Job Description
Executive Officers serve as secondary leaders. They are responsible for executing the directives of the Order Captain under the direct guidance of their Order Deans.
The Executive Officers must:
• Serve as Secondary leader.
• Work closely with fellow Executive Officer.
• Report directly to Order Captains and Order Deans.
• Attend Order Leader meetings on Mondays, 9th hour when Order Captain cannot attend.
• Execute directives for major and minor events given to them by the Order Captains.
• Plan and organize order lunch time and Order meeting time activities.
• Represent their Order at the JH Lyceums.
• Manage all of their Order communications such as sending email notifications for upcoming events.
• Organize all advertisement for their Order’s events.

Qualities of an Executive Officer
Executive Officers are extremely committed to LCHS. They agree to devote their time and energy to make their Order and LCHS the best that they can be. They are always willing to work with others for the greater good and they are willing to serve. Executive Officers attend LCHS events, participate in clubs or sports and they are ambassadors for our school anywhere they go. They have academic and social achievements and they encourage others to be successful.

Procedure
The application to become an Order Captain will be handed out on the first day of school, August 28th. Completed applications are due by the end of the school day on Friday, September 8th to the Order Director (Mrs. Deitrick) or to the Assistant Order Director (Mrs. Bradley). Students who have submitted a completed application by the deadline will give formal presentations to their Orders about why they would like to represent their Orders as leaders on Wednesday, September 13th during lunch. Voting will take place on Thursday, September 14th during Order time.

Basic Information
Full Name: ____________________________________________________   Grade: __________________
LCHS Order: ____________________________________________   Home Phone: __________________
Primary Email: _________________________   Cell Phone: _________________________

Signature of Order Dean
The Order Deans should only sign this application packet if they believe that this candidate is fully qualified to become an Order Leader. These signatures do not count as endorsements.
Name of Dean: _________________________   Signature: _________________________

Letter of Recommendation
One official letter of recommendation must be submitted by the recommender directly to the Order Director (Mrs. Deitrick) in advance of the deadline (in electronic format) to pdeitrick@libertycommon.org. Candidates are encouraged to request the letter as far in advance as possible. Candidates are responsible for making sure that the letter is submitted properly and on time. LCS/LCHS faculty and staff members may write this letter, as well as other adults other than family members that can speak to the candidate’s experience, character and qualifications. Candidates automatically waive the right to view the contents of the letter. Candidates should provide the writers of their letter with ample information about their accomplishments and character.
Name of writer: _________________________   Position: _________________________
Experience/Qualifications
Please explain your previous accomplishments and leadership positions. How have you already contributed to the greater good of LCS or LCHS? What actions have you taken? How have you been involved? Please be specific. Do not use this space to talk about your vision or plans for the future. Write in standard, written English.
To be completed by Candidate

Character/Personality
Please explain what kind of a person you are in terms of the LCHS Foundation Stones and Capstones. What character traits do you have? How will your personality lead to a successful year as an Order Leader? Talk only about yourself and how you work with others. Write in standard, written English.

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