**(Organization Name) Officer Expectations 20xx-20xx**

*Congratulations on becoming part of the 20xx-20xx* *(organization name) officer team. We are excited to have you on board and look forward to what you have to bring to the organization. You are a role model within* *(organization name). As a role model, you “walk the walk” and “talk the talk.” Before we can ask the members of this organization to whole- heartedly participate and to pursue their goals in specific fashion, we must do the same.*

1. **Academics**
   1. Academics are always first. You are here, first and foremost, as a student. Therefore, you are expected to attend classes regularly. Role modelling academic success is a fundamental part of this position.
   2. You must maintain a (\_\_ GPA) to maintain your status as an officer in *(organization name)*. The advisor will be checking your GPA at the beginning of each semester to ensure you comply with this policy.
2. **Attendance**
   1. Attend each event put on by your committee.
   2. Be productive with your time so you can attend as many *(organization name)* events as possible.
   3. Mandatory events will be scheduled with sufficient notice. You are expected to be at ALL mandatory events.
3. **Communication**
   1. If you have issues with someone or something, confront it directly. A good guideline is, “Speak to people, not *about* people.”
   2. Give feedback, receive feedback, and work as a team.
   3. Check your email at least once a day.
   4. Listen! Listening is a very important component of communication
   5. When sending out any form of communication, make sure there are no spelling errors and the document is grammatically correct.
   6. We live in a virtual age. Make sure you are a positive role model, and all pictures, groups, messages, etc. are appropriate and reflect well on *(organization name)*. **Your profiles are an extension of yourself. They are your virtual identity.**
   7. Communicate with the President and Vice President weekly.
4. **Conduct**
   1. You are a role model both on and off campus. Please serve as a positive role model to your peers
   2. Act accordingly to *(organization name)* and MCC policies and the law.
   3. Act with integrity – do what you say.
   4. Speak with honesty – say what you mean.
   5. Work to ensure *(organization name)* is an inclusive environment where all members are respected and comfortable.
   6. Act professional- remember the freshmen are looking up to us so be mindful of the way you act and the things you say. We are training leaders so act like a leader.
   7. **Be the example.**
5. **Alcohol**
   1. **If you are under 21, you should NOT be consuming alcohol. This is against the law and against university policy.**
   2. **If you are over 21, you are expected to be a responsible drinker. Under no circumstances are you to drink with anyone underage.**
   3. **Do not consume or buy alcohol in (insert org name) apparel.**
   4. **Do not post pictures or videos with alcohol on any social media platforms.**
6. **Providing Support**
   1. We all expect support for each other’s endeavors in making (organization name) successful. Attend events and programs, etc.
   2. **Negativity is a virus in any group, workplace, or organization.** The organization will not stand for it.
   3. Know your limitations and refer students as appropriate. Do NOT hesitate to ask for help!
   4. Acknowledge the achievements of your peers
   5. Good constructive criticism helps a person develop professionally; don’t be afraid to give feedback to staff members.
   6. If there is a conflict with staff members, we ask that you handle it professionally and privately.
      1. In case of conflict, you are to approach the person that you are having the conflict with and try to resolve the issue before coming to us. If the issue cannot be resolved, the advisor will step in and mediate. If the issue cannot be solved that way, Student Life will step in.
7. **Timeliness**
   1. Staff is expected to adhere to set and agreed upon deadlines and due dates.
   2. Do not make other people have to wait for you. Be respectful of other people and their time.
   3. Please set aside a full hour for the officer meetings. Do not expect that it will end early.
   4. If you cannot attend a meeting, please notify the President, VP, and advisor at least a week in advance (when possible).
   5. Logistics of events should be planned and supplies should be ready 24 hours before every event (exceptions include food, drinks, and ice).
8. **Meetings**
   1. All staff meetings will be held weekly, unless noted. You will be expected to be on time and prepared for these meetings.
   2. You are required to attend and be respectful at all trainings and staff development.
   3. Preparedness includes but is not limited to, bringing something to write with and on, bringing a calendar, bringing constructive and well thought out criticisms and ideas, and a positive attitude.
9. **Respect**
   1. The staff does not expect all of you to get along all the time, with each other or with us. We do, however, expect that you respect one another regardless of your differences or disagreements.
   2. Please turn off cell phones during meetings.
   3. Do not discredit anyone else’s work or ideas; just because it is not yours does not mean it is bad.
   4. Be respectful to other staff in front of the members.
   5. Treat each person with respect. Don’t be petty, passive aggressive, don’t say things out of anger, etc.

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*I have reviewed these expectations with the Executive Staff and advisor and believe these expectations are appropriate and within my capacity. Furthermore, I agree to uphold these expectations and will inform the Executive Staff and advisor if I foresee any difficulties in meeting these expectations. In addition, I understand that I will have to accept the consequences that may come with failure to meet these expectations, such as, but not limited to, job probation or termination from the (organization) staff.*

(organization) Staff Member Name:

(organization) Staff Member Signature: Date: Advisor Signature: Date: