



## Builders Club officer-training guide

Builders Club is one of the many great Service Leadership Programs Kiwanis sponsors. Through these programs, Kiwanis develops leaders of all ages and provides service opportunities for anyone at any point in their lives.

- Kiwanis Kids: service programs for \_\_\_\_\_.
- Builders club: service program for students in middle and junior high school.
- Key Club: \_\_\_\_\_ age service organization.
- Key Leader: Weekend \_\_\_\_\_ program.
- Circle K known as CKI: \_\_\_\_\_ service organization.
- Aktion Club: adults with \_\_\_\_\_ leading service in their community.

### History:

The first Builders Club chartered was sponsored in \_\_\_\_\_ by the Kiwanis Club of \_\_\_\_\_, Kentucky, at Coles Junior High School (now known as Verity Middle School).

The original concept of Builders Club was to provide a \_\_\_\_\_ or vocational exploration opportunity for junior high students.

From this evolved the idea of a service organization to develop leadership skills in junior high or middle school students interested in making a personal contribution to their home, school and community.

Today, Builders Clubs exist in more than \_\_\_\_\_ schools and community locations, primarily in the United States. Growth efforts, however, have taken the Builders Club experience internationally to Canada, the Caribbean nations, Central and South America, and most recently, to Asia and Australia.

**MOTTO:** \_\_\_\_\_

**VISION:** To develop competent, capable, caring \_\_\_\_\_ through the vehicle of service.

**MISSION:** Builders club is an international \_\_\_\_\_ -led organization providing its members with opportunities to perform \_\_\_\_\_, build \_\_\_\_\_, and develop leadership.



Members base their leadership and service on these principles.

**Character Building:** The ability to do the \_\_\_\_\_ thing, even when it might be the unpopular choice.

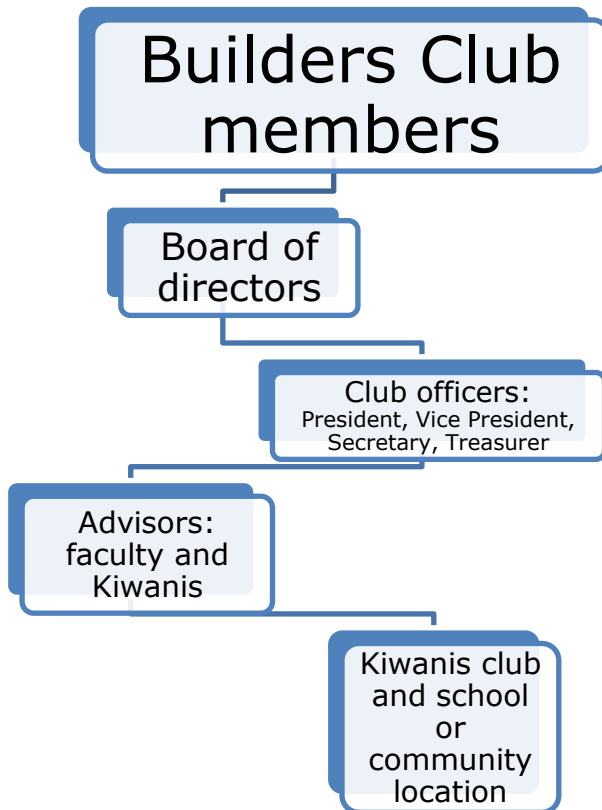
**Leadership:** The ability to \_\_\_\_\_, communicate, serve and guide others.

**Inclusiveness:** Accepting and welcoming \_\_\_\_\_ in other people.

**Caring:** The act of being \_\_\_\_\_ about or interested in another person or situation.

**Builders Club members decide:**

- How club \_\_\_\_\_
- Service \_\_\_\_\_ selected
- How \_\_\_\_\_ are addressed





### Sponsoring Kiwanis Club Responsibilities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

### Selecting service projects

1. Survey your \_\_\_\_\_.
2. \_\_\_\_\_ before you serve.
3. \_\_\_\_\_ the same service.

### Ways to serve

1. \_\_\_\_\_ projects
2. District \_\_\_\_\_
3. Service \_\_\_\_\_
4. Kiwanis-\_\_\_\_\_ projects

### What does Kiwanis have to offer?

1. Web site: \_\_\_\_\_
2. Builders Bloc: \_\_\_\_\_
3. Contests and Awards: \_\_\_\_\_
4. Membership supplies: \_\_\_\_\_

## Office of president/vice president

Fellow members elect the president to this office as a matter of trust. The first and major responsibility is to live up to that trust. The president must take an active part and concern in every member and function of the club. The following list of duties and suggestions are guidelines for exercising the responsibilities of the office of president. The vice president should assist the president in carrying out these responsibilities. The vice president also is responsible for the club administration in the absence of the president.

### Duties of the president/vice president

1. Study and be familiar with parliamentary \_\_\_\_\_ in order to conduct meetings properly.
2. Take the \_\_\_\_\_ in helping the club develop projects to carry out during the year
3. Appoint committee chairpersons and \_\_\_\_\_ members as soon as school starts. Make sure every club member is on a committee. See that committees remain active, conduct regular meetings and submit reports.
4. Plan regular \_\_\_\_\_ meetings and \_\_\_\_\_ of directors meetings. See that an agenda is prepared and followed for each meeting.
5. Make certain a \_\_\_\_\_ of income and expenses is developed and followed.
6. Maintain a file of records to \_\_\_\_\_ on to the next president.
7. Work closely with your faculty \_\_\_\_\_ in all aspects of club operation.
8. Make sure \_\_\_\_\_ members are invited to your club meetings and projects.

### Duties of the secretary

1. \_\_\_\_\_ correspondence.
2. Collect \_\_\_\_\_.
3. Attend club \_\_\_\_\_ and keep records.
4. Attend board \_\_\_\_\_ and take minutes.
5. Maintain club \_\_\_\_\_.

### **Duties of the treasurer**

1. Maintain \_\_\_\_\_ records.
2. Prepare the club \_\_\_\_\_.
3. \_\_\_\_\_ to board.

### **Being a great leader**

1. What are qualities of a great leader?
  
  
  
  
  
  
  
  
  
  
2. What are your strengths and areas of weakness?
  
  
  
  
  
  
  
  
  
  
3. How do we each improve our leadership skills?

### **The Mark of a Healthy Club**

1. \_\_\_\_\_ meetings
2. \_\_\_\_\_ meetings
3. Board of \_\_\_\_\_
4. Active \_\_\_\_\_ program
5. Worthwhile and rewarding \_\_\_\_\_ and \_\_\_\_\_ projects
6. Club members enjoy \_\_\_\_\_ with one another.
7. New member \_\_\_\_\_
8. Club \_\_\_\_\_ system

