VICE PRESIDENT

Be the
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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.

An important responsibility of the vice president is to engage each club member and ensure that they are getting the most out of their club experience. Here are a few tips on how to build relationships with club members and help increase their satisfaction with the club experience:

1. Get to know each member. Start by greeting each member by name and asking how they are. Follow up with each member about what they like most about being in the club and what they hope to get out of it in the future.

2. Use the IDEA toolkit. In the Identify the Need step of the IDEA toolkit, you will find the “Passions and Strengths” and the “My Builders Club Interests” worksheets. Ask members to complete these worksheets, then use them as a guide to know your members better.

3. Find opportunities for your members. When you know your members’ strengths and what they aspire to get out of the club experience, you can find ways to engage and challenge them to take on tasks that will help the club’s service project.

4. Praise them. Everyone loves to know when they are doing a good job. When you notice a member is going above and beyond, go out of your way to let them know it.

Be sure to update your club president and other club officers on each member’s progress and how the club officers can continue enhancing the club experience for all.

Check out the IDEA toolkit for club officers at buildersclub.org/IDEA. This toolkit will help you guide the club to achieving a high-impact service project.