

Elkins Excel Officer Contract

The purpose of this organization shall be to promote the ideals of honesty, service, and leadership among the high school students at Elkins High School. Officers and representatives are expected to not only meet these standards but exceed them to lead by example. **Initial:** _____

Any student who wishes to serve as an officer or representative must maintain UIL eligibility per FBISD and state standards throughout the entire school year. Commendable attitude, worthy character, good mentality, and creditable achievements will be considered. **Initial:** _____

Officers are encouraged to prioritize mental health and academics. If duties become overwhelming, officers should communicate early to adjust responsibilities—not disappear or stop responding. **Initial:** _____

Officer Attendance Standards

Officers are expected to attend **ALL Mandatory Monthly Meetings and events** that are scheduled for the school year. Tardiness or failure to attend without prior notice and valid reason may result in removal from the officer role. Officers must arrive early to assist with setup and stay after for cleanup and the **mandatory post-meeting/event debrief (30 min)**. **Initial:** _____

If an officer cannot attend an event or meeting, they are responsible for notifying the President/VP ahead of time and finding a suitable officer to cover their role (if applicable). Repeated no-shows without coverage may lead to removal. **Initial:** _____

Ethics and Conduct

Elkins Excel Officers will conduct themselves with integrity, respect, and professionalism always both in and out of school. Behavior unbecoming of a leadership role, including disrespectful conduct, dishonesty, or repeated failure to fulfill officer responsibilities, will lead to dismissal. **Initial:** _____

Confidentiality of Officer Discussions & Meetings

All officer debriefs, planning sessions, and any discussions not meant for general membership are considered **confidential**. Officers are expected to maintain discretion and respect the privacy of internal matters. Breaches of confidentiality will result in removal from the officer position. **Initial:** _____

Meeting and Event Responsibilities

Officers and reps are expected to be fully prepared and proactive during all Excel Club functions, including:

- Assisting with seating, monitoring, and guiding members
- Addressing behavior issues assertively and respectfully
- Communicating clearly and timely with other officers and sponsors
- Taking and submitting event photos and documentation
- Supporting setup, supervision, cleanup, and direct member interaction
- Introducing themselves and offering help guest speakers

These expectations are further detailed in the official "Elected Role Duties" documentation, which officers agree to uphold. **Initial:** _____

Leadership Expectations

All expectations that apply to general members also apply to officers: **without exception.**

Officers are held to a higher standard and must always model the values and responsibilities of the club. If we expect members to be accountable, respectful, and involved, then officers must do so 100% of the time. **Initial:** _____

General Requirements

Officers will also:

- Submit Behavior and Grade Check forms every grading period
- 5 Service Hours every grading period
- Maintain UIL eligibility
- Provide a recommendation letter (if not previously submitted for member application)
- Remain active and responsive on BAND within 72 hours of communication

Initial: _____

Timely Communication & Accountability

Officers are expected to respond to all messages from sponsors, fellow officers, or members within 24 hours. They must ensure tasks are completed on time, either by executing them personally or by delegating effectively and following up. "I forgot" or blame on another officer is not an acceptable excuse. **Initial:** _____

Problem Solving and Conflict Management & Confidential Reporting

Officers should approach problems or conflicts calmly and respectfully. If they cannot resolve the issue, they must document the incident and bring it to the attention of Sponsor and/or President and/or Vice President. **Initial:** _____

If an officer becomes aware of serious misconduct, bullying, or unethical behavior by another member or officer, they are expected to report it confidentially to the sponsors.

Initial: _____

Event Preparedness

Officers should review logistics and expectations at least 48 hours before every event. This includes understanding your role, arrival time, attire, and materials needed. **Initial:** _____

Social Media Responsibility

Officers may be asked to support the club's presence online. This includes taking high-quality photos/videos and submitting them in a timely manner with accurate event details, Commenting, Reposting, Liking Instagram and TikTok Posts. **Initial:** _____

Work orders and committee planning details must be submitted to Ms. Naas and Officer each officer meeting. Meeting PowerPoint / Canva must be edit ready 24 hours in advance. Work orders must be sent 5-7 days in advance. Birthday posts must be done on the first day each month and posted. **Initial:** _____

Collaboration and Teamwork

Officers must work cooperatively with others, resolve conflicts maturely, and prioritize team success over personal recognition. **Initial:** _____

Training & Mentorship

Veteran officers are responsible for helping new officers learn their roles and supporting new members' involvement and understanding of the club's expectations. **Initial:** _____

Time Management & Prioritization

Officers must model time management, balancing academics, clubs, and personal life. They should avoid overcommitting and only take on responsibilities they can follow through with. **Initial:** _____

Officer Resignation Process

If an officer chooses to step down, a formal written notice must be submitted to the sponsors at least two weeks in advance, including a reason and a plan for transitioning duties if possible. **Initial:** _____

Academic & Personal Wellness Clause

Officers are encouraged to prioritize mental health and academics. If duties become overwhelming, officers should communicate early to adjust responsibilities—not disappear or stop responding. **Initial:** _____

Reputation

Officers represent Elkins Excel and must avoid actions on campus and / or online that could damage the club's reputation. This includes but is not limited to: inappropriate posts, disrespecting teachers/staff, or gossiping about club matters. **Initial:** _____

As an Elkins Excel Officer, I have read this Officer Contract and commit to upholding the highest standards of leadership, service, and responsibility. I understand that failure to meet any of the expectations above will result in removal from my elected position. Initial: _____

Signature of **Elkins Excel Officer**
Date

Signature of Elkins Excel Officer **PARENT / GUARDIAN**
Date

Signature of **Elkins Excel Outgoing President**
Date

Signature of **Elkins Excel President**
Date

Signature of **Elkins Excel Outgoing Vice President**
Date

Signature of **Elkins Excel Vice President**
Date

Signature of **Elkins Excel Sponsor**
Date