

STATE OFFICER COMMITMENT FORM

To the very best of my abilities, I will strive to...

- Present myself and DECA in a professional manner always.
- Make DECA a priority for my term in office.
- Become knowledgeable in marketing, finance, hospitality, management, entrepreneurship, competitive events and all other DECA programs.
- Travel and complete assignments given to me as a duty of my office.
- Maintain regular communications with my constituents, my State Officer Team members and Montana DECA Staff.
- Develop into a competent and professional speaker through preparation and practice.
- Accept, internalize and seek feedback throughout my term.
- Serve as a contributing member of the Association Officer Team, always maintaining a cooperative attitude.

Further, I will strictly adhere to the State Officer Code of Professional Ethics.

- I will not consume/use any alcohol, tobacco or drugs.
- I will be present a professional image for all occasions, dressing above what is expected.
- I will conduct myself in a manner that inspires respect through my actions, not through a show of superiority.
- I will avoid places and activities that in any way could raise questions as to my moral character or conduct.
- I will use appropriate language in all formal speeches and informal conversations.
- I will treat all DECA members equally and not knowingly engage in conversations detrimental to DECA members, advisors, or staff.
- I will advise the State Director or Leadership Specialist concerning all activities in which I participate as a representative of Montana DECA Inc.

Officer's Signature

Date

I have read the above and understand this code of conduct as it pertains to the state officer.

Parent/Guardian Signature (if under 18 years old)

Date

Chapter Advisor's Signature

Date

School Administrator's Signature

Date

NON-DISPARAGEMENT FORM

I agree that during my term of association office and any time thereafter, I shall not through any form of communication with the members, public, partners or media, disparage Montana DECA in any way, nor shall I encourage others to disparage Montana DECA.

I understand that forms of communication include, but are not limited to: social media, websites, blogs, vlogs, public forums, interviews, record statements, email and other written or verbal correspondence.

I understand that disparagement includes, but is not limited to: critiques, derogatory statements, ridicule, slander, jokes or insults that diminish the reputation, goodwill or interests of Montana DECA or any of its employees, past or current officers, members of its board, partners, products or services.

Exception for Compelled Truthful Statements. Nothing in this agreement shall prevent the officer from making truthful statements that are required by applicable law, regulation or legal process.

Violations of the Non-Disparagement Form may result in probation, travel suspensions and, removal from office. Violations will be documented and penalties assessed by Montana DECA staff in consultation with legal counsel.

I, _____ understand and agree to this Non-Disparagement Form

Officer Signature

Date

MONTANA DECA SOCIAL MEDIA

Social media allows for nearly limitless conversation worldwide – often in real time. We hope that Montana DECA personnel will participate in social media and enjoy its benefits, and we also expect everyone who participates in online commentary to understand and follow these simple but important guidelines. Keep in mind that our overall goal is simple: to participate online in a respectful, relevant manner that protects our reputation and of course follows the letter and spirit of the law. One way you can help to ensure this goal is to avoid being an official Montana DECA spokesperson. We have a specially trained DECA Communications and Public Relations staff who are the only authorized people to speak on Montana DECA's behalf in online and print conversations. DECA members, including elected officials and staff that choose to participate in conversation where Montana DECA is mentioned or implied will need to adhere to the following guidelines, accurately identify themselves and their role within the organization, and the fact that the things they post are their individual opinion. These guidelines are designed to help you and Montana DECA achieve a more concise, clear, professional image. If one creates or contributes to blogs, wikis, social networks, virtual worlds, or any other kind of Social Media – Twitter, Yelp, Wikipedia, MySpace, Facebook along with thousands more in this realm where Montana DECA is mentioned or implied, here are some guiding principles for all to keep in mind and follow:

THINK BEFORE POSTING: No use of social media publication may include confidential Montana DECA material, employment documents, or information that may deem detrimental to our business partners, investors, employees, or stakeholders.

IDENTIFY YOURSELF: Remembering that you are a member of Montana DECA is very important. Whether you are an elected official, classified staff member, or student/employee director, your message can directly affect our initiatives and movements. When posting related to Montana DECA or its members you must identify yourself with the proper title and identify that it is your personal/individual opinion. Any specific comments related to a statement from Montana DECA must be made through our trained Public Relations and Communications staff.

REMEMBER YOUR WORK RESPONSIBILITIES: Do not let social media interfere with your ability to work with the student body or serve the Montana DECA organization.

DON'T MISLEAD OTHERS: Never represent yourself or Montana DECA in a misleading manner. You are solely responsible for the content you post or interact with online. Tell the truth, and don't reference co-workers, fellow members, business partners, or other stakeholders without their expressed permission.

MEANINGFUL & RESPECTFUL COMMENTS: Stick to your experience level. Avoid harsh, misleading remarks on topics which you are not educated on. Remember your comments can directly affect and impact the professional image of all Stakeholders within Montana DECA.

LEGAL MATTERS: Never comment on anything related to legal matters. Montana DECA has highly trained legal representation and staff to comment on legal matters dealing with Montana DECA action(s) and policy. All comments made on a legal note should be done after careful consultation with Montana DECA Legal Council and Montana DECA Public Relations and Communications Staff.

BE SMART: Take a moment to review your information prior to publishing. Remember that this information is stored and will be around indefinitely. Make sure you are publishing only what you mean. Mean what you say and say what you mean. As Montana DECA elected officials, personnel, staff, and stakeholders, we strive very hard every day to uphold our professional image and unique culture. It is our values that direct the positive movement forward. With strong and enhanced internet communications we will continue to live up to the integrity, dedication, and enthusiasm that our stakeholders expect.

Student Signature

Parent/Guardian Signature

Date