

Greater Northwest Region



Regional Officer Application

Due: Friday, February 3, 2012 at 5 p.m.

Questions? Email Deena Bisig @ dbisig@clark.edu

Regional Officer Responsibilities

All Regional Officers – General Official Duties

- Communicate closely with the Regional Coordinator and fellow Officers.
- Submit a statement of professional goals for the Region to the Regional Coordinator for publication in the first newsletter, due 60 days into the appointment term.
- Uphold the standards of Membership and support the principles, ideals and programs of the Society, serving the Region as a role model and sign the regional officer code of conduct.
- Be ready to travel to various Regional, District, and/or International meetings, possibly serving in the following roles: keynote speaker, master of ceremonies, workshop leader, and Society ambassador. Have a prepared speech which can be adjusted to meet the needs of the invitation.
- Notify the Regional Coordinator, prior to the event, of all invitations to represent the Region and District at chapter and/or other events.
- Prepare an autobiography and article(s) for the regional newsletter distributed at International Convention, and a year-end report and article(s) for the regional newsletter distributed at Regional Convention. All materials must be submitted at least 30 days prior to distribution of the newsletter. All materials must also be submitted to the regional webmaster.
- Part G: Regional Officers will attend all regional conferences in their entirety.
- Maintain correspondence with the Division IV Vice President, sister region officers as needed per business obligations. Initiate/maintain monthly contact with assigned liaison chapters.
- Meet on a regular basis with the Regional Coordinator and Executive Board (monthly, or as scheduled) to direct the Region and to assist in development of agendas for Official Regional Business Meetings. For District Vice-Presidents with substantial travel distances, arrangements may be made by the current regional board to allow for “virtual attendance” as set forth by that board.
- Preside over all Official Regional Business Meetings, including the Annual International Convention’s Regional Business Meeting. (Attendance to the International Honors Institute is recommended but not required.)
- Use Roberts’ Rules of Order, Newly Revised, as designated in the Constitution, Article 5, Section 1, Part F.
- Support your local chapter in regular activities, meetings, etc., integrating them with the Region, District and their goals.
- Regional Officers are prohibited from missing two consecutive regional board Meetings.

Regional President – Position Specific Duties

- Preside over all Official Regional Business Meetings and Executive Board Meetings.
- Direct regional activities and projects.
- Act as Parliamentarian and be familiar with Roberts’ Rules of Order.
- Keep the Regional Coordinator aware of his/her Regional plans and activities.

- Monitor the performance of the duties of the Executive Board.
- Host the Spring Regional Convention.
- Attend the District Convention your home chapter is located within. Attendance to other District Conventions is not required but encouraged.
- Maintain current regional directory of advisors.
- Oversee the Region's fund-raising projects.
- Call membership roll at the beginning of district meetings and Regional Business Meeting held at International Convention.
- Maintain the Regional Facebook page.
- Compile district reports from District Vice-Presidents to create a newsletter for Regional Convention and International Convention.

District Vice-Presidents – Position Specific Duties:

- Assist the President when called upon.
- Host District Conventions in quarters where there is no Regional Convention or International Convention. If District Vice-President's school is not compatible with hosting this event it is the responsibility of the Vice-President of that district to find a suitable location for the convention. Hosting a District Convention entails obtaining workshop leaders from within your district and could include securing at least one guest speaker.
- Act as Parliamentarian and be familiar with Roberts' Rules of Order.
- Maintain contact with Chapter Advisors and officers within district. Minimum of one email per month is acceptable with subsequent emails alerting district members of special information.
- Keep an accurate account of all Official District Business Meetings, or appoint someone in attendance of District Business Meeting to do so.
- Provide minutes of all Official District Business Meetings to the Regional Coordinator and Regional President within 20 days of the meeting. As well, provide minutes of any official district business to chapters at the following district business meeting.
- Oversee the District's fund-raising projects, maintain district financial records, and provide Regional Coordinator with any funds raised.
- Call membership roll at the beginning of district meetings.
- Upload and update Regional Facebook page with information presented and pictures taken at District Conventions. All of this information must also be sent to the Regional webmaster to keep www.grnptk.org updated.
- Contribute a district report for the newsletter provided at Regional Convention and International Convention. District report will be provided to all other regional officers at least 30 days before the newsletter will be distributed.

*All regional officers are required to attend monthly or bimonthly executive board meetings. Video or teleconferencing is possible.

***The Regional Board is a team and duties will naturally overlap to take advantage of individual skills.

Regional Travel Responsibilities

Event	Accommodations	Registration	Transportation	Meals
Summer Conference	Home Chapter	Region*	Home Chapter	Home Chapter
Fall District Conference (the registration fees go to the hosting chapter; the surplus can be used to support the regional officer)	Home Chapter	Region*	Home Chapter	Home Chapter
International Convention ** incoming year	Home Chapter	Region	Home Chapter	Home Chapter
International HIA Academy 1 ** incoming year	Home Chapter	Region	Home Chapter	Home Chapter
International Convention ** outgoing year	Home Chapter	Region	Home Chapter	Home Chapter
Spring Conference	Home Chapter	Region*	Home Chapter	Home Chapter
Regional Board Meetings	Region	N/A	Region (@ \$.50/mile)	Region
Regional Travel	Host Chapter/Region	N/A	Region (@ \$.50/mile)	Host Chapter
Honors Institute	N/A	Region	Home Chapter	N/A

*Alumni rate

Note: Accommodations can often be shared and split between officers.

Candidacy Requirements for Regional Office: Part I

With the honor of serving as a Greater Northwest Regional Officer comes serious responsibility, which warrants careful consideration before declaring candidacy. Officers serve a total of 57 chapters representing four states and Alberta, Canada. Officers may be called on to make presentations to audiences on the regional level as well as at inductions and other chapter events.

Candidates must abide by the requirements below and submit required materials to the Regional Coordinator by the deadlines. Candidates are encouraged to review the official duties section found on the regional website. All candidates are expected to gain the financial and moral support on their local chapter and advisor(s) due to the commitments of the position. Six officers are elected each year at the Greater Northwest Regional Spring Conference.

CHANGE! The term will be interim until June 1 as the officers shadow the outgoing officers from the Spring Conference until June 1. Then the term will officially begin June 1 and continue until the following June 1st. See the Regional Constitution and Bylaws regarding filling vacancies.

2012-2013 Deadline to Apply: Friday, February 3, 2012 @ 5 p.m.

Mail **complete** packets to the Regional Coordinator. Application Requirements:

- 1) Candidate Application Requirements Form (Part I: this page)
- 2) One letter of recommendation from the College President, Dean of Students, Faculty Member, Chapter Advisor, and/or Community Leader.
- 3) Qualification Statement/Declaration of Candidacy Form (Part II)
- 4) Nomination by Chapter Essay (Part III) (**to be published for distribution at the Spring Conference**)
- 5) Letter of interest from candidate (**to be published for distribution at the Spring Conference**)

Included are the above nomination materials for _____
of the _____ Chapter, running for the Regional Office of _____.

Date Mailed: _____ By: _____ (name & title)

In preparation for the election process at the Spring Conference, applicants need to:

- 1) Prepare a 2 minute introductory speech.
- 2) Prepare a 3 minute speech on the next year's Honors Study Topic.
- 3) Prepare to answer 3-5 relevant questions from a panel.
- 4) If elected, plan to meet with the Regional Coordinator immediately following the Spring Conference for approximately 1-2 hours.

Declaration of Candidacy for Regional Office: Part II

Qualification Statements

If selected, the candidate holding an office of the Greater Northwest Region must satisfy, and maintain for the duration of the term in office, the following requirements.

- Must have met the requirements for membership, having been duly inducted into Phi Theta Kappa International Honor Society.
- Must be an active member of an active chapter.
- Must maintain the standards necessary for membership in his/her chapter.
- Must currently be enrolled in an accredited two-year college in the region, pursuing an associate degree program, and continuing to be enrolled throughout the academic year.
- Must uphold all components of the Regional Honor Code.
- Must perform all officer duties as explained as described in the "Regional Officer Responsibilities" statement.

We, the undersigned, pledge that this candidate meets all of the eligibility requirements, as specified above, and that this member is fully supported in his/her endeavor to run for and hold an office in the Greater Northwest Region of Phi Theta Kappa, should he/she be elected. We agree to the financial responsibilities as stated on in the Regional Financial Responsibility Document.

Chapter Advisor: _____

College President: _____

Advisor's Phone Number: () _____ Time to Call: _____

As a candidate for a regional office in Phi Theta Kappa of the Greater Northwest Region, I am aware that it is an honor to be selected as a leader in the scholastic Society for two-year colleges. I am aware that with the honor comes the obligation to support the principles for which the Society stands and to fulfill the responsibilities of my office. I commit myself to support and promote the ideals, goals, and programs of Phi Theta Kappa.

Candidate Signature: _____

Candidate Name (please print): _____

Office Candidate is Seeking: _____

Declaration of Candidacy for Regional Office: Part III

Nomination by Chapter

Nomination by the candidate's chapter is to be submitted as part of the candidate packet. Please submit a summary of the candidate's leadership abilities, dedication to Phi Theta Kappa, and contributions he/she has made to the Chapter and the Region in the space below. Nominations should be typed, written in third person, double-spaced and limited 1-2 pages.

Candidate: _____

Position: _____

College: _____

Chapter: _____

Please note whether this candidate would be willing to run for another position, should a second round of voting be required at the convention? _____ Yes _____ No

Greater Northwest Regional Officer Honor Code

As a Regional Officer . . .

- I will conduct myself at all times in a manner that reflects positively on me, 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 Board 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 remain in weekly contact with the Regional Coordinator and the Regional Board, or as decided upon by the Board.
- 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.
- I will not engage in any conduct which may bring shame or disrepute to myself or diminish the reputation of my Region or Phi Theta Kappa.
- I will not engage in any illegal activity or violate any stated policies of the Region or the Society.
- I will not consume and will discourage the consumption of alcohol at Phi Theta Kappa functions.
- I will not use or possess nor tolerate the use or possession of controlled substances.

I have read, understood and agree to the terms and conditions of the Phi Theta Kappa Honor Code. I further understand and agree that my continued service as a regional officer is a privilege, not a right, and that violation of this code will subject me to discipline determined appropriate by the Regional Coordinator or his/her designees. Additionally, I understand that pursuant to the procedures outlined by the Regional Bylaws, I have the right to appeal disciplinary action which results in my removal from office.

Officer Signature

Date