

**BUILDERS CLUB
OFFICER GUIDE**



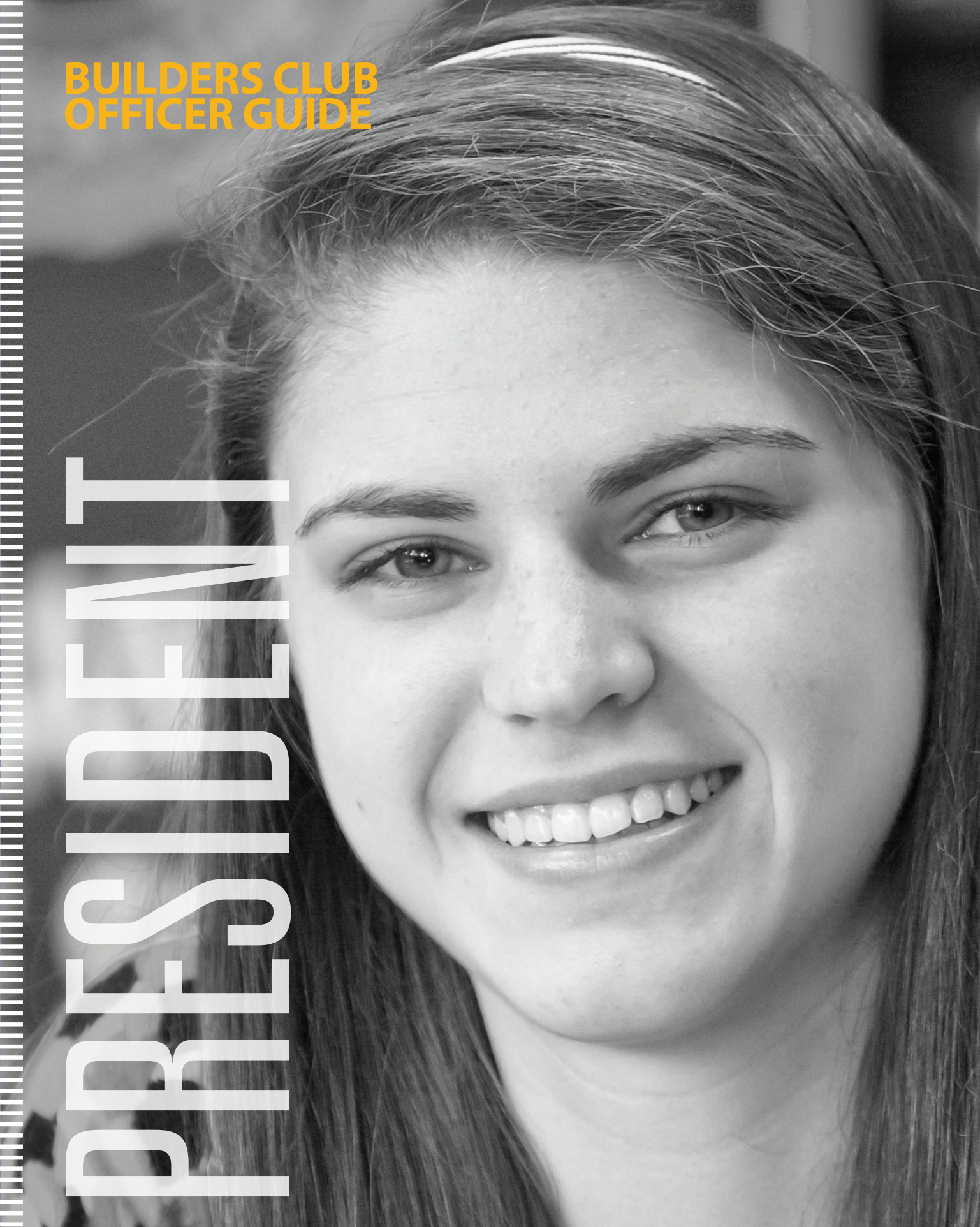
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PRESIDENT



Builders Club Pledge

Congratulations on being elected president. You're going to be awesome! As president you will help motivate and inspire your club. To get started, meet with your fellow club officers and discuss the following: The best way to communicate with each other, the vision for the club's year and goals that the club officers would like to achieve this year. Next, read through the IDEA toolkit found at buildersclub.org/IDEA. Along with the other club officers, start determining how you will guide and inspire the club to plan and execute a high-impact service project.

Planning the meeting

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.
- Update everyone on the progress of the high-impact service project.
- Using the IDEA toolkit, lead the next activity for your service project.
- Thank everyone for attending.

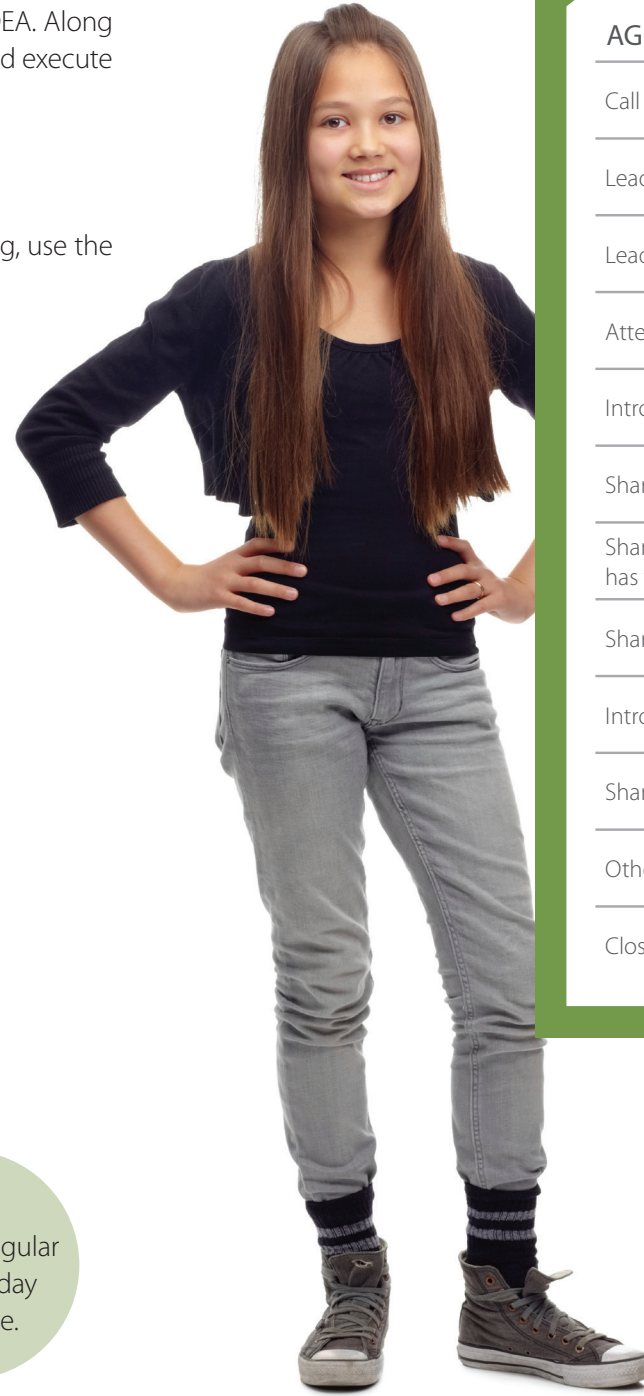
After the meeting

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

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.

TIP
Stick to a regular meeting day and time.



Club meeting agenda

Use the sample club meeting agenda below to write down what will happen at the next club meeting. Remember to assign each club officer a role.

AGENDA ITEM	PERSON LEADING ITEM	THINGS TO SHARE
Call meeting to order.		
Lead ice breaker activity.		
Lead the Builders club pledge.		
Attendance		
Introduce guests.		
Share notes from last meeting.		
Share how much money the club has to spend.		
Share committee reports.		
Introduce guest speaker.		
Share announcements.		
Other items.		
Close of meeting.		

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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Be the

VICTOR PRES- 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.

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.

IDENTIFY THE NEED
ACTIVITY WORKSHEET

Passions and Strengths

Words that describe me:

Things that I am good at:

Service projects that I have participated in before:

Service projects or service needs that I would like to learn more about:

A skill I have that will help Builders Club have a successful year:

IDENTIFY THE NEED: ACTIVITY 2 WORKSHEET

My Builders Club Interests

As a member, you have opportunities to learn many new skills. What might you want to learn more about?

- Event planning
- Handling money and budgeting
- Member recruitment
- Fundraising
- Business sponsorships (asking local businesses to support the club by donating items/money)
- Photography and/or videography
- Writing articles about the club
- Public speaking
- Other: _____

Positions I am interested in learning more about:

- President
- Vice President
- Treasurer
- Secretary

Experiences I am most excited about:

- Sharing my ideas about how the club can help others.
- Helping other people through service.
- Developing new skills that will help me be a better person.
- Serving as a positive influence for my peers.
- Working with my peers, parents, teachers, principals and community leaders to make a difference.
- Other: _____

These worksheets are part of the IDEA toolkit for high-impact service. Find the toolkit online at buildersclub.org/IDEA.

Only surround yourself with people who will lift you higher.
OPRAH WINFREY

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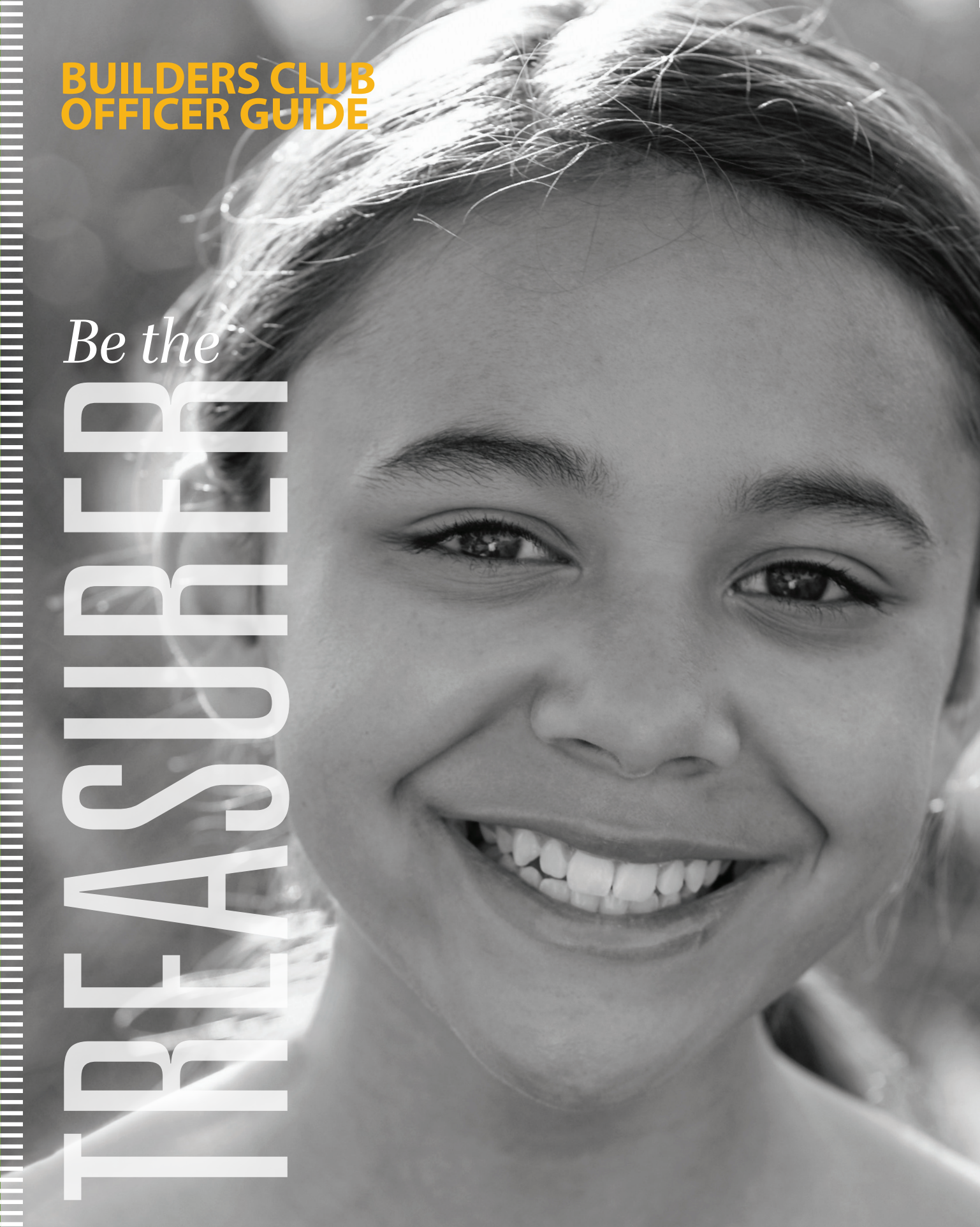
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Be the
TREASURER





Be the Treasurer

Congratulations on being elected treasurer. You're going to be terrific! As the treasurer, you will keep track of the club's budget, donations received and funds that are raised and spent (with the help of your faculty advisor). You'll need to be organized, proactive and persistent. In your role as treasurer, you will:

- **Prepare the budget.** The budget should be a guide for planning the year's activities. The first step to creating a club budget is to get everyone on the same page. If your club wants to have awesome projects and activities that cost "x" amount, you need to commit to raising "y" amount. You need to raise more money than you plan to spend so you are prepared for any "surprise" expenses along the way.
- **Plan and track.** Once you have a budget, it is your responsibility to keep track of incoming and outgoing funds. As club members work on projects, consistently keep them up to date on how much has been spent and how much is left in the budget. Keep track of records that show the club's funds are being spent appropriately.
- **Keep financial records.** Record the transactions regularly. When making a payment or disbursing money, record the transaction amount and get a receipt or invoice. Keep all your receipts and invoices in a safe place.

Check out the IDEA toolkit for club officers at buildersclub.org/IDEA.

In the Execute the Project step, you will find more information and resources on how to keep track of your club's finances.

Many of life's failures are people who did not realize how close they were to success when they gave up.

THOMAS EDISON

Club budget =

Budgeting

Figure out how much your club's service project will cost by creating a budget. This is a tool that helps you keep track of the amount of money you can spend on items.

DESCRIPTION	ESTIMATED COST	CAN WE GET THIS DONATED?*	DATE PURCHASED	ACTUAL COST
TOTALS				

DESCRIPTION	ESTIMATED COST	CAN WE GET THIS DONATED?*	DATE PURCHASED	ACTUAL COST
TOTALS				

DESCRIPTION	ESTIMATED COST	CAN WE GET THIS DONATED?*	DATE PURCHASED	ACTUAL COST
TOTALS				

DESCRIPTION	ESTIMATED COST	CAN WE GET THIS DONATED?*	DATE PURCHASED	ACTUAL COST
TOTALS				

*Keep in mind: Anything that you mark as "donated" does not get included in your actual costs. So if the club is unable to secure an in-kind donation for an item, it will need to be added into the "actual cost" section of the budget.

These worksheets are part of the IDEA toolkit for high-impact service. Find the toolkit online at buildersclub.org/IDEA.

Donation Requests

Let's brainstorm who we might contact to ask about donating some of the items on our Supply Checklist!

ITEM NEEDED:	ESTIMATE # NEEDED:	WHO TO CONTACT FOR DONATIONS:	MEMBER MAKING THE ASK:

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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, birthdays and what grade they're in. You can use this information in several ways: to take attendance at each club meeting, to communicate with members outside of meetings, and to celebrate birthdays at club meetings.

Another important responsibility of the secretary is to 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. 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.
- **During the meeting:** Use your template to record what happens. 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. At the next meeting, you will need to give a quick overview of the notes from this meeting.

Staying organized is one of the major challenges of being the club secretary. 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.
- **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 advisors to see if there is a physical space in the classroom or office where you can safely store binders, files, etc.

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.

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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