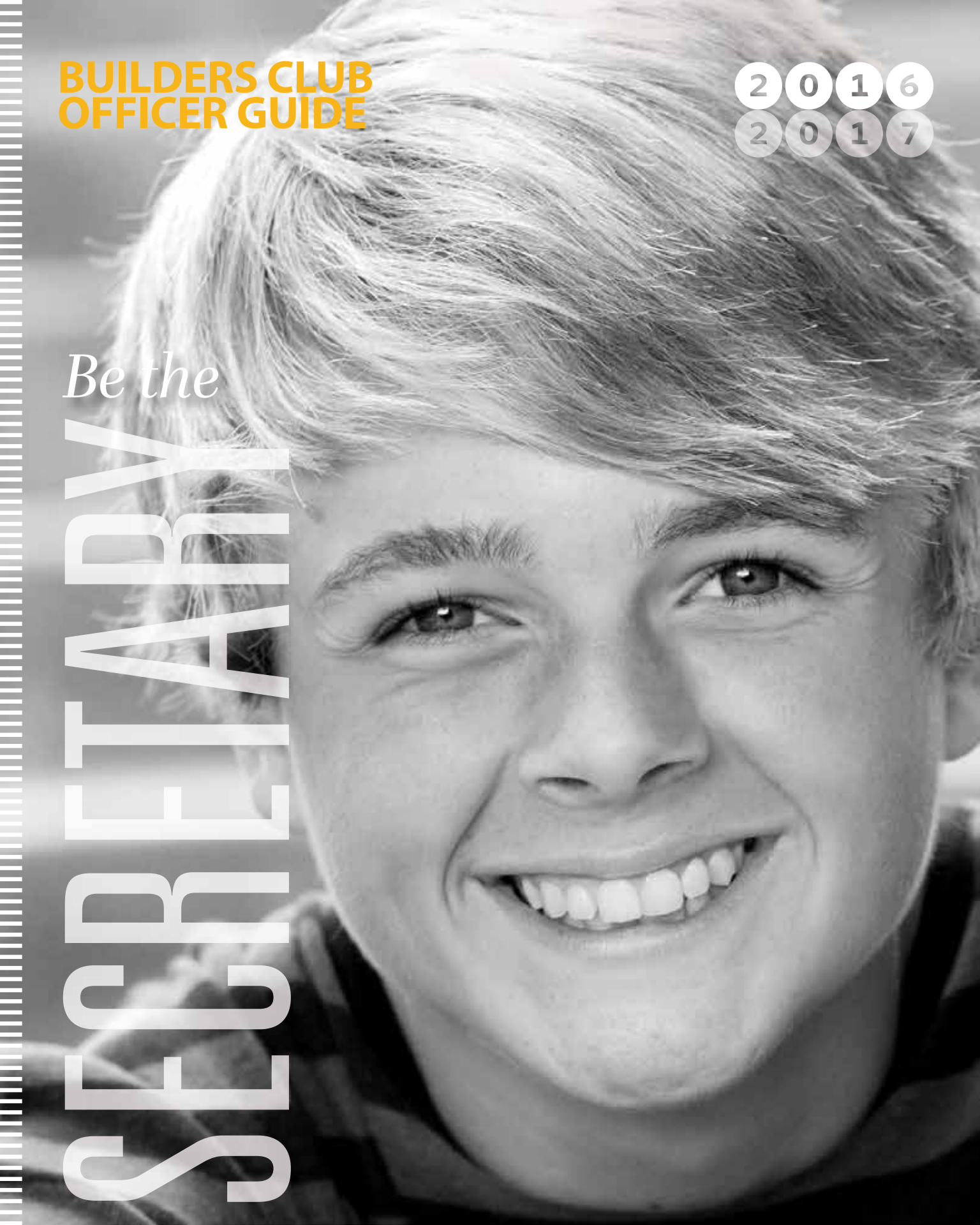


**BUILDERS CLUB
OFFICER GUIDE**

2016
2017

Be the

SECRETARY



Be the Secretary

Congratulations on being elected secretary. You're going to be incredible! As secretary you will help organize and keep records for your club. So jump in and get started right away. Create a roster of your members. Ask them for their email addresses, committee assignments, when they joined and when they graduate from middle school. You may also want to collect fun information like their birthdays, reasons for joining and personal interests such as favorite ice cream or candy. You can use this information later to celebrate and appreciate your members.

You'll also record minutes at each meeting. It's more than just a matter of writing things down. It requires an organized approach:

- **Before the meeting:** Create a template to help take notes at the meeting or use the one available online. The template should have space for important information like the date, members at the meeting, special events, guest speakers, topics discussed and assigned actions or decisions made. You can prepare each template by discussing the meeting agenda with the other officers.
- **During the meeting:** Use your template to record what happens. Record the big stuff. Focus on anything members will need to follow up on, paying attention to what is discussed, decided or planned. Don't worry about minute-by-minute details or what someone wore or who disagreed about what.
- **After the meeting:** Review your notes and add comments or details. You may be responsible for typing your notes or filing the written copy for others to review.

Staying organized is one of the major challenges of being the club secretary. There is a lot to be filed and recorded. Here are some tips to keep you organized:

- **Make time.** Schedule a weekly time to organize and update your files and reports.
- **Keep track.** Checklists and calendars can be a great way to stay on top of everything. You can even download apps for your phone; some can be shared among groups to keep fellow members aware of deadlines.
- **Find a space.** Find a designated space for digital and hard copy material. You might invest in a flash drive, or research online file sharing programs so you don't lose anything you're working on. And talk to your Builders Club advisor to see if they have a physical space in their classroom or office where you could safely store binders, files, etc.

For more information and resources, visit: BuildersClub.org/ClubOfficers.
Here you can find: minutes template, membership report and meeting sign-in.

If your actions inspire others to dream more, learn more, do more and become more, you are a leader.

JOHN QUINCY ADAMS



Builders Club membership report

Secretary: _____ **Advisor:** _____

Member's name	Email	Grade	Birthday
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