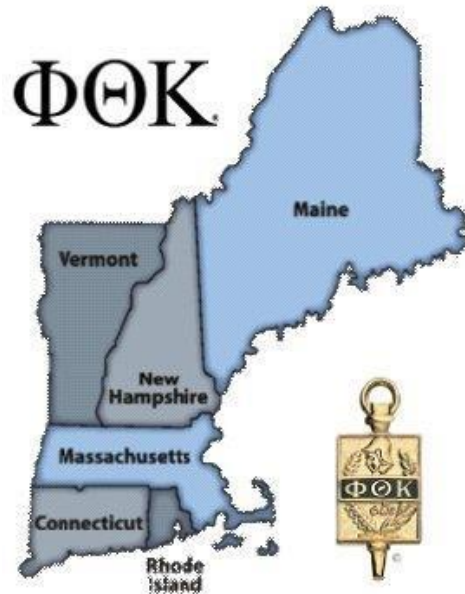


NEW ENGLAND REGION

PHI THETA KAPPA

REGIONAL OFFICER CANDIDATE



INFORMATION AND APPLICATION

Center for Excellence
Mississippi Education & Research Center
1625 Eastover Drive
Jackson, MS 39211-6431

PHI THETA KAPPA
HONOR SOCIETY



Headquarters
Phone: 601.984.3504
Fax: 601.984.3550

Dear New England Region Phi Theta Kappa Member:

Thank you for your interest in serving as a Regional Officer. The opportunity to serve the New England Region is an incredible chance to travel, meet new people, and gain valuable leadership skills that will assist you as you continue your education and/or enter the work force.

This packet of information has been developed to help you, your advisor(s), your chapter, and your family make an informed decision about running for Regional Office. The experience is a leadership opportunity that you do not want to miss, as there are many benefits both personally and professionally. Past Regional Officers often speak to gaining lifelong friendships and leadership skills that have had profound impacts on their lives.

Running for a Regional Officer position is also rewarding in that you gain skills in organization and speaking in front of others, while also meeting new people within your region and the organization as a whole.

After reviewing this Regional Officer Candidate Information and Application packet, please speak with your advisor(s) about your interest in serving in a Regional Officer position for the New England Region of Phi Theta Kappa. If you and/or your advisor have additional questions, please do not hesitate to contact one of us, Michelle Coach at 860-253-3002 or mcoach@acc.commnet.edu or Thayre Trzepacz at 860-253-3156 or ttrzepacz@acc.commnet.edu.

Again, thank you for taking the opportunity to learn more about serving as a New England Regional Officer for Phi Theta Kappa.

Sincerely,

Michelle Coach
Regional Coordinator

Thayre Trzepacz
Associate Regional Coordinator

Regional Officer Positions

Each year, six members are elected to serve in the following positions:

- President
- Vice President of Fellowship
- Vice President of Leadership
- Vice President of Membership
- Vice President of Service
- Vice President of Scholarship

Regional Officer Benefits

- Registration fee paid for annual International Convention and Honors Institute.
- Registration fees paid for all regional meetings (Regional Honors in Action Conference and Region Convention).
- A Regional Officer Recognition medal.
- A Regional Officer's training, planning, and leadership workshop conducted by the Regional and Associate Regional Coordinators.
- Letters of recommendation from your Regional and/or Associate Regional Coordinators.
- When asking past Regional Officers, personal benefits they listed included:
 - Gain leadership abilities
 - Form lifelong friendships
 - Learn how to conduct business meetings
 - Lead seminars and presentations
 - Travel to PTK Annual Convention and Honors Institute
 - Gain experience working with a team and hone valuable collaboration skills
 - Develop public speaking skills in a friendly environment
 - Gain confidence in personal and professional abilities

Regional Officer General Responsibilities:

In serving as a Regional Officer, there are general responsibilities that each officer completes throughout the year. The responsibilities required of Regional Officers include, but are not limited to, the following:

- Regional Officers serve as liaisons between chapters and the region/International HQ.
- Regional Officers are role models and leaders for the Region.
- Regional Officers are expected to attend all of the Regional Meetings during their term in office (Officer Meetings, Honors in Action Conference, and Regional Convention).
- Regional Officers are expected to maintain appropriate dress and professional conduct at all times while representing the Region.
- Regional Officers are expected to lead the Regional Business Meetings, icebreakers, and various sessions at the Regional conferences.
- Regional Officers are expected to arrive at the time designated by the Regional and Associate Regional Coordinators for the conferences to assist with registration and to greet attendees.
- Regional Officers are expected to bring their Regional Officer medal and notebooks with them to each conference.
- Regional Officers have a speech prepared to give at Chapter Induction Ceremonies, Orientations, and other events throughout the academic year.
- Regional Officers determine and then work to achieve the Region Goals for the year.

- Regional Officers are encouraged to check the Phi Theta Kappa (www.ptk.org) website at least once a week, as well as be familiar with International Headquarters publications such as the Honors Study Topic Guide.
- Regional Officers keep in touch with the Regional and Associate Regional Coordinators and the other officers through e-mail, phone calls, and social networking sites.
- Regional Officers keep in touch with chapter officers, members, and advisors through the same communication means.
- Regional Officers complete a Code of Conduct that is turned before the start of the position.
- Regional Officers must maintain a 'B' average.
- Regional Officers promote leadership in the region and in chapters throughout the region
- Regional Officers are to have fun, build lifelong friendships, and gain leadership skills throughout their year of service.

Chapter and/or College Commitments

- Complete support of chapter advisor and chapter officers/members.
- Complete support of college administration.
- Capability of making long-distance calls from college/chapter office.
- Capability of having postage paid for mailings by college or chapter.
- Capability of having costs (other than mileage) to visit regional chapters paid by college or chapter.
- Attendance at the Regional conferences.
- Financial support from college/chapter for transportation to the International Convention at start of term.
- The time and availability needed to perform the duties of the office.

Regional Officer Campaign Guidelines

The following are the steps that need to be followed to campaign for Regional Office.

- Applications and candidate speeches to run for Regional Officer must be received by Thayre Trzepacz, Associate Regional Coordinator, via email (ttrzepacz@acc.commnet.edu) by **Sunday, March 13, 2022 at 5:00pm.**
- Individuals will declare intention of running for a particular office.
- Each candidate will record a **3-minute academic speech** on the current Honors Study Topic: **The Art of Science and Play** <https://www.ptk.org/benefits/honors-program/>!
 - *This is **not** a campaign speech, and thus the purpose of this speech is **not** to inform the membership of your personal qualifications for the office you are seeking. Rather, the purpose of this speech is for the membership to gauge your public speaking skills and your familiarity with the Honors Study Topic. Your speech should stick to the Honors Study Topic and not include any mention of yourself, the region, or PTK.*
- You will not be allowed to go over your allotted time.
- Candidate speeches should be recorded and sent to ttrzepacz@acc.commnet.edu via <https://wettransfer.com> for viewing at the Spring Convention on Saturday, March 26, 2022.
- Voting will occur during the lunch break when ballots will be emailed to the lead chapter advisor. If the advisor is not in attendance, the ballot will be sent to a chapter member in attendance.
- Any ties or other issues such as dealing with races that do not have candidates will be addressed during the Business Meeting after lunch.
- The incoming New England Regional Officers will be announced and inducted at the conclusion of the Spring Convention on Saturday, March 26, 2022.

From the New England By-Laws:

Section 3: Regional Officers

PART B: Duties and Responsibilities of Regional Officers

Regional Officers will be required to but not limited to:

1. Uphold the standards of membership and support the principles, ideals, and programs of the New England Region and Phi Theta Kappa Society.
2. Work with fellow Regional Officers to develop and submit Regional Goals to Regional Headquarters, to be achieved during the tenure of office.
3. Work with fellow Regional Officers to develop Service Projects to be implemented during the tenure of office.
4. Correspond with local chapter members and officers within your district/region.
5. Continue to be an active member in your local chapter.
6. Communicate with International Headquarters, International Officers (especially the Division 1 Vice President) and regional officers from other regions.
7. Abide by the Regional Officers Code of Conduct.

PART D: Eligibility and Requirements

1. Must be a member of a Phi Theta Kappa chapter in New England and a current student for the entire term of office.
2. Minimum course load of one course at a two-year institution.
3. Must have and maintain a B (3.00) average.
4. No more than two students from each college may run for office.
5. Must be able to attend New Officers Orientation & New England Regional Officer Training. Must be present at all Regional Conference(s) and Convention(s). It is expected that officers will also attend the International Convention and the Honors Institute.

PART E: Election Procedures

1. One voting delegate will be appointed to represent each chapter in attendance from the region at the Regional Convention. Each voting delegate will be entitled to one vote in each of the 6 officer elections.
2. Chapters must be present at the Regional Convention to vote.
3. In the event that all positions are not filled, a special election will be held during the Regional meeting at the International Convention. All campaign rules and regulations will apply. Runner up candidates from the general election may run for an open position in the special election. All candidates will be required to complete and submit a Regional Officer Application by the deadline appointed by the Regional Coordinator prior to the International Convention to participate in the special election.
4. All candidates must follow the campaign rules and regulations set forth by the New England Region.
5. The Phi Theta Kappa New England Regional Coordinator reserves the right to extend the application deadline if a race is uncontested.

2022 New England Regional Officer Application

Please fill in (and email), type, or print clearly.

Name of Individual: _____

Office Sought: _____

Pronouns: _____

Chapter: _____

College: _____

Address: _____

Phone: _____ Email: _____

Did a current Regional Officer recruit you to run for office? ____ Yes ____ No

If yes, please provide their name: _____

Provide listing of activities and leadership roles you have participated in at your community college.

Provide a listing of additional community activities, employment, and other activities you have participated in while a student at the community college.

Please give a brief essay of why you are interested in being elected to hold a regional office position.

Advisor, please read and sign:

I have read through the campaign packet and understand the chapter's/college's responsibility for this candidate's travel expenses if elected. I further believe this candidate is a member in good standing of the chapter.

Signature: _____ Date: _____