



Duties of a class director

The following are duties for the class director position. Each club can add additional responsibilities based on what the club and community needs. The class director is elected at the beginning of the school year to allow the freshman class to elect a director. Each class votes only for their own director (i.e., the sophomore class votes for the sophomore director). The class director is entrusted with the happenings of Key Club members in their class.

The duties of a class director are as follows:

Weekly duties

- Attend all Key Club meetings, both general all-membership meetings and club board meetings.
- Gather suggestions and feedback from class members.
- Make sure students in your grade have a voice in what goes on with your Key Club.
- Represent your class with their interests in mind.
- Embody the core values of Key Club International: leadership, caring, inclusiveness and character building.

Monthly duties

- Attend all Key Club board meetings.
- Share feedback with the club board on behalf of your class.
- Support decisions of the club board and represent your class at board meetings.

Yearly duties

- Recruit new Key Club members from your class by publicizing Key Club and bringing potential new members to meetings.
- Train the new class director at the end of your term, if possible. Share your best practices with them and tell them about the mistakes you've learned from during the year.

Optional tasks

- Work with and assist the club secretary to record meeting attendance and service hours.
- Ensure that members of your class are attending the club's service projects.

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