
PHI THETA KAPPA
MIDDLE STATES REGION
Regional Officer
Leadership Program
2021/22
MSRLeads



MIDDLE STATES REGIONAL OFFICER TEAM 2020

Leaving it Better
MSRLeads

Pictured left to right
Middle States President Briana Barone, Anne Arundel Community College, Maryland
Delaware State President, Bella Kimbi Nkusi, Delaware Technical Community College
Maryland & DC President, Rachel Mickle, Allegany College of Maryland
New Jersey State President Candice Giunta, Rowan College of South Jersey-Gloucester
Pennsylvania State President Evan Meister, Northampton Community College-Monroe

Thank you for your interest in this exceptional leadership opportunity! The pages ahead contain the campaign guidelines and links to application forms necessary for running for Middle States Regional Office. This application is extensive, so we do not expect you to complete it in one sitting.

The Regional Leadership Team of the Middle States is here to assist you through the entire process so please do not hesitate to contact Regional Coordinator, Pattie Van Atter at middlestatesptk@gmail.com with any questions.

Please complete and obtain necessary signatures; return via email to middlestatesptk@gmail.com by January 29, 2021 (can be printed then scanned into pdf or attach as photo)
Complete Regional Officer Questionnaire by January 29, 2021. Official transcript must be presented at Candidate Orientation-February 6, 2021

REGIONAL OFFICER RESPONSIBILITIES

The Middle States Regional Officers are composed of a President and State Presidents from each of the designated states. The Middle States Regional Officers are elected annually by voting delegates from each chapter participating in the Regional Convention and serve a one-year term as ambassadors of the Middle States Region.

To serve as a Middle States Regional Officer is a privilege and an honor. With this honor comes serious responsibilities which warrant careful consideration.

The candidate is expected to discuss with family members, chapter members, chapter advisor(s), and job supervisors the time and support needed to fulfill the responsibilities of the position. If elected, Regional Officers are required to relinquish any chapter officer roles, however, you may still serve with your local chapter.

Responsibilities:

1. Continue to be an active member of a chapter within the Middle States Region.
2. Advocate for the Middle States Region and the Society by clearly articulating the mission, goals, and accomplishments of Phi Theta Kappa to the members and college community. This includes traveling to and/or virtually participating in MSR regional events and other conferences as assigned by Middle States Regional Leadership.
3. Work with the Regional Leadership team to set goals and formulate strategy aligned with the mission of the Middle States Region.
4. Preside at the 2021 Regional Honors Institute (summer dates/location to be determined), and the 35th Middle States Regional Convention in March 2022, date, and location to be determined
5. Represent the student interests, specifically operational strategies to enhance the member experience.
6. Attend meetings, trainings, and events related to professional development. Tentative dates listed below. Location TBD.
   a. Regional Officer Orientation 1 – May 2021
   b. Regional Officer Orientation 2 – July/August 2021
   c. Regional Officer Orientation 3 – January 2022
7. Write articles for Regional communications.

Eligibility

A candidate for Middle States Regional Office must satisfy the following requirements and maintain them for the duration of his/her term. (March 2021-March 2022)

1. Must be currently and exclusively enrolled from January 2021 through May 2022 in an associate degree program with a minimum course load of six credit hours.
2. Must have met the requirements for membership in an active chapter, having been duly inducted.
3. Must be an active member of an active chapter and maintain the standards of membership

Benefits

1.Travel/accommodation expenses for all Region-approved travel to chapter inductions, 2021 regional conferences, 2022 regional convention and registration to Catalyst 2022.

2.Tuition Scholarship to participate in the Honors Institute upon successful completion of Regional Officer Orientation Program. (Registration fee only)

3.Regional Officer Pin upon successful completion of term

4.$500.00 stipend awarded upon achievements of Regional Leadership benchmarks at end of Summer 2021 & end of Fall Semester 2021. $1000.00 stipend awarded upon successful completion of term in office, April 2022.

Regional Events, 2021 Honors Institute and 2022 Catalyst Attendance

You must earn your trip to all events. Your role as a Regional Officer does not entitle you to attend but the following provides information on how to earn your place at these events.

MSR Leadership & Honors Institute

Attend Regional Officer Training in its entirety

Participate in weekly Regional Officer Zoom meetings

Submit weekly report

Work on and set regional goals by June 1st

Proposals for Regional Hallmarks

35th Regional Convention & Catalyst 2022

All the above

Completion of Regional Hallmark Awards by January 8, 2022

Please note that travel (e.g., airfare, hotel lodging, meals, etc.) to and from international events is not covered by the Regional treasury.

CAMPAIGN RULES

Five Middle States Regional Officers will be elected at the **34th Middle States Regional Virtual Convention**: March 18-20.

- Middle States Regional President
- Delaware State President
- Maryland/Washington, DC President
- New Jersey State President
- Pennsylvania State President

One voting delegate will be appointed to represent each chapter in attendance at Regional Convention. Each voting delegate will be entitled to one vote in each of the five officer elections. The campaign for Middle States Office is intended to be a fun, educational, and rewarding experience for every candidate.

PRIOR TO CONVENTION

Many candidates choose to appoint a campaign manager to assist them in preparing for the Regional Officer Campaign. It is not the Region's requirement that each candidate has a campaign manager; however, if one is appointed, **he/she must be a provisional or active member of Phi Theta Kappa (enrolled in a two-year college).** MSRAA Executive Board members, past or current regional officers may not serve in this **leadership position**. It is acceptable, however for Alumni and **former** regional officers to support the candidate. **Current Regional Officers are not permitted to endorse any candidate or serve in any capacity on a candidate's team.**

It is acceptable for Chapter Advisors to assist candidate's campaign team. Regional and/or Associate Coordinators are not permitted to serve on any campaign team but are permitted to provide answers to questions and give general advice.

The Middle States Region strongly discourages mass communication about a member's candidacy prior to the Regional Convention to maintain as much equity, objectivity and fairness in the campaign as possible and to keep campaign costs to a minimum. While it is not encouraged, candidate applicants are NOT prohibited from communicating privately with members throughout the Region regarding their intentions to run for Regional Office.

Any member who is considering a campaign for Middle States Office and attends another chapter's meeting or event may **NOT** be introduced as a candidate and may **NOT** give a campaign presentation or speech.

Chapter primaries are prohibited. If a chapter has more than one candidate seeking the same Regional Office, the chapter may **NOT** hold a contest or vote to determine candidacy.

By March 1, 2021, the Middle States Region will send notification of the 2021 Regional Officer Candidates to all chapter advisors and will post the list on https://middle-states-region.ptk.org

The Middle States Region reserves the right to extend the application date if a race is uncontested.

Candidates may **NOT** switch offices after the application deadline unless a race is uncontested.

CANDIDATE ORIENTATION PROGRAM

February 6, 2021 Regional Officer Candidates are required to attend Virtual Candidate Orientation. Candidates are encouraged but not required to bring a representative (e.g. chapter advisor, college administrator, campaign manager) to orientation. Advisors not able to attend will have the opportunity to join a candidate advisor meeting via zoom prior to regional convention.

The orientation will consist of the following:

- Duties & Responsibilities of Regional Officers
- Knowledge of Society Programs
- Campaign & Election Process at Regional Convention

It is strongly suggested that candidates **review** the PTKEdge courses, Five Star Chapter Development, Honors Study Topic, and Phi Theta Kappa's Leadership Development Studies, prior to candidate orientation.

Virtual Campaign Events & Required Materials

Prior to Regional Convention

Middle States Region Candidate Website

OFFICIAL CANDIDATE PHOTO

A professional-quality, head-and-shoulders, color photograph must be submitted. Your picture will be published on Middle States Regional campaign website and Regional Google Classroom. (background of photo should be simple, one color background; do not forget to wear your membership pin on left)

CANDIDATE'S ADDITIONAL "CANDID" PHOTOS

In addition to your official candidate photo, candidates must submit 2-3 high-quality, candid pictures to be used in Regional Convention communications. These pics may feature the candidate solo or feature the candidate with their chapter, region, family, or friends. Headquarters Staff, current International Officers and Regional Officers, and are NOT ALLOWED in campaign pictures.

CANDIDATE'S INTRODUCTORY QUESTIONNAIRE

Candidates are required to answer a few short questions in this Questionnaire designed to introduce themselves as Middle States Regional Officer Candidates. Answers should be brief. The candidate's answers will be posted just as they were submitted on the MSR Campaign Website.

Candidates must submit ONE information piece to be posted as a PDF on Middle States Region campaign website. Each candidate is required to submit a draft of their Information Piece PDF by February 5, 2021, for approval by Middle States Region. The design and length of the piece is up to the candidate. The item should contain the following: Final draft due February 10, 2021

- candidate's name
- college and chapter
- city, state, or nation
- office they are seeking
- information about the candidate (e.g., their qualifications for Regional Office, awards received, leadership roles, etc.).

Candidates are prohibited from using quotations or statements of endorsement from Phi Theta Kappa HQ staff members, current International and Middle States Regional Officers, Chapter Advisors, Regional Coordinators, or Associate Regional Coordinators in their campaign materials.

Candidates may NOT use photos or images of the Center for Excellence, Headquarters staff members or current International or Middle States Regional Officers in any of their

campaign materials, including their social media posts and/or campaign website (if applicable).

Photos of the candidate with Chapter Advisors, Regional Coordinators and Associate Regional Coordinators are acceptable.

DO NOT use any copyrighted images or slogans based on, or parodies of, commercial advertising in your campaign materials unless you have explicit written permission from the copyright holder. It is the sole responsibility of the candidate to ensure they have permission to use any copyrighted material.

Original materials should be used primarily, although you may adapt well-known adages or quotes to fit your campaign.

Candidates may use the Phi Theta Kappa Key, Crest and Seal in their Information Piece, but not on any wearables (t-shirts, etc.).

Images can be found at https://www.ptk.org/media/graphic-standards/

Candidates should refrain from making campaign promises to create new Middle States Regional Programs or initiatives.

SOCIAL MEDIA

Candidates are NOT required to campaign on social media, but if they do, they should be mindful that they as well as their supporters are representing Phi Theta Kappa and the Middle States Region in any posts. All posts should be done in a manner worthy of those pursuing the highest student office in the Middle States Region.

We recommend communicating with remote campaign team members through email, private messaging and/or a CLOSED social media account or online app (such as a closed/private group page on Facebook, WhatsApp, GroupMe, Slack, Google Chat, etc.) that is only available to those serving on a campaign team.

Candidates may post about their campaign via social media once they have received confirmation from Phi Theta Kappa Middle States Region that their application has been accepted, usually within two weeks following the application deadline. All confirmed candidate applicants are notified on the same day.

Candidates should NOT start a group page or other social media account with “Phi Theta Kappa”, “PTK”, “Middle States Region” or “MSR” in the title.

Candidates should NOT tag or post photos of PTK's Center for Excellence, HQ Staff, Middle States Regional and Associate Regional Coordinators, and/or current International or Middle States Regional Officers in their posts.

No campaign-related posts by any supporter should tag or post photos of HQ Staff, Middle States Regional and Associate Regional Coordinators and/or current International or Middle States Regional Officers.

Candidates and their supporters are prohibited from posting campaign messages on PTK's or the Middle States Region official social media accounts at any time: (Facebook, Twitter, Instagram, and LinkedIn)

VIDEO CAUCUS INTERVIEW

All candidates will be interviewed for the first Candidate Caucus via videoconference in February 2021. Tentative dates for the Zoom recordings are February 18, 19, 22, and 23. Candidate applicants will be sent an online form to sign up for a 15-30-minute block of time on one of the available dates.

The Caucus Interview will be recorded and posted on the Middle States Regional Officer Campaign Website.

The Caucus Interview will be recorded live. Do-overs are only allowed if there are technical difficulties.

The interview timeframe for each candidate will be determined by the total number of candidates seeking Regional Office in 2021. Most likely, each candidate interview will be approximately 2-4 minutes.

Questions will be posed to each candidate by a Middle States Region-appointed moderator. The Middle States Region and the moderator will determine questions.

Questions will NOT be revealed to candidates prior to the Caucus. There are no right-or-wrong answers to these questions. They are designed to get to know you as a person/candidate. Just be yourself and answer questions honestly and professionally.

Candidates should dress for the Caucus in attire appropriate for a formal job interview.

Do not forget your Golden Key membership pin.

Candidates will also be recorded delivering their Honors Study Topic Speech during this online session in February 2021.

VIDEO CAMPAIGN SPEECH

ALL candidates will prepare and present a 90-second, research-based speech on the 2020/2021 Honors Study Topic, To the Seventh Generation: Inheritance and Legacy. The speeches must address this specific prompt:

> *After the different year, the Middle States Region has just experienced, what is a potential significant legacy from 2020 that may shape our future for years to come? Use academic research sources to make your case.*

The Candidate Speeches will be recorded live during the same February videoconference where the Caucus Interview is recorded. Do-overs are only allowed if there are technical difficulties.

This speech MUST NOT be presented as a "campaign speech." When preparing their Honors Study Topic speeches, candidates should refer to the 2020/2021 Honors Program Guide, the Speech Rubrics and this Fact Sheet. The rubrics will be posted on the Convention website and shared with all Voting Delegates.

It is expected the content of the speech will be the work of the candidate. However, candidates are strongly encouraged to seek assistance from fellow members, advisors, and instructors in preparing for the Honors Study Topic speech.

At least three academic, peer-reviewed sources must be used in researching/writing the speech. Use APA format for citations/bibliography.

Candidates must submit with their Candidate Application their final draft of their Honors Study Topic speech and bibliography by the application deadline, February 5, 2021. HQ Staff will provide feedback to ensure the speech meets expectations.

All Honors Study Topic speeches are limited to 90 seconds and will be strictly timed; time begins with the candidate's first utterance. After one minute, a candidate will be given a signal that only 30 seconds remain.

TIP: Practicing your speech repeatedly will help ensure you can deliver it within the 90-second timeframe. The general rule for speech giving is 100 to 200 words per minute. Yet your delivery could take more or less time depending on the text. Practice, practice, practice!

Audio/visual aids such as PowerPoint, videos or sound effects are prohibited.

Campaign Speech Judging Rubric

Speeches will be evaluated by a team of Chapter Advisors and Middle States Alumni. The top scorer will receive a $500.00 scholarship award.

Criteria for Evaluation	Rating = 4 Exemplary	Rating = 3 Proficient	Rating = 2 Marginal	Rating = 1 Unacceptable
Honors Study Topic-Centric	Without question, the speech directly addresses a theme of the current Honors Study Topic.	Speech articulates a theme of the Honors Study Topic.	The Honors Study Topic is mentioned in name only.	No mention and no tie-in to the current Honors Study Topic.
Research-based	Without question, there is strong evidence of meaningful research that informed the speech. Clearly articulates a theme of the Honors Study Topic. References are all peer-reviewed academic sources.	Some evidence of research related to the Honors Study Topic theme. At least three citations are peer-reviewed academic sources.	Speech is general in nature; cursory research at best of Honors Study Topic theme. Mainly conveys personal narrative/opinion.	Speech shows no evidence of research that relates to the Honors Study Topic. Only personal narrative/ opinion.
Depth & Accuracy of Content	Speaker provides an accurate and complete explanation of key concepts. Applications of topic are included to illustrate issues. Listeners gain insights.	For the most part, explanations of concepts are accurate and complete. Some helpful applications are included. Listeners gain some insights from the presentation.	Explanations of concepts are inaccurate or incomplete. Little attempt is made to tie topic to practice. Listeners gain little from the presentation.	Speaker is incompetent in his/her explanations of concepts presented. There is no attempt to tie topic to practice. Listeners gain no new insights.
Use of Language: Grammar and Word Choice	Sentences are complete and grammatical, and they flow together easily. Words are chosen for their precise meaning.	For the most part, sentences are complete and grammatical, and they flow together easily. With a few exceptions, words are chosen for their precise meaning.	Listeners can follow the presentation, but some grammatical errors and use of slang are evident. Some sentences are incomplete or halting, and/or vocabulary is somewhat limited or inappropriate.	Listeners are so distracted by the presenter's apparent difficulty with grammar and appropriate vocabulary that they cannot focus on the ideas presented.

DURING REGIONAL CONVENTION

VIRTUAL POLITICAL RALLY & VIRTUAL CAMPAIGN BOOTH

On Friday, March 19th, candidates will participate in a virtual political rally. Candidates and their campaign managers will be assigned to a zoom break-out room. All convention attendees will have the opportunity to meet each candidate in a group setting. Candidates should prepare an opening message, provide a brief vision statement that focuses on how they plan to increase engagement in society programs in a virtual environment. Candidates will answer any follow up questions. This will repeat for as many groups as there are.

Candidates are permitted to set up a digital background or create a physical background that is visible during zoom meeting. Brief description of background or backdrop ideas must be submitted by March 1st to middlestatesptk@gmail.com

Candidate should dress in attire appropriate for a formal job interview. Do not forget your Golden Key membership pin.

LIVE CAUCUS INTERVIEW

Candidates will participate in a brief conversational interview with Pattie Van Atter, Middle States Regional Coordinator, during a General Session on Saturday, March 20th. Final instructions will be provided to the Candidates on March 15th.

A list of possible questions may be shared prior to the Caucus. There are no right-or-wrong answers to these questions. They are designed to get to know you as a person/candidate. Just be yourself and answer questions honestly and professionally.

Candidate Finalists are not allowed to have props or notes during the Caucus.

Candidates should dress in attire appropriate for a formal job interview. Do not forget your Golden Key membership pin.

EXPECTATIONS

As a Regional Officer, you are charged with fulfilling your duties as defined in the Middle States Region Bylaws. In addition to fulfilling these duties you are expected to:

1. Attend weekly Zoom conference call with Regional Officers and Coordinators. You must use video feature for zoom calls.
2. Attend all events and trainings
3. Submit a monthly report to the Regional Coordinator outlining what you have completed for the Middle States Region
4. Submit a biography by April 2nd, 2021
5. Maximum of two chapter visits each semester (orientation meetings, inductions, chapter meeting) (pending COVID-19 status)

Regional Officer Meetings

Regional Officers MUST attend the following meetings to fulfill the requirements of the office they hold. Any length of time to be spent away from regional duties (e.g. travel) MUST be disclosed 90 days in advance to Regional Coordinator.

1. Weekly Regional Officer and Leadership Team Meeting via Zoom
2. Regional Officer Development-held in May, September, and January
3. Attend Middle States Regional Leadership & Honors Institute- June 2021 (6-8 weekly meetings)
4. Attend one of two Fall Regional Leadership Conferences (t/b/a based on COVID-19 status)

Phi Theta Kappa Honor Code for Regional Officers

Please review the following Honor Code for Regional Officers prior to signing candidate application. All elected Regional Officers are required to sign document within 24 hours of election and send to middlestatesptk@gmail.com . If you have any questions or concerns, please contact Pattie Van Atter, Regional Coordinator.

PHI THETA KAPPA HONOR SOCIETY

PHI THETA KAPPA HONOR CODE FOR

REGIONAL OFFICERS

MISSION STATEMENT

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among institution students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

INTRODUCTION

In support of the Society's Mission Statement, the Phi Theta Kappa Board of Directors adopts this Honor Code as a declaration of the high standards of conduct to which Regional Officers are held. This Honor Code is not simply a set of rules and procedures governing Regional Officers' academic conduct, nor is it a legal contractual obligation of Phi Theta Kappa or the Regional Officer; it is an opportunity to put personal responsibility and integrity into action. Regional Officers will abide by this code which liberates them to serve the Region and the Society in an atmosphere of mutual confidence and respect. The success of the Code depends upon the support of the Region. Infractions should be reported to a chapter advisor, who may communicate this information to the Regional Coordinator.

HONOR CODE

As a Regional Officer...

I will conduct myself at all times in a manner that reflects positively on myself, my chapter, my region and the Society.

I place as a priority continued academic excellence.

I am committed to maintaining an environment which recognizes the dignity of each individual member and encourages appreciation of diverse backgrounds, opinions and goals in life.

I am committed to honesty and integrity in personal, social, and academic endeavors.

I recognize that a successful Regional Executive Committee (or name of Regional Officer group) requires a team effort, and I pledge to work together to promote the Society's Mission.

I will work with the Regional Coordinator and the Society's leaders in the same spirit of cooperation I display in my dealings with others.

I will respond promptly, courteously, and positively to the concerns and requests of the Regional Coordinator and other Society constituents.

I will fulfill my responsibilities in an effective, efficient, and timely manner.

I will conduct myself in a manner which is respectful of others and worthy of respect from others.

I will dress appropriately for any and all occasions.

STATEMENT OF SUPPORT

As part of your application for candidacy, you are required to submit this statement of support signed by you, your chapter advisor, and college president. If you are under 18 years old, a signature by a college-approved chaperone is also required.

The link to the blank form is below. Once it has all signatures, upload the form. Please upload the form in one of the following formats: pdf, png, gif, jpg.

The blank form is located here.

OR you can ask your college president and/or chapter advisor to send an email expressing their support of you as Regional Officer Candidate to mailto:middlestatesptk@gmail.com.

ADVISOR LETTER OF RECOMMENDATION

Please upload one signed and dated letter of recommendation –

1) a letter from a chapter advisor

The letters should convey more about the candidate, their character, and their qualifications to serve as a Middle States Regional Officer.

The letters may be addressed to Middle States Regional Coordinator:

Pattie Van Atter
Middle States Regional Coordinator

Attach files in a PDF or jpg format and email to middlestatesptk@gmail.com

PROFESSIONAL GUIDELINES FOR REGIONAL OFFICERS

Regional Officers must be active participants in their local chapter activities.

Regional Officers must not send mass mailings via e-mail or postal mail without consultation and approval from their Headquarters contact.

Regional Officers must not initiate nor commit the Society to programs or projects without prior consultation and approval from their Headquarters contact.

Regional Officers must obtain approval for any travel to chapters or virtual meetings 2 weeks prior to the event. Travel will not be reimbursed by the Region without prior approval. Once the Officers' travel is confirmed, Officers must not change travel arrangements except in cases of emergency, and then only at the approval of the Regional Coordinator.

Regional Officers must submit all Regional Meeting Reports and Expense Reports to the Regional Coordinator within 14 days of event.

Regional Officers must send the Regional Coordinator contact courtesy copies of all official correspondence e-mailed or postal mailed to chapters, chapter advisors and Society constituents.

Regional Officers must not solicit invitations to attend Society-related events.

Regional Officers must direct all invitations to attend chapter events to the Regional Coordinator via email. Officers must not accept invitations to attend Society-related events without prior consultation and approval from the Regional Coordinator.

Regional Officers must not schedule meetings or activities with chapters or advisors without advance consultation with the Regional Coordinator.

Regional Officers must understand that policies and procedures regarding Officers vary from year to year depending on the Region's budget, resources, and priorities. Privileges, requirements or responsibilities of previous Regional Officers may not necessarily be applicable to the current Regional Officers.

REGIONAL OFFICER CANDIDATE APPLICATION TIMELINE

Application Deadline:	January 29, 2021
Professional Photo:	February 5, 2021
Candid Photos:	February 5, 2021
Draft of Campaign Speech	February 5, 2021
Draft of information piece	February 5, 2021
Mandatory Candidate Orientation	February 6, 2021 10 am- 4 pm
Final draft of information piece	February 10, 2021
Video caucus interviews and campaign speech	February 18, 19, 22, 23. Time t/b/d; sign up sheet will be given 2/6/21
Announcement to the Middle States Region	February 28 – March 1
Brief description of backdrop	March 1, 2021
34th MSR Virtual Convention	March 18-20, 2021
	Opening session March 18th- 7pm
	Sessions begin at 7pm on March 19th
	Sessions begin at 11 AM on March 20th
	Gala Awards and Election Results- March 20th, 7PM
Debrief and 1st 2021 RO meeting	Sunday March 21st 1pm