

24-25 Builders Club
Officers' Training

Ms. Berenguer

Motto

Building leaders

Vision

To give all students the opportunity to be caring, empathetic, inclusive and skilled service leaders.

Mission

Builders Club is a global student-led organization that provides members with learning and experiences to build character, contribute through service and develop leadership.

Values

LEARNING: Acquiring skills and knowledge to develop self-awareness and service leadership over time.

INCLUSION: Accepting and welcoming the differences and perspectives of others.

COMMON GOOD: Committing to making the school and community better for all.

SERVICE: Turning empathy into action that better the community or the lives of others.

LEADERSHIP: Listening, communicating, serving and guiding others effectively.

Objects

To foster caring, empathy and good character in students.

To develop students' service and leadership skills.

To provide opportunities for students to learn, engage, serve and lead to benefit school, community and world.

Pledge

I pledge on my honor to uphold the Objects of Builders Club. To better my school, my community, my world and myself. To aid those in need while enhancing leadership capabilities and to encourage the fellowship of all.

Put First Things First

Club officer and committee chair
roles and responsibilities
(these are your priorities)



-no. 1 Serves the officers, committees and their chairs and members.

- Sets and monitors club goals.

- Runs club meetings. (See online Club Operations Meeting Kit at buildersclub.org/meeting-kits.)

- Works with the advisor to delegate tasks to officers and committee chairs.

- no. 2 Takes the lead in helping the club develop projects.

-no. 3 Guides the club through completing high-impact service activities. (See the Service Toolkit.)

- Collaborates with officers and advisor to appoint committee chairs.

Builders Club Goal Planning

As a board or club, come up with at least 3 goals for the year. Try to make sure goals are **SMART**!

Specific / Measurable / Achievable / Realistic / Timely

Goal 1)

☐ Specific ☐ Measurable ☐ Achievable ☐ Realistic ☐ Timely

Goal 2)

☐ Specific ☐ Measurable ☐ Achievable ☐ Realistic ☐ Timely

Goal 3)

☐ Specific ☐ Measurable ☐ Achievable ☐ Realistic ☐ Timely

- no.2 Learns and helps with the duties of the president and fills in or takes over as necessary.

- no. 1 Gets to know each member and helps enrich their club experience.

- no. 3 Recruits and welcomes new members

- Welcomes guests

- Announces important club updates

- Assists the club in completing high-impact service activities

- Collaborates with officers and advisor to appoint committee chairs.

- Serves the president, other officers, committee chairs and members

[illegible]

- no. 2 Takes minutes and attendance at meetings.

- no. 1 Maintains all important club records and files and ensures they are secure.

- no. 3 Collects and stores reports from committee chairs.

- Organizes and monitors the club calendar and service project timelines.

- Assists the club in completing high-impact service activities.

- Collaborates with officers and advisor to appoint committee chair

Builders Club Meeting Sign-in Sheet

Date	Secretary	
Member's Name	Sign In	Service Projects completed
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
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30		

- no.2 Prepares and monitors the club budget.

- no.1 Ensures funds are secure.

- no. 3 Reports to the board at each meeting on the status of the club treasury.

- Reports the status of the club treasury to the sponsoring Kiwanis club.

- Assists the club in completing high-impact service activities.

- Collaborates with officers and advisor to appoint committee chairs.

- Serves the officers, committees and their chairs and members.

[illegible]

- Runs committee meetings.
- Monitors committee's progress toward its goals.
- Delegates tasks and guides the committee through completion of tasks.
- Gets to know and serves committee members.
- Appoints task leaders (such as a photographer, reporter or community partners liaison) based on members' skills and interests.

I: Identify the need.

D: Develop the understanding.

E: Execute the plan.

A: Aim for impact