

**BUILDERS CLUB  
OFFICER GUIDE**



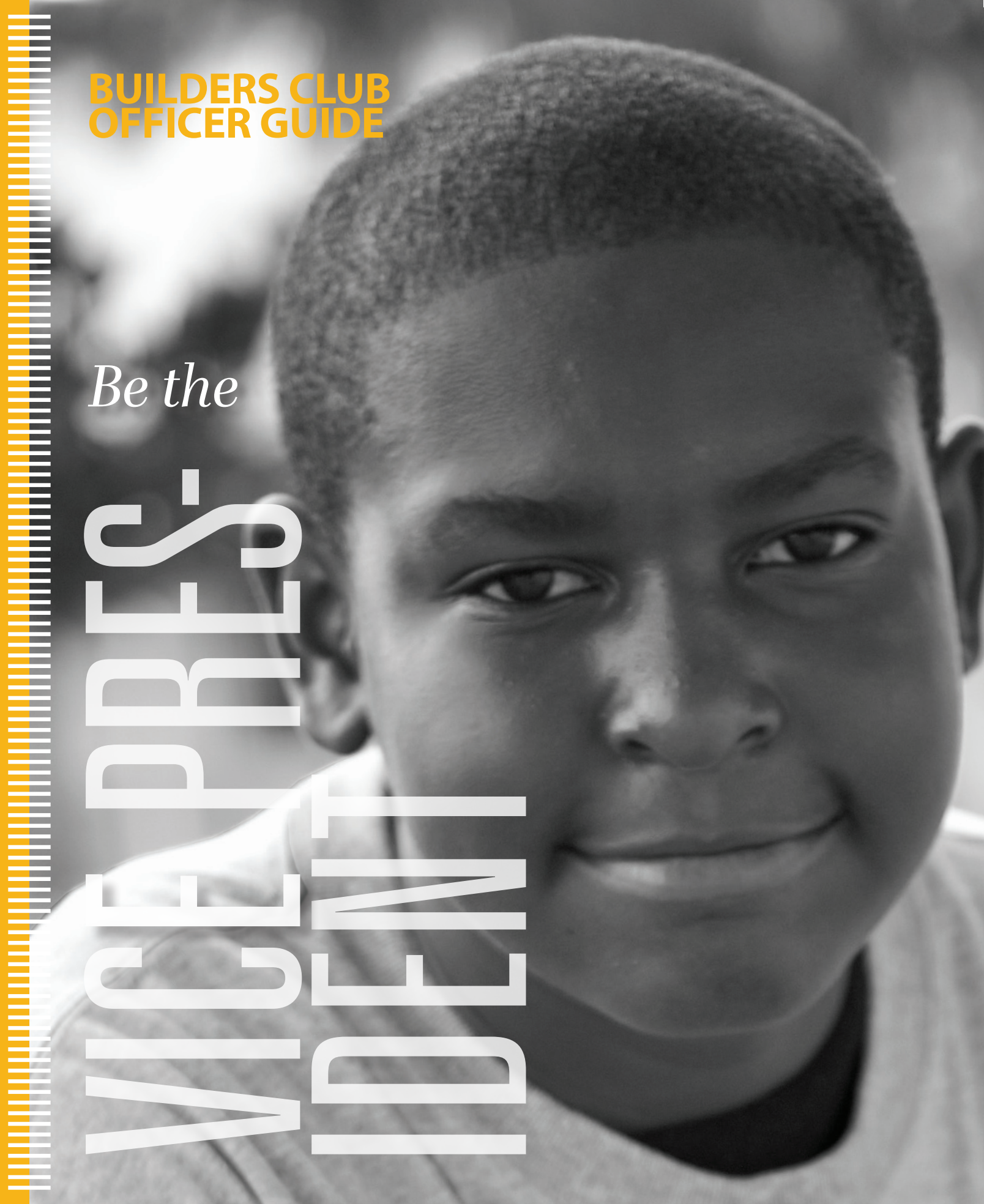
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*Be the*  
**VICTORY PRES-  
IDENT**



## 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](http://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:

These worksheets are part of the IDEA toolkit for high-impact service. Find the toolkit online at [buildersclub.org/IDEA](http://buildersclub.org/IDEA).

**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: \_\_\_\_\_

Only surround yourself with people who will lift you higher.

OPRAH WINFREY