

# KEY SOLUTIONS

## KEY CLUB MEMBERSHIP RESOURCES

### Duties of the Class Director

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 duties of a class director are as follows:

#### WEEKLY DUTIES

- Attend all Key Club meetings
- Make sure that your class has a good role model at each meeting
- Gather suggestions from class members
- Make sure your class knows they have a say in what goes on with your Key Club
- Represent class with good fashion
- Always be on your best behavior when attending meetings and projects

#### MONTHLY DUTIES

- Attend all board meetings of the Key Club
- Give suggestions about how to make your club better; relay suggestions from members to the board
- Provide input to the board
- Support decisions of the board and represent your class at board meetings

#### YEARLY DUTIES

- Recruit new Key Club members from class
- Publicize Key Club to your classmates; work to bring new students to meetings
- Train new class director at the end of your term
- Let them know what else can be done to better your role; keep them informed about your class' members

The office of Class Director is fairly new to Key Club. There are plenty of ways to better define this role. Remember, as a Class Director, you are entrusted with the happenings of the Key Club members in your class.

a Kiwanis-family member

[keyclub.org](http://keyclub.org)

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