



SD Leadership Teams

Expectations & Requirements

2024-2025

You have been selected for an important role in our state organization! As a member of a Leadership Team, you will have many rewards and benefits. You also have expectations and requirements to meet to have a successful year

Personal Expectations—

As a team member, you are expected to:

- **List an e-mail address you will check REGULARLY (3-4 times/week)**
- **Reply to e-mails with requested information promptly**
- **Keep your adviser informed about responsibilities and activities**
- **Communicate any concerns to your adviser**
- **Attend Fall Leadership training**
- **Attend a face-to-face meeting in January**
- **Attend the state meeting in April**

Requirements—

- 1. Monthly reports (form will be provided), in the agreed format by the 5th of each month. The first report is due on Nov. 5.**
- 2. Copies of any public relations you use to promote your team focuses (newspaper articles, posters, info-graphics, etc.). You are required to submit a minimum of three news article during the year.**
- 3. Copies of workshops or presentations (PPTs, workshop/presentation outlines, etc.). You are required to give a minimum of two presentations during the year, one of which will be at your region meeting.**
- 4. Pictures of activities and projects to showcase activities and projects.**
- 5. Exit Reflection (form will be provided); this will be submitted to the Leadership Team adviser by May 1, 2025.**

I have read the expectations and requirements and agree to follow them. I understand that my participation at the 2025 State Meeting may depend on fulfillment of these expectations and requirements.

Student Signature

Date

Adviser Signature

Date