take over once the leader graduates.**

**There is a \$50 (USD) application fee for ENGIN Clubs to cover operational costs.** Please submit your club fee [here](#). The ENGIN team supports clubs by providing a toolkit of resources, official ENGIN Club logos, ideas for events and projects, featuring clubs on social media, and certifying additional volunteer hours toward club duties as needed. If the application fee poses a significant barrier for you, please reach out to [i.misko@enginprogram.org](mailto:i.misko@enginprogram.org).

### CLUB LEADER REQUIREMENTS

1. Must serve a minimum of one year in the role
2. Must be 13+
3. Must be an active volunteer with ENGIN and currently matched to at least 1 ENGIN student

### RESPONSIBILITIES

1. Complete all required club leader training in a timely manner.

2. Identify and recruit a co-leader or vice president to share the leadership role and/or involve club members in the running of the club (i.e. secretary, fundraising lead, development lead, etc.).
3. Recruit and support club members. (All club members must be active volunteers.)
4. Speak positively about ENGIN and be prepared to answer basic questions.
5. Maintain an up to date roster of club membership.
6. Develop a plan for the club leader role to be fulfilled once you graduate.
7. Hold club meetings on a regular schedule - at a minimum 1-2x a month. Plan meeting-agenda in advance to ensure that meetings are organized and productive.
8. Act as the main point of contact for all club members - proactively communicate club plans, updates, and answer questions.
9. Be accountable by responding to both emails from ENGIN as well as emails from potential new club members in a timely manner.
10. ENGIN Clubs are encouraged to host 1-2 fundraising events to help support ENGIN. There is no minimum fundraising goal.
11. If applicable, be sure to share your club's social media page with ENGIN's club coordinator (i.misko@enginprogram.org).
12. Stay up to date on ENGIN news and information by reading the ENGIN volunteer biweekly newsletter, ENGIN Clubs monthly newsletter, ENGIN social media, posts in the Club Leaders Telegram group and the ENGIN website.

#### ENGIN SUPPORTS CLUB LEADERS BY:

- ❖ Providing direct support from the ENGIN Club Coordinator (Ilona Misko).
- ❖ Regularly updating the toolkit with resources and sharing tips/fundraising ideas/events for clubs.
- ❖ Providing official ENGIN club logos.
- ❖ Featuring ENGIN Clubs on ENGIN's social media.
- ❖ Sending a monthly ENGIN Clubs newsletter to leaders.
- ❖ Moderating the ENGIN Club Leader Telegram chat.
- ❖ Certifying volunteer hours upon request.

ENGIN Club leaders gain valuable leadership skills that will be beneficial when applying to college or jobs. We encourage club leaders to include their ENGIN Club leadership experience on their LinkedIn profiles and resumes.

**Club leaders** may request certification of volunteer hours toward leading their ENGIN Club using the Club Leader Certification of Hours Verification form. We will certify up to 5 hours/month toward club leader duties and up to 4 hours per fundraising event (maximum of 4x/year). Verification may be requested at the end of each semester up to 4x/yr. If you would like to have your club leader-specific hours verified, you must complete the form above and submit it to the club coordinator at the end of each semester.

## STEPS TO STARTING A CLUB:

1. **Ensure your club has at least 2 active ENgin volunteers (matched with students). This minimum can include the club leader plus one other volunteer.**
2. **Complete the [club application](#).**

### **ENgin Club Coordinator**

Ilona Misko

[i.misko@enginprogram.org](mailto:i.misko@enginprogram.org)