

Duties of a Club Class Director



The following are duties for the class director position. Each club can add additional responsibilities based on club and community specific needs, there are many ways further define this role. 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 the Key Club members in their class.

Weekly duties

- Attend all Key Club meetings, both general and executive board
- Gather suggestions for club development from class members
- Make sure your class knows they have a voice in what goes on with your Key Club
- Represent your class with their interests in mind, while embodying the core values of Key Club International: leadership, caring, inclusiveness, and character-building

Monthly duties

- Attend all board meetings of the Key Club
- Provide input to the board on behalf of your class
- Support decisions of the 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 expanded roles of the class director

- 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