

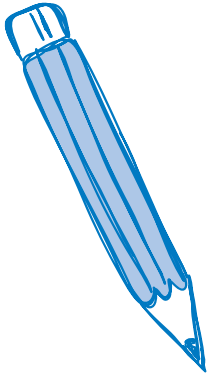


President

Congratulations on being elected president. You're going to be awesome!

As president, you will help motivate and inspire the club and officers. One of your main responsibilities is to organize your meetings. To get started at the beginning of the year, work with your advisor and officers to:

- Review the responsibilities for each officer role and discuss how officers will contribute during club meetings.
- Review the IDEA steps for high-impact service projects found in the Service Guide.
- Set goals for the club.
- Decide on a club meeting schedule for the year.



WHAT PRESIDENTS DO:

- Lead club meetings.
- Serve members, officers and committee chairs.
- Monitor club goals.
- Collaborate with officers and advisor to appoint committee chairs.
- Work with the advisor to delegate tasks to officers and committee chairs.
- Guide the club through completing high-impact service projects.

MAKING CLUB MEETINGS AWESOME

Club meetings are a place where everyone feels welcome. Here are things you can do to help everyone feel comfortable and get club business done!

- Get to know each other. Start each meeting with an icebreaker.
- Have an officer lead the members in saying the Builders Club pledge at each meeting.
- Use a meeting agenda to keep meetings organized and meaningful. You'll get more done! Use the agenda on the next page or download a digital version from the officer resources section of buildersclub.org.
- If your club has enough members, form committees. A Service Projects Committee, Marketing Committee, and Recruitment

Committee are most helpful. Also consider committees focused on fundraising, awards and events. Every member can serve on a committee, so each person has a role.

- Learn how to lead a voting session for times when members don't agree.

KEEP OFFICERS EXCITED AND INVOLVED

As a board, prepare for club meetings. Create an agenda using the form on the next page and assign officers tasks to do before and/or during the meeting.

Club Meeting Agenda

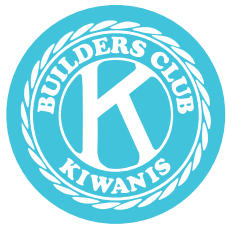
MEETING DATE: _____

AGENDA ITEM	PERSON LEADING ITEM	THINGS TO SHARE OR NOTES ABOUT ITEM
Call meeting to order.		
Secretary takes attendance with Meeting Sign-in Sheet.		
Welcome members and lead icebreaker or teambuilding activity.		
Lead the Builders Club pledge.		
Officers share updates and announcements. Chairs share progress of committee work.		
Do an activity: Introduce a guest speaker; do a member guide activity; or do service project planning or committee work.		
Close meeting.		



For more information, templates and resources,
visit buildersclub.org/resources.





Secretary

Congratulations on being elected club secretary. You're going to be incredible!

WHAT SECRETARIES DO:

- Take notes and attendance at meetings.
- Maintain all important club records and files and ensure they are secure.
- Organize and monitor the club calendar and service project timelines.
- Collect and store reports from committee chairs.
- Serve members, officers and committee chairs.
- Assist the club in completing high-impact service projects.



KEEP MEMBER INFORMATION

Work with your advisor to create a club roster (list) with the names of each member. Ask members for a phone number or email address to contact them. Collect fun information like birthday, favorite candy or favorite activity. Remember to add new members that join the club during the year or remove students that leave. Download a Member Roster form from the officer resources section of buildersclub.org.

KEEP MEETING AND CLUB RECORDS

Here's how to get prepared as a secretary and capture what happens at meetings:

- 1 BEFORE THE MEETING:** Copy the Meeting Attendance Sheet (on the next page) and print or download the Meeting Minutes form from the officer resources section of buildersclub.org. You can either keep hand-written notes or digital notes. Review your notes from the last meeting and the club calendar to see if you need to share reminders or updates during the upcoming meeting.
- 2 DURING THE MEETING:** Take attendance or make sure members sign in on the Attendance Sheet. Take notes (or "minutes") to keep track of what happens at each meeting. Share any updates with members and remind members to write important dates in the calendar at the back of their Member Guide.
- 3 AFTER THE MEETING:** Store the notes in a binder or folder in a cabinet in the meeting room or in a digital folder that the advisor and other officers can access.

Organization tip

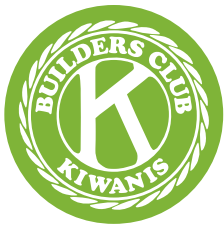
Checklists and calendars are a great way to stay on top of everything. Write meeting, event and service project dates on the Builders Club calendar poster.

Meeting Attendance Sheet



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Treasurer

Congratulations on being elected club treasurer. You're going to be terrific!

WHAT TREASURERS DO:

- Prepare and keep track of the club budget and any budgets for specific service projects.
- Report to the club or board of officers about the status of the club treasury (how much money the club has).
- Make sure if the club has cash/money that the funds are stored in a secure place.
- Serve members, officers and committee chairs.
- Assist the club in completing high-impact service projects.



PLAN AND TRACK THE CLUB'S MONEY

Your job is to help the club keep track of its budget. Your budget will determine how much money is needed for club activities. Use the Builders Club Budget form (found in the officer resources section of buildersclub.org) to keep track of the club's money. You can track income (money from fundraising and donations) and add expenses for all service projects in the club budget.

CREATE A BUDGET FOR EACH CLUB PROJECT

You will also use the Service Project Budget form (on the next page or from the officer resources section of buildersclub.org). You can use this form to help your club keep track of expenses for each project. After members decide on a project, list all the items needed to do the project and attach a dollar amount to each item or activity. You might need to do some research to figure out the costs of supplies your club needs. Here's an example:

Teacher appreciation lunch project budget

ITEM	QUANTITY NEEDED	COST PER ITEM (If donated, write \$0)	TOTAL COST
Sandwiches	50	\$3	\$150
Drinks	50	\$1	\$50
Cookies	50	\$0.75	\$37.50
Paper plates	1 pkg of 100	\$3	\$3
Napkins	1 pkg of 100	\$3	\$3
TOTAL			\$243.50

According to this example, the club will need to earn \$243.50 to pay for items needed to host a teacher appreciation lunch. If you help club members plan every event like this, everyone will know how much money needs to be raised for each project you want to do.

COMPARE A PROJECT BUDGET TO THE CLUB FINANCIAL RECORD

When you compare the cost of a project to the current balance on the club’s financial record, you’ll see if the club has enough money to do the project. If the club only has \$150, but the project will cost \$243.50, the club will need to plan a fundraising event to earn an extra \$93.50.

KEEP RECORDS SAFE — AND UP TO DATE

The club must have records to show what they’ve earned and spent. Keep the club budget and project budgets in a binder that stays in the club meeting room or type information and save it to a computer where the advisor and other officers have access. Always keep your records up to date.

Service Project Budget

PROJECT NAME: _____

ITEM	QUANTITY NEEDED	COST PER ITEM <i>(If donated, write \$0)</i>	TOTAL COST



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Vice president

Congratulations on being elected club vice president. You're going to be amazing!

As vice president, you help support your president and make sure his or her duties are carried out. Organizing committees, projects and service projects may be a big part of what you help do.

WHAT VICE PRESIDENTS DO:

- Learn and help with the duties of the president and fill in or take over, as needed.
- Get to know each member and help make their club experience positive.
- Recruit and welcome new members.
- Welcome guests.
- Announce important club updates.
- Assist the club in completing high-impact service projects.
- Serve the president, members, other officers, and committee chairs.

HIGH-IMPACT SERVICE PROJECTS

Meet needs within the community or school. Interview community members and teachers to learn what's needed before planning a project. Do community asset and need mapping" activity in the Builders Club Service Guide.

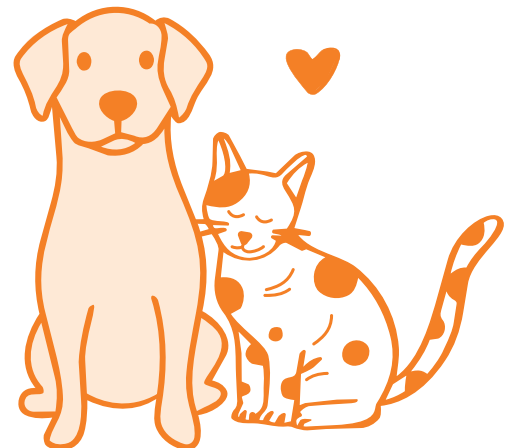
What it looks like: Your club learned that the city lowered budget support for an animal shelter so you contact it to see what your club can do to help.

Educate members. Members do research about the need they've discovered, the group the club will be working with and why it's important for the club to help. If members see the value of their service, they'll be excited about helping.

What it looks like: You invite someone from the animal shelter to speak at your club meeting or you show a video about the topic.

Respond to the need. Decide what your club wants to do to help and take action. Keep your members excited about participating by reminding them of the difference they're making.

What it looks like: The club decides to organize a service project to collect food and toys for animals at the shelter. Thanks to your club, dogs and cats are happier, shelter staff are thankful and members know their work has made a difference.





Evaluate. Ask your club, “Was the service project successful? What worked or didn’t work? Does the club want to do it again?” Evaluation gives direction for improvement, growth and change. Do the “Assess service project impact” activity in the Builders Club Service Guide.

What it looks like: At your next meeting, take time to ask questions and let people share their experiences. Your advisor shares that the shelter has asked for your service again. The club votes to make this a project they’ll do every year.

Reflect and celebrate your success. Reflecting on your club’s success allows members to understand and appreciate why their service was important.

What it looks like: Create a scrapbook or memory box to collect members’ thoughts and feelings. Or buy a pad of sticky notes and write notes of praise to each other for a job well done.

Leadership tip

If your actions inspire others to dream more, learn more, do more and become more, you are a leader.
John Quincy Adams

HELP MEMBERS BELONG

As vice president, you are responsible for welcoming new members and helping members feel like they belong in Builders Club. Try these tips!

- 1 WELCOME NEW MEMBERS** and then find ways for them to contribute to the club and be included.
- 2 LEAD FUN ICEBREAKERS AND TEAM BUILDERS** at the beginning of meetings, when possible. This will help members get to know each other and feel connected. Find these activities in the officer resources section of buildersclub.org.
- 3 BE A TEAMWORK ROLE MODEL.** Members will notice when you show kindness, are a good listener, include others, and are reliable. And expect others to be good teammates and to do the same!



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