

Member and Officer Toolkit

Member name:

Club name:

Meeting time & location:



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“

The strength of the team is each individual member. The strength of each member is the team.

– Phil Jackson, American basketball coach and player

”

WHAT IT MEANS TO BE A BUILDERS CLUB MEMBER

Welcome to Builders Club!

Congratulations! As a Builders Club member, you'll work with your peers and partners in your community to help people in your school, community and maybe even across the world. You'll learn more about yourself, pressing issues that challenge your community and essential skills that will help you in service and in life. Your experiences will help you care for others, show kindness and empathy, use your voice as an advocate and use your talents to lead. You'll make good friends too — people who care about service and important issues, just like you.

We know you are busy. You have homework, arts, sports, clubs and friends to hang out with. Thank you for making time to add Builders Club to your life! You are improving your community — and making the world a better place.

How to use the Member and Officer Toolkit

The *Member and Officer Toolkit* is a core Builders Club resource. It contains activities for reflection and experiences that will help you:

- Discover more about who you are as a person and service leader.
- Learn about and engage effectively as a team member and as a service leader in your community.
- Learn, plan and implement the key steps of a service project.
- Evaluate the impact of service on you and the community.

You will use the activities in this *Member and Officer Toolkit* to prepare for service planning activities. Your club's officers and advisor will use the *Service Toolkit* to guide members through the key steps of a high-impact service project. If you would like to follow along as your officers lead meetings, you can download the Service Meeting Kit at buildersclub.org/meeting-kits. It provides step-by-step instructions for each activity in the *Service Toolkit*, along with worksheets.



WHAT IT MEANS TO BE A BUILDERS CLUB MEMBER



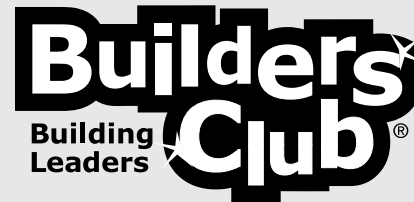
FIRST ACTIVITY OF THE YEAR

Core Builders Club statements

When you choose to become a member of an organization, it is important that you understand and believe in its purpose and goals. To prepare for being a Builders Club member this year, review the core Builders Club statements of Motto, Mission, Values, Objects and Pledge.

Motto

Building 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.

Member responsibilities

As a club member, you will receive benefits from learning, sharing and connecting with teammates. There are also responsibilities that come with membership. If all members live up to those responsibilities, you and your teammates will benefit from upholding the values of Builders Club and growing as service leaders. Your member responsibilities are to:

- Be inclusive and kind to all members.
- Listen actively and communicate clearly.
- Work to develop empathy for members of your team and community.
- Show respect for all members' ideas and work.
- Serve and lead in club activities when your talents can help.
- Strive to learn more about yourself and your community.
- Contribute actively to the community and the cause through service projects.

For officers and members:

After reading and thinking about Builders Club's core statements and member responsibilities, do a quick activity to reflect on what's important to you! Circle or highlight the words and terms that are most meaningful to you and that best match your personal values or priorities.

KEEPING EVERYONE SAFE

We care about Builders Club members like you. And we want to help you stay safe. Kiwanis International has a toll-free phone number you can call if you ever feel unsafe as a Builders Club member. The private helpline is answered 24 hours a day. It can be used by Kiwanis members and advisors, Builders Club faculty advisors, you, your parents or anyone who thinks a youth involved in Builders Club is at risk. The helpline is staffed through our partnership with Praesidium, one of the leading safety experts in the United States.

Youth Protection Helpline 866-607-SAFE (7233)

BEGINNING-OF-YEAR ACTIVITY

Be a service leader!

For officers:

How to lead this activity:

1. This is a great icebreaker for one of your first meetings.
2. Prior to the meeting: Read and complete the activity and be ready to share with the group.
3. Give everybody about 10 minutes to read the members' section and complete the worksheet.
4. Ask members to share their answers.

This activity will allow members to:

- Learn the Builders Club model of service leadership.
- Brainstorm how learning, engaging, serving and leading relate to improving your community.
- Connect with fellow club members.
- Increase confidence and team-building skills.

Materials needed:

Member and Officer Toolkit and a pen or pencil.

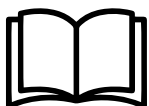
For members:

Preparing people for service leadership is the primary goal of Kiwanis Service Leadership Programs. The Builders Club experience prepares young people to become well-skilled and engaged members of their communities — now and in the future. And advisors play the key role in helping club members grow into service leaders.

Through a variety of activities, all members should strive to experience the service leadership model:

LEARN + ENGAGE + SERVE + LEAD =
SERVICE LEADERSHIP

LEARN



This means that you will gain knowledge and skills by learning about your own interests and talents and then learning about your community and its needs and issues.

Brainstorm examples of things that you can learn that will help you be a service leader.

ENGAGE



You will become involved with team members as you learn and prepare for service together, and you will become involved in your school and community by getting to know people, organizations and places in them.

Brainstorm ways you can engage that will help you get to know other members, your school and your community better.

SERVE



Together with other club members, you will go through the Steps to Create an Effective Service Project. (You'll learn about this later.) This will include all the preparation and planning for service before you take action to implement a project. There are several service approaches for making a difference:

- **Direct service:** Providing goods and services yourself or at a nonprofit organization, government institution or business (such as holding a nutrition and fitness fair for kids at an elementary school).
- **Advocacy:** Using your voice to educate others and call for support of a cause or a change in public policy (such as running an awareness campaign about a local pollution issue).
- **Fundraising:** Raising money for a cause and donating it to an organization or individual.
- **Donation drive:** Collecting a resource for a cause or group and donating it to an organization or individual (such as organizing an anti-bullying campaign).
- **Informal service:** Helping your family, friends, neighbors or members of your community in everyday life or opportunities that arise for you as an individual.

Brainstorm examples of the different ways to serve.

Direct service: _____

Advocacy: _____

Fundraising: _____

Donation drive: _____

Informal service: _____

LEAD



All members will develop their ability to listen to, communicate with, serve and guide others. Work to develop the leader within you and volunteer to lead — either in a formal position (appointed or elected) or by leading particular tasks in your club or committee.

Brainstorm examples of ways that you can lead that will help you be a service leader. (Remember to consider ways to use your talents and knowledge.)

Leading in Builders Club: _____

Leading in your school: _____

Leading in your community: _____

“ If your actions create a legacy that inspires others to dream more, learn more, do more and become more, then, you are an excellent leader. ”

– Dolly Parton, American singer-songwriter and philanthropist

KNOWING YOURSELF

BEGINNING-OF-YEAR ACTIVITY

Know your talents and strengths!

For officers:

How to lead this activity:

1. This is a great icebreaker for one of your first meetings. Print a few copies of the members' section (in case they forget the toolkits).
2. Prior to the meeting: Read and complete the activity and be ready to share with the group. Gather supplies.
3. Give everybody about 10 minutes to read the members' section and complete the worksheet.
4. Write "Skills" at one end of a whiteboard and "Areas of Knowledge" at the other or write those headings on sticky notes and place them on two open areas on a wall.
5. Ask each member to choose up to three skills and up to three areas of knowledge from the worksheet, then write each one on a separate sticky note. Ask members to place their notes on the whiteboard or wall under the appropriate headings.
6. Ask two or three members to work together to group notes with similar skills. Ask another two or three members to do the same thing with similar areas of knowledge.
7. Lead a discussion with members as they share their skills and areas of knowledge and discuss similarities and differences with others.
8. Ask members to consult their worksheets and share their ideas for how they can help the work of Builders Club with their skills and knowledge.

This activity will allow members to:

- Reflect on personal talents and gifts.
- Reflect on topics they know about.
- Connect with fellow club members by discovering what they have in common and appreciating what is unique about them.
- Increase confidence and team-building skills.

Materials needed:

- *Member and Officer Toolkit* and a pen or pencil.
- Whiteboard or blank wall space.
- Sticky notes and broad-tip markers.

For members:

- Take 10 minutes to complete the worksheet below by brainstorming and writing down thoughts on your skills and areas of knowledge.
- Choose up to three skills and up to three areas of knowledge and write each one on a separate sticky note.
- Follow instructions from your club president or officer for placing your notes on the whiteboard or wall.
- If you want, volunteer to be one of the members who organize notes by similarities.
- Participate in the discussion by sharing thoughts about your skills and knowledge and learning about other members.
- If time allows, volunteer to share one of the ideas from your worksheet on how you could use a skill or share knowledge in Builders Club.

<p>Brainstorm It! </p> <p>My past accomplishments are:</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Brainstorm It! </p> <p>Skills I am good at:</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Brainstorm It! </p> <p>Topics I know about:</p> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Summarize It! </p> <p>My skills are:</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Summarize It! </p> <p>My areas of knowledge are:</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>One idea for a skill or how what I know can help my Builders Club this year: </p> <hr/> <hr/> <hr/> <hr/> <hr/>

BEGINNING-OF-YEAR ACTIVITY

Discover your inner leader

For officers:

How to lead this activity:

1. Print a few copies of this activity (in case members forget their toolkits).
2. Prior to the meeting: Read and complete the activity and be ready to share with the group.
3. Give everybody about 10 minutes to read the members' section and complete the "How Am I a Service Leader" worksheet.
4. Ask each member to share one way they have served or led and why it was meaningful.

This activity will allow members to:

- Relate service leadership to their life.
- List and reflect on ways they have served and led others.
- Increase their self-understanding.
- Understand how they can use their talents and knowledge in leadership.

Materials needed:

- *Member and Officer Toolkit* and a pen or pencil.

For members:

LEADERSHIP is listening, communicating, serving and guiding others effectively. Everyone has a leader inside, and we all have our own leadership style. We can learn how to lead by watching others and noticing what works and what doesn't. Every leadership position also requires different skills. Skills can be learned, so don't let the lack of a skill stop you from running for a position that interests you.

There are lots of ways to use and improve your leadership skills, even if you aren't a club officer or committee chair. You can volunteer to help lead a task or project or run a committee. Just showing up with a great attitude and a willingness to do any job is a great way to show you are a leader.

In the past activity, you and your club took time to reflect on and share your talents and areas of knowledge. As you think about ways you can lead, remember to consider how you can use your strengths as a member of your club.

HOW AM I A SERVICE LEADER?

Journal ways you have SERVED others and LED others in the past — in your family, among your friends, in your neighborhood, at school and in groups to which you belong.

Ways I have served:

What was most meaningful to me when I served:

Ways I have been a leader:

What was most meaningful to me when I led:

BEING AN EFFECTIVE TEAM MEMBER

Care for yourself with gratitude

For officers:

How to lead this activity:

1. Prior to the meeting: Read the activity and gather the supplies.
2. Read the members' section together as a group.
3. Show members the **gratitude jar** and an example of a notebook that can be used as a **gratitude journal**. Encourage members to use the new gratitude jar (with a cup of paper scraps) in the clubroom to share what makes them grateful for Builders Club throughout the school year.
4. Ask members to write two "gratitudes" in the section below. *[Time this and notice how long it takes.]*
5. Share with members how long it took them to write gratitude notes. Ask members how they can make gratitude writing a daily habit.
6. Ask members to find a partner and share their examples of gratitude. Repeat.

This activity will allow members to:

- Learn how to notice, value and put into words good things in their lives.
- Learn how to appreciate others and themselves.
- Practice a habit for healthy, happy living.

Materials needed:

- *Member and Officer Toolkit* and a pen or pencil.
- An empty quart-size jar with a label that reads "Gratitude Jar."
- Scraps of blank paper in a cup.
- A blank notebook.

For members:

Being an effective member of a family, relationship and team starts with taking care of YOU. You need to care for yourself before you can lead or serve others. You can learn this with practice. Research shows that you can do a simple daily activity that will have profound benefits for your self-image, happiness, relationships and health. Gaining a grateful outlook comes from regular reflection about what one is thankful for, and then writing down those things in a gratitude journal or jar!

ARE YOU A GRATITUDE JOURNAL OR JAR KIND OF PERSON?

Whichever way you decide to record your gratitude, you will reap the wellness benefits! Choose whether a journal or jar would help you make this a habit and work better for your personality. If you like keepsakes and things that help you remember experiences, maybe a gratitude journal is best for you. Certainly, if you like writing and want room for “stream of consciousness writing” (capturing thoughts and feelings about a topic), then choose a journal. If you don’t like to write, are very busy or want a quick way to remember gratitude, a gratitude jar might work better. Just choose one!

How to make and keep a gratitude jar:

1. Find an empty large jar, remove any labels and clean it.
2. Decorate your jar to reflect who you are!
3. Capture your gratitude for all types of experiences, people, things and feelings in your life — from small to big; from mundane to profound; from unique to ongoing things. Remember YOU too. Think of:
 - What do you love about yourself?
 - What experiences give your life meaning?
 - What activities bring you joy or help you?
 - What actions of a friend or family member bring you joy or help you?
 - What do you love about others?
 - What makes you laugh?
 - Are your basic needs met?
 - Have you had special experiences or received gifts?
4. Place your gratitude jar (and a cup with paper strips) in a place where you will see it and use it every day!

Keeping a gratitude journal:

Find a blank notebook or journal that reflects who you are! Use the same kinds of prompts as above. Keep it simple and short or dig deeper and write entries.

Practice writing short gratitudes here:



Today, I am grateful that...

Today, I am grateful for...

BEGINNING-OF-YEAR ACTIVITY

Care for others with respect and empathy

For officers:

How to lead this activity:

1. This is a great icebreaker for one of your first meetings. Print a few copies of this activity (in case members forget their toolkits).
2. Prior to the meeting, read and complete the activity and be ready to share with the group.
3. Give everybody about 10 minutes to read the members' section, brainstorm and write their responses to worksheet prompts. Then have a group discussion, asking for volunteers to share their answers.
4. Come to consensus around ways to show respect and empathy for others inside and outside the club. Ask the club secretary to record the consensus points in the minutes and turn the list into a poster to place in the classroom as a reminder of expectations for behavior.

This activity will allow members to:

- Brainstorm how people show respect for one another — from closest friends to acquaintances to strangers.
- Come to an understanding about how members will show respect for all.
- Increase behaviors of a supportive team.

Materials needed:

- *Member and Officer Toolkit* and a pen or pencil.

I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.

– Maya Angelou, African-American writer, poet and advocate

For members:

RESPECT



To work with and lead others, you need to show respect in order to earn the respect of others. When you respect someone, you act in ways that show you care about that person's feelings, including active listening when they speak, thanking them when they are kind to you and being honest with them. Respecting someone means you accept them for who they are. They can be different from you or have opinions you disagree with, but that doesn't change how you treat them.

Individually, write your ideas below and then, as a group, discuss your answers. Come to consensus — agree on ways club members will be accepting and welcoming of others.

WHERE	WAYS I CAN SHOW RESPECT
With family	
With friends	
With classmates	
With teachers	
With strangers	

EMPATHY

Empathy, simply defined, is experiencing the feelings, thoughts or attitudes of another person. Empathy is more useful than compassion and deeper than respect because it helps us understand how others are *feeling* and allows us to respond better or more appropriately in each situation.



Empathy requires us to not only acknowledge the feelings, thoughts or attitudes of someone else, but also internalize how those things might feel if we experienced them, too. Empathy is invaluable in personal relationships because it makes you see needs, situations and conflicts from another person’s perspective, rather than as you would see them. Empathy is also a key element in performing high-quality service, because it means that you listen deeply, avoid making assumptions about the needs of community members and gain deeper awareness of the people facing those needs.

Individually, write your ideas below that show the differences between respect and empathy. Then, as a group, discuss your answers and agree on ways club members will strive to exhibit empathy with others.

WHERE	EXAMPLE OF BEING RESPECTFUL	EXAMPLE OF BEING EMPATHETIC
With family		
With club members and officers		
With strangers		
With people we want to serve		

BEGINNING-OF-YEAR ACTIVITY

Set personal goals

For officers:

How to lead this activity:

1. Print a few copies of this activity (in case members forget their toolkits).
2. Prior to the meeting, all officers should read the activity and complete “My Tool for Setting and Achieving Goals.” (See page 22.) Be ready to facilitate the next step with members.
3. For optimal results, consider facilitating this activity over parts of two meetings.
 - At the end of the first meeting, help members learn about Goal Setting and the SMART Goals approach by reading aloud together this information, which begins on page 20.
 - Then ask members to complete the “My Tool for Setting and Achieving Goals” worksheet at home. Ask them to take time to reflect on what is most important to them and narrow aims to one goal per area.
 - At the next meeting, have members work with a teammate and share goals with one another. Ask members to practice empathy — not trying to give solutions for each other’s goals and approaches, but instead using active listening and understanding the teammates’ aspirations.
 - Ask members to check their goals periodically and assess their progress. Share that they will determine whether they met their goals at the end of the year.

This activity will allow members to:

- Learn how to make the most out of their relationships, academics, club and co-curricular involvement and wellness.
- Learn a proven tool to help them set and meet their goals.
- Increase the effectiveness of your club by increasing the effectiveness of team members and officers.

Materials needed:

- *Member and Officer Toolkit* and a pen or pencil.

For members:

Like other activities you choose to participate in, you joined Builders Club for one or more reasons. What do you want to get out of being in the club? Do you hope to make new friends? Do you want to learn more about community service? Do you want to use skills that you are proud of? Do you want to discover your leadership abilities? Do you want to improve your school?

To help you get the most out of Builders Club and other areas of your life, set goals! This goal approach is used and widely accepted in many fields, including business.

WHAT ARE SMART GOALS?

A SMART goal is a statement of something you want to achieve that meets the following criteria:

S Specific	This is a detailed description of what you want to accomplish.
M Measurable	You can measure progress toward the goal and know when you meet it.
A Achievable	You either have the skills you need to achieve the goal or obtaining the skills is within reach.
R Relevant	The goal is meaningful. It makes sense for who you are and aligns with what you want to accomplish more broadly.
T Time-bound	You have a set, realistic timeframe to achieve the goal.

Common types of goals will:

- Increase something.
- Make something.
- Improve something.
- Reduce something.
- Save something.
- Develop yourself or others.

(Adapted from SMART Goals: A How to Guide. University of California, 2016.)

Check out these two examples of SMART Goals.



A Builders Club goal: To use my skill of drawing to benefit my club.	
Specific	Have my artwork chosen to use in two or more of my club's activities.
Measurable	I will share my sketches and designs at least five times this year with our advisor, officers and committee chairs.
Achievable	I have good drawing skills and can create sketches in a reasonable timeframe.
Relevant	I love to draw and create designs; an opportunity to practice is helpful.
Time-bound	I will share sketches and designs for consideration by club leaders within two days after we have begun an activity.

A health and wellness goal: To improve my eating habits by making fruits and vegetables a regular part of my diet.	
Specific	I will eat at least a serving of fresh or frozen fruit or vegetables every day.
Measurable	I keep a wellness journal and will write the fruits and vegetables I eat at the bottom of the daily entries.
Achievable	We regularly have fresh fruit, salads and frozen or prepared vegetables in our refrigerator and freezer.
Relevant	I am a student athlete and need good food to fuel my body.
Time-bound	Check in with my coach about better eating habits by sharing my journal at the end of my season.

For an in-depth look at SMART Goals with examples for students, visit developgoodhabits.com/smart-goals-students.

MY TOOL FOR SETTING AND ACHIEVING GOALS

Complete this worksheet to get the most out of — and to be more effective and fulfilled in — your relationships, academics, activities and wellness.

First step: Reflect on what is most important to you in each of the following areas of your life: health and wellness, home life, personal relationships, academics, other club/nonacademic area and Builders Club. Use a journal or brainstorm on paper.

Second step: Narrow down to one goal per area. On a separate sheet of paper, create a draft of each goal statement and the details of how each goal meets the SMART criteria. If you find that your goal doesn't meet one or more criteria, revise the goal or develop a new one that does. An example of when to revise: You create a draft goal of being selected for the varsity track team, with a timeframe of "this year." But your school has the best team in the district, and you have to try out to make the team. You don't have any experience running, jumping or throwing, and all members start on the junior varsity team. You might adjust your goal to be: "I will make the junior varsity track team." Or you might adjust the T (time-bound) to be "by eighth grade."

Final step: Use the worksheet below to record your final goal (and SMART criteria) for each area.

My health and wellness goal: _____

Specific: _____

Measurable: _____

Achievable: _____

Relevant: _____

Time-bound: _____

My home life goal: _____

Specific: _____

Measurable: _____

Achievable: _____

Relevant: _____

Time-bound: _____

My personal relationships goal: _____

Specific: _____

Measurable: _____

Achievable: _____

Relevant: _____

Time-bound: _____

My academics goal: _____

Specific: _____

Measurable: _____

Achievable: _____

Relevant: _____

Time-bound: _____

My other club/nonacademic goal: _____

Specific: _____

Measurable: _____

Achievable: _____

Relevant: _____

Time-bound: _____

My Builders Club goal: _____

Specific: _____

Measurable: _____

Achievable: _____

Relevant: _____

Time-bound: _____

A goal without a plan is just a wish.

– Antoine de Saint-Exupéry, French writer and aviator

END-OF-YEAR ACTIVITY

Your personal achievements

For officers:

How to lead this activity:

1. BEFORE THE MEETING:

- Remind members to bring their toolkit to the meeting. Make a few copies of “Assessing my personal achievements” (in case someone forgets their toolkit). Gather supplies.
- Read this activity and complete your copy of “Assessing my personal achievements.”
- Prepare to lead one of the active reflection experiences in point 4 below by reading the choices and gathering any appropriate supplies needed for the activity.

2. DURING THE MEETING, before members complete their assessments, ask them to follow along in the members’ section below as you read the instructions aloud to them. Then, allow 10 minutes for members to review their previous work.

3. AFTER THE REVIEW PERIOD, read the instructions for each assessment aloud for “Assessing my personal achievements” at the end of the toolkit. Ask members to take their time to reflect on and complete their assessments, where they can document completion of their SMART Goals and participation in Service Leadership. Officers should be ready to assist any members who might have difficulty as they complete their assessments.

4. If there is time after all members have completed assessments, try one of the following active reflection experiences with the club:

- Hand out index cards and ask each member to write a “This I believe” statement related to a goal they met or something they learned or experienced this year. (Share an example, such as, “If I accomplished ‘learning to ice skate’ as my Health and Wellness Goal, I might make the statement, ‘This I believe: A sport that is exciting and places you physically out of your comfort zone can bring great joy and health benefits.’”) After all members have written a statement, clear desks and create space for members to stand in the center or side of the room. Ask members to hold their index card on their forehead, printed side out, and find a team member with a “This I believe” statement that is similar to their own. Ask them to share. Repeat another round.
- Hand out drawing supplies. Ask members to sketch, draw or create a word poster of one meaningful experience they had this year that is reflected in their achievements. Display the drawings and artwork in the classroom.

- Come to the meeting with three or four questions that are good prompts related to goals the members might have achieved and things they learned or experienced during service projects. Begin a group alphabet reflection by asking members to stand in a circle. Explain that you will share a prompt and then ask members to call out an answer beginning with the letter A and proceeding alphabetically until they reach Z.

Share the rules:

1. No letter can be skipped.
2. If the group can't think of an answer beginning with a certain letter, they have to start the reflection over at "A" with a new prompt.
3. One member can't answer more than three times.

Share the first prompt and proceed through the activity by asking for volunteers. Have fun trying to get from A to Z!

This activity will allow members to:

- Reflect on and assess their progress in achieving the SMART Goals they set for themselves near the beginning of the year.
- Reflect on and assess how they achieved each part of the Builders Club Service Leadership Model this year (Learn. Engage. Serve. Lead.).

Materials needed:

- The completed "My Tool for Setting and Achieving Goals" work plan and "Be a Service Leader!" and "Know Your Talents and Strengths!" activities (in this toolkit).
- "Assessing my personal achievements" at the end of this toolkit.
- A pen or pencil.
- Active reflection activity supplies (see descriptions in point 4 above).

For members:

You and your fellow members have spent the year learning — from getting to know who you are to working on soft and hard skills. You learned about your community and its needs. You planned and carried out service projects together. Now it's time to evaluate the impact of the Builders Club experiences on you and the impact of your service on the need it served.

Review "Be a Service Leader!," "Know Your Talents and Strengths!" and "My Tool for Setting and Achieving Goals" — three activities you likely completed in the toolkit at the beginning of the year.

Listen as you read the instructions for each assessment aloud for "Assessing my personal achievements" (on the next page).

Take time to reflect on and complete the "Assessing my personal achievements." It is about your SMART Goals and participation as a service leader this year.

ASSESSING MY PERSONAL ACHIEVEMENTS

My end-of-year SMART Goals assessment

Review the SMART Goals and criteria you created in “My Tool for Setting and Achieving Goals” work plan you completed at the beginning of the year. Complete your end-of-year assessment on whether you met your goals and the criteria you set for yourself.



AREA	MY GOAL	ACHIEVED?	Did I meet the five SMART criteria I set for myself? If not, which ones did I meet?
Health and wellness		<input type="checkbox"/> yes <input type="checkbox"/> no	
Home life		<input type="checkbox"/> yes <input type="checkbox"/> no	
Personal relationship		<input type="checkbox"/> yes <input type="checkbox"/> no	
Academics		<input type="checkbox"/> yes <input type="checkbox"/> no	
Other club/nonacademic		<input type="checkbox"/> yes <input type="checkbox"/> no	
Builders Club		<input type="checkbox"/> yes <input type="checkbox"/> no	

Remember: SMART = Specific, Measurable, Achievable, Relevant, Time-bound

My end-of-year service leadership assessment

Early this year, you learned the Builders Club Service Leadership Model
(Learn + Engage + Serve + Lead = Service Leadership).



Now take time to reflect on and document how you achieved each part of Service Leadership this year!

One thing I learned about myself: _____

One thing I learned about my community or world: _____

One way I engaged with others: _____

One way I served in my family or among friends: _____

One way I served in my community or world: _____

One way I was a leader in my personal or school life: _____

One way I was a leader in my club or community: _____

BEING AN EFFECTIVE OFFICER AND COMMITTEE CHAIR

All members can be leaders!

Interested in learning more about the officer and committee chair roles and what it takes to be an elected or appointed leader? Read on!

Roles of club officers

Congratulations on being elected as your club's president, vice president, secretary or treasurer! Each Builders Club is led by a student board of officers, and you're it! An effective team learns each member's talents and understands the responsibilities of each role. The main responsibilities of each officer position are described in this section.

As officers, you will work closely with your faculty advisor to plan for leading your club's activities. Additionally, one of your advisor's main responsibilities is to mentor you. This means:

- Empowering you to effectively and confidently complete your tasks.
- Supporting your learning and growth.
- Helping you develop the skills and mindset to mentor other members. Empowerment of youth for service and leadership is central to Builders Club, and it is important that the elected and appointed leaders of the club model these values by empowering and mentoring club members.

To get started and become comfortable with your roles, first read (1) this *Member and Officer Toolkit*, (2) the *Service Toolkit*, (3) *Parliamentary Procedures*, and (4) worksheets for your position (available at buildersclub.org/resources). Your advisor will also likely review these tools during training.

As officers, meet with your advisor to discuss:

- Each officer's role and goals they would like to achieve this year.
- The best way to communicate with each other.
- The time, day of the week and location of club meetings and officer meetings.
- A time, date and location for officer and committee chair training.
- How committee chairs will be selected and appointed.
- How you will guide the club through planning and executing service projects.

The president

PRESIDENT'S RESPONSIBILITIES:

- Serves the officers, committees and their chairs and members.
- Sets and monitors club goals.
- Runs club meetings. (See Meeting Toolkits at buildersclub.org/meeting-kits/.)
- With the advisor, delegates tasks to officers and committee chairs.
- Takes the lead in helping the club develop projects.
- Guides the club through completing high-impact service activities. (See the *Service Toolkit*.)
- Collaborates with officers and advisor to appoint committee chairs.

Tips for planning club meetings

One of your main jobs as president is to organize and run club meetings. Use the meeting planning tips below and the topic-specific Meeting Kits for club procedures and service planning; you will find these at buildersclub.org/meeting-kits/. When the majority of a club meeting will be spent in committee work, if time allows, open the meeting and cover any updates or important business before members break out into committees led by their chairs.

BEFORE THE MEETING

- Set an **agenda** — the list of items you wish to discuss at your meeting. Meet with your advisor and, if needed, other officers to review the agenda.
- If speakers or guests will attend, confirm meeting details with them beforehand.

AT THE MEETING

- The vice president will greet the speakers/guests and new members and make them feel welcome.
- 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.
- If service project planning is underway, update everyone on any progress and use the *Service Toolkit* to lead the next activity for your service project.
- Thank everyone for attending.

AFTER THE MEETING

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

The vice president

VICE PRESIDENT'S RESPONSIBILITIES

- Learns and helps with the duties of the president and fills in or takes over as necessary.
- Gets to know each member and helps enrich their club experience.
- 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, committees and their chairs and members (particularly the recruitment committee and chairperson).

As vice president, you will support your president and ensure their duties are carried out, support and get to know members and create strong committees for your club.

Here are a few tips to achieve your key responsibility to ensure that members are getting the most out of their club experience:

1. **Get to know each member.** Greet members by name and ask how they are. Follow up with each member about what they enjoy most in club activities.
2. **Pay attention to what activities reveal about members.** During club activities, like “Know Your Talents and Strengths” and “Discover Your Inner Leader” and committee work, members will share things about themselves, including their talents and interests, what they know and what they enjoy doing. Be mindful during discussions and club work to know members better.
3. **Find opportunities for members.** After you know members’ strengths and what they want to gain from membership, find ways to engage them to take on tasks that help club operations or service projects.
4. **Praise them.** When you notice a member is going above and beyond, let them know it!

Update your advisor and officers on each member’s progress and how they can enhance the experience for all.

The secretary

SECRETARY'S RESPONSIBILITIES

- Takes minutes and attendance at meetings.
- Maintains all important club records and files and ensures they are secure.
- Collects and stores reports from committee chairs.
- Organizes and monitors the club calendar.
- 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.

As secretary, you will help organize and keep records for your club. To start the year, create a member roster. Ask members for email addresses, birthdays and grade level. This information is useful to take attendance at meetings, communicate outside of meetings and celebrate members’ birthdays.

Another important responsibility of the secretary is to record minutes at each meeting. It requires an organized approach:

BEFORE THE MEETING:

Create a template for taking notes at the meetings. The template should have space for: The date, members at the meeting, special events, guest speakers, topics discussed and actions assigned or decisions made.

DURING THE MEETING:

Use your template to record what happens — items for members to follow up and topics discussed, decided or planned. Don't worry about minute-by-minute details.

AFTER THE MEETING:

Review your notes and add comments or details. You may be responsible for typing your notes for others to review. At the next meeting, you may be asked to provide a quick summary from this meeting.

Tips to keep you organized:

- Schedule regular time in your schedule to organize and update files and reports.
- Keep track of tasks, progress and other items by using checklists and calendars.
- Find a designated space for digital and hard copy materials. This could be a flash drive, online file-sharing program or physical space in the classroom/office where you store binders and files.

The treasurer

TREASURER'S RESPONSIBILITIES

- Prepares and monitors the club budget.
- Ensures funds are secure.
- 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.

As the treasurer, you will keep track of the club's budget, donations received and funds raised and spent (with the help of your advisor and treasurer worksheets, which you can find at buildersclub.org/resources). It is your job to keep track of expenditures (money spent by the club) and ensure that the club's funds are being spent appropriately. 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 gather input from the advisor, officers, chairs and members. If your club wants to have projects and activities that cost "X" amount, you need to commit to raising "Y" (more money than you plan to spend so you are prepared for any "surprise" expenses).
- **Plan and track.** Keep track of incoming and outgoing funds. Keep members up to date on how much has been spent and how much is left in the budget.
- **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 receipts and invoices in a safe place.

Club committees and chairs

Kiwanis recommends that Builders Clubs create different committees that allow members to serve to best match their interests and talents. A committee structure provides formal leadership opportunities for members, since the most effective way to run committees is to appoint a chair (or co-chairs for larger committees). Committees have separate responsibilities, increase accountability and provide a more productive structure to carry out the many tasks of club work throughout the year.

The club can create committees based on its work and on the scope of service activities, community partnerships and local issues being addressed. Examples include: Fundraising Committee, Recognition and Awards Committee, and Community Partnerships Committee. Kiwanis recommends all clubs should have at minimum the following three committees, with an appointed chair for each:

- Service Projects Committee.
- Marketing and Communications Committee.
- Recruitment Committee.

CHAIR RESPONSIBILITIES

- Runs committee meetings.
- Monitors committee's progress on 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.



“

Leadership is unlocking people's potential to become better.

– Bill Bradley, American senator and professional basketball player

”

KEY CLUB®



Are you getting ready to move on to high school or secondary school?

Yes? Then the next step in your Kiwanis family journey is Key Club! We invite you to continue in the Kiwanis family — become a member of Key Club!

WHAT IS KEY CLUB?

Key Club is the Kiwanis family's service organization for students typically ages 14-18 in secondary or high school. Members learn leadership skills while performing acts of service in their communities.

WE ARE GLOBAL.

There are thousands of clubs in more than 38 countries impacting the world for good through service and volunteerism. In partnership with their local Kiwanis clubs, high school/secondary school students are making a positive impact as they serve others in their schools and communities.

WE LEARN THROUGH ACTION.

As high school/secondary school club members, you can continue to:

- Make friends like you who care about teamwork, service and fun.
- Learn more about challenges in your community and the world.
- Perform high-impact service that makes a big difference.
- Develop deeper skills to grow as effective and influential service leaders.
- Hold elected office in your club.

A bonus: In Key Club, there are also opportunities to hold elected leadership positions at the district and international levels!

Learn more at keyclub.org.



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buildersclub.org

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