Basic duties of the class director

The following are basic duties for the class director position. Each club should add additional responsibilities based on 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 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 values and their interests in mind.
- 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.