

Resources for Torch Club Members

Torch Club Officers' Roles and Responsibilities

Responsibilities of all Torch Club officers:

- Attend all meetings and be an active participant in Torch Club events.
- Lead Torch Club meetings.
- Give an officer report at each meeting.
- Report on the successes and disappointments (“highs” and “sighs”) of Torch Club events.
- Attend all Torch Club officer meetings (usually 30 minutes) each week.
- Follow the Torch Club policies, procedures and rules created by each Torch Club.
- Respect others when they are talking.
- Be open to suggestions from others.
- Be organized and responsible.
- Be patient and work well with others.
- Take responsibility for your area to make sure everything runs smoothly.
- Take the lead role on one specific Torch Club project to be decided with the advisor at the first Torch Club officer meeting.
- Take notes at each meeting. Have the secretary combine all the notes into one page each week.

Responsibilities for President:

- Lead at all meetings and conduct them in an orderly manner.
- Develop ideas for making the Torch Club better.
- Act as the official representative to the BGCA National Torch Club by signing off on all entries (e.g., awards, projects, etc.).
- Create an agenda for each meeting.
- Follow up on the work of officers and project committee chairpersons.
- Communicate regularly with the other officers and the Torch Club advisor.
- Set up separate Torch Club officer meetings to discuss events, money, community service projects, hosting a Torch Club Summit, etc.

Responsibilities for Vice President:

- Plan and run an icebreaker at the start of every meeting. Work with an advisor as a resource.
- Lead at meetings when the president is absent.
- Assist the president whenever you are called on.
- Work with the secretary to keep a binder of all Torch Club events. The binder should include notes about things to improve in the future.
- Work with the secretary to keep a binder of promotions, election speeches, alumni, etc.
- Be responsible for the physical set up of all meetings.
- Act as an alternate president for the BGCA National Torch Club Program.

Responsibilities for Secretary:

- Keep minutes of all meetings neatly printed or typed in a loose-leaf notebook.
- Keep an up-to-date roster and record of attendance.
- Work with the vice president to keep a binder of all Torch Club events with notes about things to improve in the future.
- Work with the vice president to keep a binder of promotions, election speeches, alumni, etc.
- Update the president on service hours performed by Torch Club members.
- Respond to letters and other correspondence.

Responsibilities for Treasurer:

- Place Torch Club money in a separate account with the help of the club administrator.
- Keep a written record of all the money received and used by the Torch Club.
- Meet with the club administrator before each meeting to make sure Torch Club records match what the club actually has in the Torch Club account.
- Report how much money the Torch Club has in the bank at each meeting with details about profits, losses and expenses incurred by the Torch Club.
- After the president and advisor have approved them, pay all authorized bills incurred by the Torch Club.

Sample Torch Club Meeting Agenda

Start Time: 5:00 p.m.

Date: September 5

Place: Meeting room

Agenda

1. **Introductions/icebreaker** (5 minutes)
2. **What it means to be a Torch Club member** (15 minutes)
 - Positive role of Torch Club in the community
 - Responsibilities of members
 - Brainstorming fun things we can do in the Club or community
3. **Making Torch Club our own** (15 minutes)
 - Naming our Torch Club
 - Deciding on a day and time to meet
 - Decorating the Torch Club space
4. **Torch Club Members' Character Pledge** (1 minute)
5. **Reflection** (4 minutes)
 - What happened in the first meeting?
 - How did it feel? Was it what you expected?
 - What would you like to do differently in the future?
6. **Adjournment** (5 minutes)

Torch Club Members' Character Pledge

- I will lead by example and be a positive role model for others.
- I will be responsible for what I say and do to others.
- I will display good sportsmanship and play by the rules.
- I will respect the Club, youth development professionals and fellow members.
- I will strive to do my very best at all times.

Responsibility Pledge For Parents, Caregivers and Guardians

- I will lead by example and be a positive role model for my children and other youth.
- I will be responsible for what I say and do to my children and others.
- I will treat my children and others with kindness, honesty and respect.
- I will respect the Club, youth development professionals and members.
- I will teach my children to be sensitive and tolerant of others.

Sample Press Release/Announcement

FOR IMMEDIATE RELEASE

CONTACT:

Name of Torch Club:

_____ – Boys & Girls Club of _____'s
Torch Club has just completed their National Project. Torch Clubs are small group leadership clubs within the larger Boys & Girls Club made up of youth between the ages 10-13. They participate in service and leadership activities and projects throughout the year. One of the projects that Torch Club will complete each year is their National Project. The Torch Club National Project is a project that Boys & Girls Club members from around the country vote on each summer and execute each school year. This year the National Project is _____. The idea behind the project is

_____.

The _____ decided to do their project on _____.

_____.

It was a true community effort to make this project happen. The Torch Club would like to thank all the volunteers who came out to help make this a success. We would also like to thank Old Navy for their partnership in support of Torch Club. _____.

The Torch Club members said that they are already looking forward to next year. They will be getting their ideas ready so that they can continue improving their community. It is always inspiring when you see young people leading in their own community. We can all look to them as an example and feel some comfort knowing that they will be the leaders of tomorrow.

For more information on the Torch Club program, or if you would like to learn how to become a member at the Boys & Girls Club, visit _____.

Sample Social Media Posts

Use the following suggested messages on social media:

- _____ is inviting everyone out for _____!
If you are interested, please RSVP to _____ by _____.
We look forward to seeing you there! #GreatFutures #TorchClub
- Today, we are celebrating the great work _____ did at _____!
Join us in congratulating them _____ in our community.
#GreatFutures

Torch Bearer Award Nomination Form

Note: Nominees must have demonstrated exemplary leadership in a Torch Club for a **minimum of two years** in order to qualify. A complete application will include an entry form. The Torch Club must meet all other stated requirements prior to nominating an advisor for the Torch Bearer Award. Torch Club officers and the Club's CEO must complete the nomination form below. Signatures of the Torch Club president and the Club's CEO are required.

Nominee Name

Torch Club Name

Boys & Girls Club Name

Mailing Address

City, State, ZIP

CEO Phone Number and Email Address

1. How long has this nominee been a Torch Club advisor? What leadership traits does he/she possess?
2. What activities has your advisor implemented to help members of your Torch Club develop and practice good character traits as individuals and as a group?
3. Describe a time when your Torch Club advisor demonstrated outstanding leadership to implement a community service project. How did the advisor ensure every member had a voice and an opportunity to demonstrate their leadership?
4. How does your advisor ensure each member participates in the Torch Club National Project and the Torch Club Awards? List two Torch Club National Projects and two Torch Club Award entries your Torch Club has submitted in the past two years.
5. If you could compare your advisor to one famous person, who would you compare him/her to, and why? Be specific.
6. In fewer than 50 words, explain why your Torch Club advisor should receive the Torch Bearer Award?

Name of Torch Club President

Name of Chief Executive Officer

Signature of Torch Club President

Signature of Chief Executive Officer

Email completed forms to TorchClub@BGCA.org by the deadline.