



BUILDERS CLUB OFFICER APPLICATION



Name _____

As an elected officer of Builder's Club you will constitute a board of trustees and consequently have joint duties to perform in addition to your individual official duties. You are responsible for the administration of the affairs of the club. You must determine the policies and activities of the club, work with prospective members, and continue to develop a strong club. You are charged with the control of all its bills and its money. In brief, all the general management of your club rests upon you. You are to be present at all the regular and specially called meetings of your board and to take an active part in all the deliberations. Express your opinions concerning all club affairs by considering the club first, centering always around a single desire for the best welfare of your Builders Club.

I wish to run for the office of...

PRESIDENT

One of the roles of the president shall be to lead club meetings. The need for careful preparation for the meetings themselves indicates only one of your many tasks. You must give serious thought to the selection of your committees, seeking counsel from others and consulting with your fellow officers and Kiwanis sponsor. You must keep in constant touch with your committees and advise them in their work. You must be ready to suggest to the board of directors such plans as you may think would benefit the club, and you must remain unruffled should your suggestions be rejected. Always remember you are the president of a democracy and in no way an autocrat. You should not usurp the authority of your fellow officers or of your committees. Under your leadership you will keep one goal at the center of all your plans and endeavors, namely, to make the Builders Club more vital to its members and more serviceable to the community.

VICE-PRESIDENT (elected by running for President, 2nd place votes)

As next in office to the president, you become his/her understudy. You may be asked at any time to step in his/her absence or incapacity.

SECRETARY

The job of secretary is one of the most difficult of duties. It is your duty to keep a careful and accurate record of the activities of the club and preserve the records for further reference. You must keep a careful record of membership, attendance, member fees, and minutes of all meetings of the club. In your hands is placed the success of this group.

TREASURER

As Treasurer, your duties will be to oversee the funds of your club, to keep proper records, and to distribute them upon proper orders. You must make a report of the finances at such times as the president and officers may require. A sound financial foundation is necessary to the healthy life of every organization.

See reverse side for essay

PLEASE RETURN APPLICATION TO MR. BELL AT LEAST 1 DAY BEFORE THE ELECTION!

Please explain why you wish to be a Builder's Club officer...

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