

MEMORANDUM OF UNDERSTANDING

Re- Service as Administrative Assistant

Pursuant to the University Interscholastic League (UIL) *Constitution and Contest Rules*, I, ___(name)___, have agreed to act as an Administrative Assistant for District ___ Executive Committee. The duties of an Administrative Assistant are to make all arrangements for district (*athletic or academic*) competition as directed by the District ___ Executive Committee. I understand that my particular duties could change at any time and that as Administrative Assistant I serve at the pleasure of the District ___ Executive Committee. I understand that I may be removed without recourse at anytime from this position at the Committee’s sole discretion.

Unless relieved of my position at an earlier date, I agree and understand that my service to the Committee as the Administrative Assistance will automatically cease at the end of two (2) years. I understand and agree that extensions of service beyond the initial two (2) year period must be approved at a minimum every two (2) years and in no event may my service as Administrative Assistance exceed eight (8) years total. I understand that I am not an employee of the District Executive Committee, the University Interscholastic League or the University of Texas at Austin and am not eligible for any pay or benefits beyond approved compensation I will receive from the Committee as set forth below.

I further agree and understand that the District ___ Executive Committee must approve on an annual basis as part of its regular budget process any compensation I am to receive for my work as Administrative Assistant or in any other capacity, such as contest chair, involving UIL (*academic or athletic*) competition. I understand that any compensation approved by the Committee must be documented on a form and in a manner approved the UIL. I acknowledge that in the role of Administrative Assistant I am acting as an independent contractor and that I am solely responsible for any taxes, including social security, health care, withholding, or other financial liabilities that may arise from my receiving compensation from the Committee.

While serving as Administrative Assistant, I agree to follow the direction of the District ___ Executive Committee and to abide by the UIL’s *Constitution and Contest Rules*. I understand and agree that while serving as Administrative Assistant, I must perform all assigned tasks for the benefit of the League and the Committee and must not engage in any activity that is contrary to their interests and thus, I also agree to abide by the UIL Code of Ethics Policy set forth in Section 33 of the *Constitution and Contest Rules*.

This Memorandum of Understanding is not a contract and I understand it does not grant me any rights as it may be amended or cancelled at any time by UIL. Furthermore, this Memorandum of Understanding does not waive any rights, immunities or defenses that a UIL District Executive Committee, the UIL or the University of Texas at Austin are otherwise entitled to.

_____(signature)_____(date)_

_____(type/print name)___

_____(Committee Chair)_ (date)_

_____(type/print name)___