

Builders Club

Service Bulletin - Committee Structure and Function

The Standard Form for Club Bylaws states that the Builders Club should establish the necessary administrative and service committees to fulfill its local needs. A committee consists of a group of people who gather together to accomplish a task or goal.

The club is required to establish three standing committees (or committees that remain consistent each year). The club also may assign special committees to address specific tasks. The club's three required committees include:

- * Kiwanis-Family Builders Club Relations Committee
- * Service Project Committee
- * Public Relations Committee

To keep club membership involved and informed, all club members should serve on a committee, if possible. Remember, every club member has a strength or talent to contribute to the club. The key to success is to determine each member's strengths, and ask each member to serve on the committee that best utilizes those strengths. If a club member enjoys creative writing, for example, ask that individual to serve on the Public Relations Committee. Or, if a member understands the workings of the Kiwanis family, ask this individual to serve on the Kiwanis Family-Builders Club Relations Committee.

To assist the club with establishing the required committees, a description of each standing committee and examples of possible special committees are listed in this bulletin.

Standing Club Committees

Kiwanis Family-Builders Club Relations Committee

The Kiwanis Family-Builders Club Relations Committee works with the Service Project Committee and Public Relations Committee to coordinate inter-club activities with Kiwanis, Circle K, Key Club, K-Kids, and Aktion Clubs in the area. Clubs involved in inter-clubbing (visiting other club meetings) learn about activities conducted by neighboring clubs. The committee should assist the Public Relations Committee in preparing and submitting monthly reports about the Builders Club's activities to each of the Kiwanis family clubs in the area. (Writing articles for the club's newsletter and including Kiwanis family area clubs on the newsletter's mailing list is one way to accomplish this task.) The committee should educate the Builders Club concerning the following: focus of Aktion Club and K-Kids Club service projects, Key Club's Major Emphasis Program, Circle K's service initiative, and Kiwanis International's

Young Children: Priority One program. The Kiwanis Family- Builders Club Relations Committee should suggest and assist in planning service projects that benefit the Builders Club's home school, and/or social activities in which other Kiwanis Family organizations can participate.

The Service Project Committee

This committee is responsible for researching the needs within the school and community and developing ideas for service projects to meet those needs. The Service Project Committee should conduct a project survey to determine what major issues need to be addressed first. The Builders Club Department at the Kiwanis International Office has developed a Project Survey Interview Guide to lead Builders Club members through the process of interviewing leaders within the school and community. (See Bulletin – Project Survey and Interview Guide.)

The Public Relations Committee

This committee is responsible for developing communications to promote the objects, goals, programs, and achievements of the Builders Club to the school and community. Communication ideas the committee might want to incorporate include: producing a club newsletter and club brochure; developing a club Web site; writing news releases to send to the local newspaper highlighting the club's service projects; and designing and maintaining a bulletin board at the school's front entrance displaying photographs of the Builders Club in action. (See Builders Club Bulletin– Writing News Releases, and Developing a Web site.)

Suggestions for other committees might include:

Newsletter Subcommittee – This committee, which works closely with the Public Relations Committee, is responsible for developing a club newsletter, establishing a production schedule, and utilizing club members as writers. (See Builders Club Bulletin– Producing a Newsletter.)

Program Development Committee – This committee develops educational programs of benefit to the school and students, such as drug awareness programs, fire prevention programs, first aid training, etc.

Recognition Committee – This committee creates special recognition awards/programs to honor individuals who demonstrate outstanding service to the community and school. Students, teachers, administrators, and club sponsors all could be honored with an award or recognized on a special day. (Visit the Builders Club Web site at www.buildersclub.org for recognition ideas.)

Social Committee – This committee plans social events where club members gather for fun and fellowship. Stage a dance, attend a sporting event, or organize a K-family Olympic event where sponsoring Kiwanis club members compete against Builders Club members at checkers and crazy eights. The possibilities are limitless!