



Builders Club Officer Application

Name _____

Current Grade _____

Check the office(s) you wish to run for:

- ☐ President (*President must be going into 8th grade*)
- ☐ Vice-President
- ☐ Secretary
- ☐ Treasurer

Write an essay stating why you wish to obtain the position(s) you are applying for and why you would be the best candidate for that position. Be specific and provide details to argue your case as to why you would be the best applicant for the position. Include volunteer activities you participated in, what you liked about them, and what you gained from the experience.

Email your essay to Mrs. Oddy at toddy@lew-port.com by June 1, 2020.

Thank you for your interest in applying for a Builders Club Officer.

Email application to Mrs. Oddy at toddy@lew-port.com by
Monday, June 1

Duties of Lewiston-Porter Builders Club Officers

Office of President and Vice-President

The president must take an active part and concern in every member and function of the club.

The following list of duties is the responsibility of the president. The vice-president should assist the president in carrying out these responsibilities.

- Take the lead in helping the club develop projects to carry out during the school year.
- Work closely with the faculty advisor in all aspects of club operation.
- Represent the Builders Club at Kiwanis functions (ie. Installation Dinner, End of the Year Presentation, New Club Meetings, etc.) and at any other functions we are invited to attend.
- Attend monthly club meetings.
- Attend volunteer opportunities and be a role model for other members.
- Encourage members to volunteer throughout the year.

Office of Secretary

The Builders Club Secretary is responsible for the following duties.

- Handle general correspondence, including thank-you letters when needed.
- Write articles for the School Newspaper, Sentinel, Link, or other local publications.
- Assist with the Lew-Port Builders Club web-site.
- Assist with the Lew-Port Builders Club scrapbook.
- Attend club meetings and keep records.
- Attend volunteer opportunities and be a role model for other members.
- Encourage members to volunteer throughout the year.

Office of Treasurer

The Builders Club Treasurer is responsible for the following duties.

- Maintain financial records of all funds received and spent.
- Sign forms for all money received and spent.
- Count money collected from various events and prepare deposit slips.
- Assist with fundraising efforts (UNICEF, donations, etc).
- Attend club meetings and provide a report on the status of the club treasury.
- Attend volunteer opportunities and be a role model for other members.
- Encourage members to volunteer throughout the year.

Though each club officer is unique, there are some general guidelines that each should follow.

Be diplomatic. More can be accomplished by personal good manners than simply the use of the power your office provides. Try to be firm but do not hurt anyone. If it is necessary to speak to a member about a problem, do it personally, privately, and kindly.

Use good judgment. Fully investigate programs or projects before consideration. Always seek the advice of your advisors. Their function is one of consultation, and their advice is based on past experience.

Always encourage. Compliment club members on the work they do. Single out individuals for special merit when a job is done well. When recommending activity to an individual, do it as a means of assistance rather than an order.

Show appreciation. Thank everyone for any assistance given your club and do so promptly. Appreciation can be shown verbally or in a written thank you note. Everyone likes to know that his or her efforts are worthwhile.

Show respect. Work as a team. Be kind to one another and show respect for each other.

Never fail to tell the Builders Club story. Inform the school and community of the merits, activities, and programs of the club. Submit articles to the advisor for submission into the school newspaper, the *Sentinel*, and/or the *Niagara Gazette*.

Show pride. Encourage your members to wear the Builders Club t-shirts to all outside club activities and volunteer experiences. It produces club spirit and helps to make the club known in the community.

Be prompt. Arrive to all Builders Club activities on time. Also notify the advisor if you cannot attend an activity that you committed too. The other members look to you as role models and will follow your lead.

Cooperate with other organizations in the school. Avoid undertaking activities that another club is already working on. However, working in cooperation with other groups on a common activity is a great way to share resources and expand outcomes.