

## *Service Director*

The Service Director oversees the clubs projects. As well this position is responsible for transmitting information between the club and all other levels of the association. This position is the go to for the project chairs and is responsible for assisting them guidance and direction. This position would benefit from having the role filled by an individual who is familiar with all major club projects, perhaps even having been a chair of one or more of those projects.

A person wishing to hold the position of Service Director should have or wish to further develop a skill set which includes: organizational skills, ability to delegate, basic accounting skills, and an ability to public speak and field questions.

The Service Director typically has the following responsibilities unless the Club House Rules specifically states otherwise which include but are not limited to:

- Reviews current projects for relevance
- Assist Committee Chairs with project proposal including budget and other financial impact
- Liaise with Zone and District Service Directors
- Promote National initiatives such as National Day of KINDness, Canadian Blood Service and Cystic Fibrosis Canada.
- Promote Kin Canada Bursaries within the local community
- Ensure club reports service hours and dollars to District and National

Additional information on having a successful year as Club Service Director along with the complete list of duties, can be found in the **Successful Club Manual** located in the Resource Library @ [www.kincanada.ca](http://www.kincanada.ca)