

**BUILDERS CLUB  
OFFICER GUIDE**

2016  
2017

*Be the*

**WICHTIGSTES-  
PRESIDENT-  
IDENT**

## Be the Vice President

Congratulations on being elected vice president. You're going to be amazing! As vice president you will help support your president and ensure his or her duties are carried out, recruit new members and create strong committees for your club. You may consider having a meeting with your club president and advisors to help establish your role for the year.

Helping organize projects and programs may be a huge part of what you do as vice president. One major area of focus for Builders Club is service-related projects and programs. When planning service projects, make sure they have value and meaning by including the Five Critical Elements of Thoughtful Community Service.\*

**1. Seek out community needs.** Be sure to do some research about the needs in your community before you start planning a project.

*What it looks like: Your city reduces the budget for the animal shelter. Your members are animal lovers, so you contact an animal shelter to see how your club can help.*

**2. Educate members.** Inform your members about the community need you've discovered, the group you'll be working with and why it's important for your club to help. If they can see the value of their service, they'll be more motivated to participate.

*What it looks like: Someone from the animal shelter is invited to speak at your club meeting before the project, or you show a video about the topic.*

**3. Respond to the need.** Now it's time to take action! Keep your members motivated throughout the project by sharing encouraging words and reminding them of the difference they'll be making.

*What it looks like: Thanks to your club, dogs are happier and the facility is cleaner. The staff is thankful and members know their work has made a difference.*

**4. Reflect.** Immediately after the project, discuss reactions, share stories and explore feelings. Reflecting on an experience allows members to really appreciate and understand what they did and why it was important and meaningful.

*What it looks like: At the next club meeting, a couple of members who are not officers share what they did and how the service experience affected their lives. Other members show pictures or videos they took.*

**5. Evaluate and celebrate.** Evaluate your experience with fellow club members. Was it successful? What would you have done differently to make it more successful? Evaluation gives direction for improvement, growth and change.

*What it looks like: The majority of your club comes to the animal shelter project, and the agency asks for your service again. You decide to make this an ongoing project.*

\*Adapted from a publication of the Campus Outreach Opportunity League.

**For more information and resources, visit:** [BuildersClub.org/ClubOfficers](http://BuildersClub.org/ClubOfficers)



## Builders Club service project research

### What needs are there in your community?

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### What types of projects is your club interested in?

- Animals    Parks    Elderly    Hospitals    School    Community

Based on our community needs and the type of projects my clubs members are interested in, these are the service projects we would like to pursue. [List name and contact information]

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### Next steps:

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Only surround yourself with people who will lift you higher.

OPRAH WINFREY



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