

PHI THETA KAPPA NEW ENGLAND
Duties and Responsibilities of Regional Officers

To serve as a New England Regional Officer is a privilege and an honor. With honor comes the responsibility to ensure the yearly success of the New England Region. You must be committed to the duties of office and be prepared to provide the time and support needed to fulfill the responsibilities of office. As one of six regional officers elected each year, your participation will make a difference in the region. You will be representing thousands of members in fifty-eight chapters within the region.

As a regional officer you will be required 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. Attend New Officers Orientation Session (the Sunday morning immediately following the election, approx. 2 hours); and all Regional Meetings including the Fall Leadership Conference, Honors Institute, and the following year's Regional Convention. The expense related to the above functions will be paid or subsidized by the Region at the discretion of the Regional Coordinator. In addition, it is expected that all Regional Officers will attend the International Convention, including the Regional Officer Academy, and the International Leadership Conference. The Region at the discretion of the Regional Coordinator may subsidize the expense to attend international events.
3. Participate in monthly planning meetings either online or on location at various colleges. The purpose of the meetings is to establish New England Regional Officers' yearly goals and follow their progress through the year.
4. Work with fellow Regional Officers to develop and submit Regional Goals to Regional Headquarters, to be achieved during the tenure of office.
5. Work with fellow Regional Officers to develop Service Projects to be implemented during the tenure of office.
6. Serve as a host and facilitator of programs at the Regional Leadership Conference, Regional Honors Institute, and Regional Convention under the direction of the New England Regional Coordinator.
7. Prepare a speech for use at chapter inductions, orientations, and meetings.

8. Obtain the approval of the New England Regional Coordinator to attend chapter inductions, meetings, and/or events and non-required New England events.
9. Be prepared to travel to various regional/international meetings and serve in the following roles: Keynote Speaker, Master of Ceremonies, Workshop Teacher, and Society/Regional Ambassador.
10. Correspond with local chapter members and officers within your district/region.
11. Submit information, articles, and pictures of activities attended (via email) to the Regional Coordinator, Newsletter Editor, and New England Webmaster for publication.
12. Continue to be an active member in your local chapter.
13. Communicate with International Headquarters, International Officers (especially the Region 1 Vice President) and regional officers from other regions.
14. Uphold the Regional Officers Code of Conduct.
15. Keep a travel log and expense receipts for all official travel within the Region. Complete and submit Regional Travel Vouchers to the Regional Coordinator in a timely manner for reimbursement.

Guidelines for New England Regional Team: (but not limited to)

1. Set goals for upcoming year and make available to the region.
2. Set calendar for chapters for upcoming year and make available to the region.
3. Create meeting calendar for monthly team meetings, rotating chapter locations.
4. All officers must attend all monthly regional meetings, leadership conferences, inductions (for particular jurisdictions and officer at large if appointed or delegated), regional convention, and international convention.
5. Set dates for distribution of information either via newsletter or website.

6. Maintain and update website (designate 1 or 2 people to be in control of the website).
7. Maintain and update newsletter if necessary (designate 1 person for the layout and 1 person for content such as editor in chief).
8. All posted information must be approved by the team and Regional Coordinator.
9. Plan and complete service projects (naming and officer to chair each event).
10. Plan and complete honor study topic projects (naming an officer to chair each event).
11. Create a phone and email distribution list with the chapter officer information from each jurisdiction.
12. Support Regional Coordinator in whatever he/she needs done to increase chapter participation and communication.
13. Above all else this is a team. Everyone should work together and all projects should be agreed upon before the chapters know about them.
14. All emails to the region must cc the Regional Coordinator.
15. Continue to help the region grow and pass on your legacy to the next team or officers.

Guidelines for Regional Vice President: (but not limited to)

1. Chair an event or project campaign.
2. Support the president by accepting delegated tasks, contacting chapters and showing initiative in maintaining the regional website, newsletter, etc.
3. Create a phone/email distribution list of chapter officers and members within your jurisdiction. Be sure to include the correct college address (may have to call the college to make sure the address from the International website is correct) using excel format.
4. Communicate weekly if not more with the chapter officers and members in the designated jurisdiction:
 - Northern Vice President: Maine, New Hampshire, Vermont
 - Central Vice President: Massachusetts
 - Southern Vice President: Connecticut, Rhode Island

5. Attend all monthly regional meetings, leadership conferences, regional convention, and international convention and must attend inductions in the region.
6. When attending inductions or events within your jurisdiction, report back to the regional officers. Also write an article to be posted and shared with the region.
7. Promote communication throughout the region.
8. Other duties as assigned.

Guidelines for Regional Officer at Large: (but not limited to)

1. Supporting the team by making phone calls, sending emails, chairing projects and accepting delegated tasks that the others officers may not be able to complete.
2. Attend all monthly regional meetings, leadership conferences, regional convention, and international convention and must attend inductions in the region.
3. Promote communication throughout the region.
4. Write articles about regional news to be shared with the region.
5. Chair an event or project campaign.
6. Other duties as assigned.