

BUILDERS CLUB

Position Roles & Responsibilities

Office of President/Vice President

- The president/vice president is elected to this office as a matter of trust by fellow members. The first and major responsibility is to live up to that trust.

Duties of the President/Vice President

1. Study and be familiar with parliamentary procedure in order to conduct meetings properly.
2. Take the lead in helping the club develop projects to carry out during the year.
3. Appoint committee chairpersons and committee members as soon as school starts. Make sure every club member is on a committee.
4. Plan regular club meetings and board of directors meetings. See that an agenda is prepared and followed for each meeting.
5. Make certain a budget of income and expenses is developed and followed.
6. Maintain a file of records to pass on to the next president.
7. See that committees remain active, conduct regular meetings, and submit reports.
8. Work closely with your faculty advisor in all aspects of club operation.
9. Make sure Kiwanis members are invited to your club meetings and projects.

Offices of Secretary and Treasurer

- The Builders Club secretary and treasurer also have important responsibilities to the club. They have been elected because fellow club members trust them to do a good job.

Duties of the Secretary

1. Handle general correspondence, including thank-you letters when needed.
2. Collect reports from the committee chairpersons.
3. Attend club meetings and keep records.
 - The following information should be in the record of each meeting:
 - Number of members present
 - Guests
 - Presiding officer
 - Speaker or program and subject
 - Dues collected and from whom
 - Committee reports
 - Announcements
4. Attend board meetings and take minutes.
5. Maintain club files, which should include:
 - Copies of club meeting records and board meeting minutes
 - Club bylaws
 - Club's charter and charter membership list
 - Roster of club members
 - Copies of any correspondence
 - Club's scrapbook
 - Supplies catalog

Offices of Secretary and Treasurer

- The Builders Club secretary and treasurer also have important responsibilities to the club. They have been elected because fellow club members trust them to do a good job.

Duties of the Treasurer

1. Collect club dues and see that they are deposited in the appropriate account.
2. Maintain financial records of all funds received and spent, including receipts.
3. Prepare the club budget for the year.
4. Keep records of each member's fee payments.
5. Report to the board at each meeting on the status of the club treasury.

Chairperson

- Student(s) who will represent their grade level to gather input and suggestions on Builder Club activities.