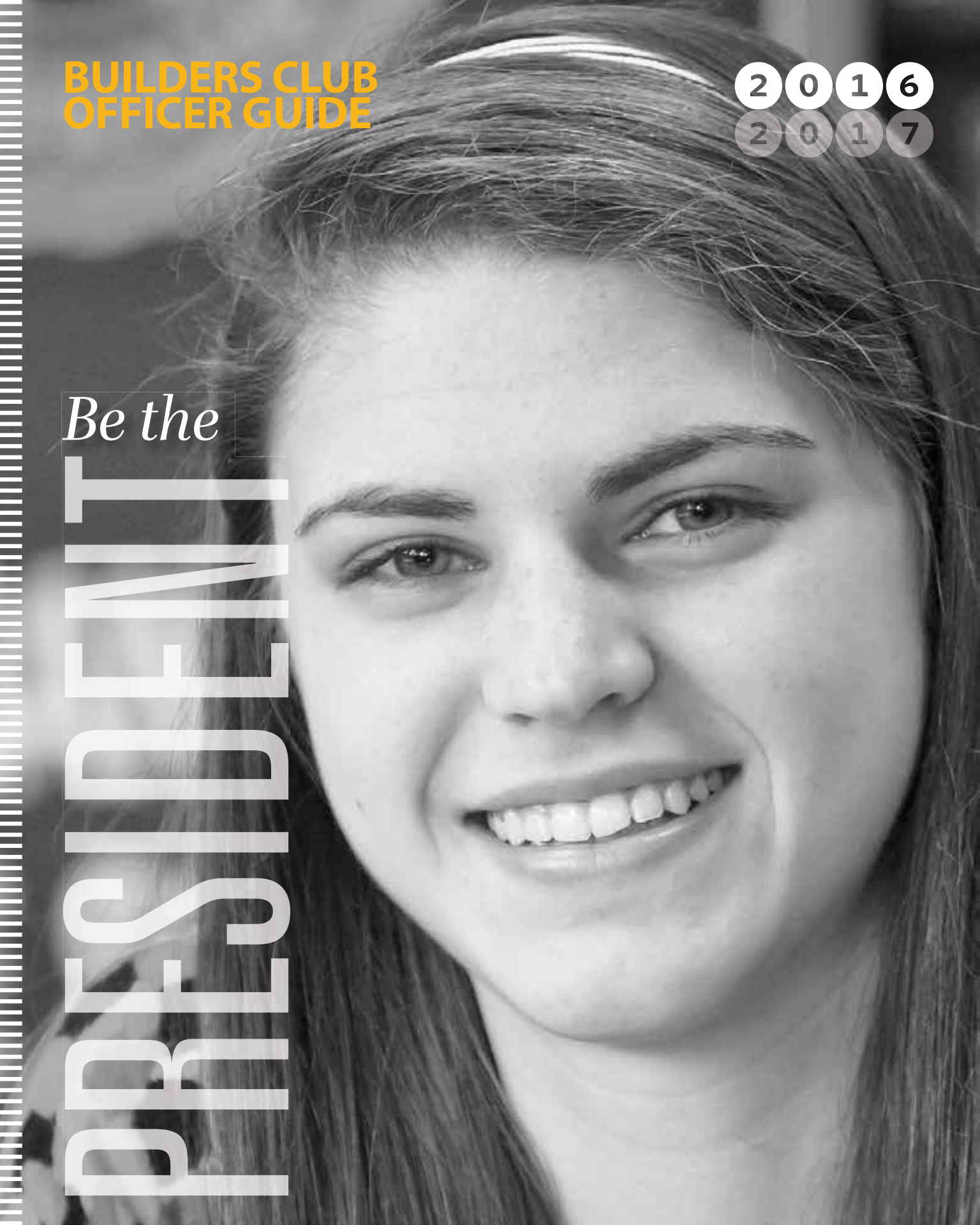


**BUILDERS CLUB
OFFICER GUIDE**

2016
2017

Be the

PRESIDENT



Be the President

Congratulations on being elected president. You're going to be awesome! As president you will help motivate and inspire your club. To get started, you'll help your club create a vision. This means thinking of goals for the club and agreeing on ways to achieve and evaluate them. Creating a vision and sticking to it will set your club up for success.

Make sure your goals are **SMART**: Specific / Measurable / Achievable / Realistic / Timely

Specific - Describe your goal as thoroughly and completely as possible.

Measurable - Make sure the progress and success of your goal can be identified by a percent or number.

Achievable - Your goal should be reasonably difficult but not beyond the club's skill set.

Realistic and Timely - Establish a goal that can be accomplished in a reasonable timeline.

Along the way, you'll monitor the club's progress toward their goals. To make sure you get an honest understanding of your club's progress, be sure to include your members, board and advisors in the process of evaluation.

Planning the meeting

Besides setting goals, one of your main jobs as president is to organize your meetings. When planning a club meeting, use the following outline:

Before the meeting

- Set an agenda. This is a list of items you wish to discuss at your meeting.
- If speakers or guests are expected, be sure to confirm with them before the meeting.
- Assign someone to greet new members and make them feel welcome.
- Meet with your advisor(s) to review the agenda and answer questions.

At the meeting

- Lead the meeting with support from other officers. You don't have to do everything!
- Make sure the meeting is organized and engaging.
- Start out with a short icebreaker or quote.
- Share upcoming service projects and why they need club members' support.
- Evaluate your last project.
- Thank everyone for attending.

After the meeting

- Clean up.
- Send greetings to members who could not attend.
- Ask members in attendance to let non-attendees know what happened.

TIP

Stick to a regular meeting day and time.

For more information and resources, visit: BuildersClub.org/ClubOfficers.

Here you can find: club agenda template, Robert's Rules guide, goal planning worksheet and planning calendar.



What goals do you think your club should have? Be specific.

Choose one of your goals. How long do you think that goal will take to accomplish? Is that timeline realistic? Divide the goal into steps so you can measure your progress as you accomplish them. As your club creates goals together you can repeat this exercise with them.

Step 1 _____

Step 2 _____

Step 3 _____

Step 4 _____

Step 5 _____

Why do you think this goal would be good for your club? Ask club members why they feel each goal is important to the club's success. Coming up with good reasons for pursuing a goal will help everyone determine the goals they are most excited about.

Reason 1 _____

Reason 2 _____

Reason 3 _____

The greatest leader is not necessarily the one who does the greatest things. He is the one that gets the people to do the greatest things.

RONALD REAGAN





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