



Professional Development Day 2025

hosted by

Commission of Clubs

OF THE

ALMA MATER SOCIETY
OF QUEEN'S UNIVERSITY

ALMA MATER SOCIETY



QUEEN'S UNIVERSITY

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Land Acknowledgement

We acknowledge that we are on the traditional lands of the Anishinaabe and Haudenosaunee peoples, known as Katarokwi, or colonially as “Kingston.” The Alma Mater Society at Queen’s University seeks to recognize the importance of these lands to the Indigenous peoples who have existed since time immemorial. The unjust acquisition of these lands occurred through the Crawford Purchase of 1783, a land treaty upheld by the First Peoples but later undermined by the British Crown and the “Canadian” government. This history of numerous broken promises and treaties continues to impact Indigenous communities today.

As settlers on this land, we acknowledge our continued benefit from systemic structures that marginalize Indigenous peoples. Recognizing systemic oppression, it is our duty to actively listen to and amplify Indigenous voices, addressing both past and ongoing injustices for meaningful, positive change. We are grateful to these lands for sustaining us and giving us the gift of life. This acknowledgment is a call to action, committing us to understand and respect the history and ongoing struggles of Indigenous peoples. We recognize that words alone are not enough; our actions must reflect our commitment to justice and reconciliation.

Overview of Event

Professional Development Day (PDD) is held on Saturday, September 13th from 11:00 AM to 2:00 PM in the BioSciences Building, room 1101. The purpose of this event is to outline essential information for all clubs, and to provide support for executives as needed.

This PDD session counts towards the training requirement of AMS ratified clubs. Virtual training resources released post-session include the PDD Companion Guide, the PDD PowerPoint Presentation, and a PDD Completion Checkpoint quiz. Clubs are required to attend and participate by the deadline of October 31st. Failure to complete the in-person session

and the virtual training equivalents may subject the club to sanctions, to be determined by the Club Commissioner and Vice President of University Affairs.

In clubs with more than one director/president, one participant is needed to fulfil the training requirement. It is suggested that this member then shares the online resources to the rest of the club executives/members.

Part A: Clubs 101

Section 1 – Benefits of Ratification

Official Recognition

- Ratification helps a club achieve legitimacy on campus through university affiliation. It also grants the club insurance coverage for events sanctioned through the AMS.

Funding Access

- Clubs are eligible for AMS Grants, club's grants, and given access to an official bank account.

Booking Privileges

- Ratification allows clubs to officially reserve campus rooms, tables, and spaces for events through our Centralized Booking System.

Visibility & Events

- AMS ratified clubs are listed in the AMS club directory, and are invited to exclusive outreach and social events.

Clubs Commission Support

- Clubs will be supported by the AMS Commission of Clubs for guidance, leadership training, marketing, finance, and policy support.

Email & Storage

- Access to an official Queen's club email and optional on-campus storage if available.

Section 2 – Responsibilities of AMS Ratified Clubs

Communication with the Commission of Clubs

- All clubs are required to submit an annual report, which should include financial statements and a complete membership list.
 - o *Membership list: This should include the incoming presidents and the new executive team members. If hiring is ongoing, please provide a date when hiring will be complete so the Commission of Clubs can follow-up with you.*
 - o Helpdesk tickets should be used as the primary method of communication with the Commission of Clubs; this will yield the most efficient response.

Financial Responsibility

- Clubs must manage their financial resources wisely to avoid debt and promote good financial practices.
- Timely transfer of banking information is expected; new signing authorities must be submitted to the Commission of Clubs for documentation purposes.

Re-Ratification (Updated Measures)

- The re-ratification process is becoming more reflective
 - o *What are the quantitative and qualitative metrics used to measure club growth?*
 - o *What are your sustainability and equity commitments, and how are these factors measured?*
- Note: An email with @clubs.queensu.ca can be reset.

Part B: Clubs Leadership (Activities & Scenarios)

Section 1 – 4 Main Leadership Types

1. Autocratic

- a. Leader holds full authority, makes all decisions
- b. Gives orders without consulting subordinates

- c. Relies on reprimands, criticism, punishment
- d. Employees work to avoid punishment, not to gain rewards

2. Laissez-faire (Delegative)

- a. Minimal direction, little interference
- b. Team solves problems independently
- c. Trusts employees to do their best
- d. Focus on assigning right tasks to right people

3. Democratic (Participative)

- a. Shared decision-making, consults subordinates
- b. Leads by example and persuasion
- c. Acts as a moderator during planning
- d. Decentralized authority

4. Transformational

- a. Inspires employees toward a shared vision
- b. Focus on collaboration and motivation
- c. Flexible, adapts leadership style as needed
- d. Considers individual needs and motivations

Section 2 – Benefits of knowing your leadership style

Knowing your strengths and your temperament when leading a group of individuals allow you to maximize your strengths, while also recognizing your weaknesses. You can also better understand your communication style and how to effectively keep your co-president and executive team accountable.

It is important to note that even though we all lead in particular ways, it is more useful sometimes to channel another leadership style as the situation requires.

Section 3 – Practice Scenario

A company's IT system has suddenly gone down during peak business hours. Orders can't be processed, and the customer service team is overwhelmed with complaints. The team is panicking and unsure what to

do. As a leader practicing an autocratic style leadership, what's the best course of action?

- a. Hold a brainstorming meeting with the team to discuss possible solutions.
- b. Stay quiet and let the team figure it out on their own.
- c. Quickly assign roles (e.g., one team handles customer communication, another troubleshoots the system) and issue clear instructions.
- d. Tell the team to stop worrying and wait for IT to fix the issue.

Answer: Choice C – the situation calls for **Crisis Decision Making**, One should recognize when firm, decisive leadership is necessary in high-pressure situations.

Part C: Resources & Supports

Section 1 – What can you expect from the Clubs Commission?

Note: these resources are located centrally on the AMS Website (myams.org) and the Commission of Clubs linktree.

1. Effective communication through various channels

- a. Instagram, newsletters, emails
 - i. *Please let us know if you are not receiving emails/information from us and require assistance*

2. Well defined/organized resources

- a. Step-by-step guides

3. Accessible guidance and help

- a. Each week, there are over 30 in person office hours with the commissioner, and 15 hour with the assistant managers available for in-person appointments.
 - i. *Each assistant manager has 5 hours of in person hours.*

4. Clear deadlines

- a. Listed in the AMS Club Calendar, reminders on both Instagram and our monthly newsletter

Section 2 – Marketing opportunities for clubs

1. Physical posters can be bulletined in first year residences
2. Student Life Centre (SLC)
3. Club Highlight

Section 3 – New initiatives (2025-2026)

Ratification & Re-ratification workshops

- Hybrid event where you can finish your ratification/re-ratification package by following along and/or asking questions
 - o *Recordings will not be made nor published, but supplementary manuals will be made accessible*

Club Cacuses (October, January, March)

- Socials and opportunities to connect with other club leaders
- Not mandatory, but they are HIGHLY recommended

Club Merch Market

- Opportunity for clubs to fundraise and to welcome the new clubs (fall and winter)
 - o *Free of admission*

Club Hiring fair

ResSOC x Clubs connection

- A portal will be available for initiative ideas to be reviewed by the ReSOC house presidents
 - o *Lowers your cost of engagement with the incoming class/first years*

New timelines for everything

- Hopefully everything will be done by March!
 - o *This includes Re-ratification, space allocation, etc.*

Additional Information

Division of roles within the Commission of Clubs

- Xian Tonsgrad
 - o Commissioner of Clubs
- Sofia Marino
 - o Communication and Development Assistant Manager
- Rishab Chakraborty
 - o Finance and Operations Assistant Manager
- Cheyenne Ding
 - o Education and Policy Assistant Manager

Completion Checkpoint – Mandatory for Missed Training

- Link for completion: <https://forms.office.com/r/ztY2eZMvmq>