



2018-2019 Regional Officer Responsibilities

To serve as a Regional Officer is a privilege and an honor. With this honor come serious responsibilities. Regional Officers represent their chapters, the Texas Region, and Phi Theta Kappa.

Conduct

You are a representative of the Texas Region and should conduct yourself with honor at all times. This includes social media (Facebook, etc.). You are expected to:

- Participate in **local chapter activities** as an active member of an active chapter.
- Maintain **GPA standards and complete at least 6 credit hours in the fall and spring terms** during one-year term in office.
- **Upholding the standards of membership and support the principles, ideals, and programs of the Society and the Region**

International Convention

1. You will be expected to attend the International Convention, including The Phi Theta Kappa Academy, if at all possible.
2. Registration, airfare, room, and meals, are the responsibility of the chapter holding office.
3. Registration for the Phi Theta Kappa Academy will be reimbursed to the chapter by the Texas Region.

International Honors Institute

1. Registration to attend the International Honors Institute will be paid by the Texas Region.
2. Airfare and airport transfers are the responsibility of the chapter holding office.
3. Your dorm room and all of your meals (except R&R day) will be included with your registration.

4. The Regional Coordinator, Associate Regional Coordinator, and regional officers try to get together and share meals to get better acquainted. This is a great opportunity for you to get to know your fellow regional officers and to learn more about the new Honors Study Topic.

Planning Meetings

1. You are expected to attend planning meetings for:
 - a. Texas Honors Institute
 - b. Texas Leadership Conference
 - c. Texas Regional Convention
2. Your expenses to and from these meetings, as well as accommodations and meals, will be paid by the Texas Region.
3. Those requiring airline reservations should contact the Regional Coordinator well in advance of the planning meeting so that airfare can be secured at a reasonable price. No last minute reservations will be made.
4. You will participate in planning the agenda for each meeting and are expected to arrive at the planning meeting with suggestions for workshops and presenters, speakers, and all other aspects of the program.

Regional Meetings

1. You will be expected to attend and participate in:
 - a. Texas Honors Institute
 - b. Texas Leadership Conference
 - c. Texas Regional Convention
2. Registration and accommodations for each of these events are paid by the Texas Region.
3. You will be expected to arrive early to each conference/convention (one day prior to the official event start date) for final planning and preparations. You will be responsible for traveling to the event site in accordance with your college's travel policies. If your college requires an advisor to travel with you, the Texas Region will not be responsible for the advisor's travel and lodging expenses.

4. You will be asked to share a room with another regional officer unless you are the only male or female officer.
5. At these meetings, you will
 - a. Participate in various activities
 - b. Lead the district meeting
 - c. Call roll
 - d. Introduce speakers
 - e. Make others feel welcome

Regional Goals

1. You will be expected to work with your District Coordinator to establish goals for your district.
2. You will work with the Regional Coordinator and Associate Regional Coordinator to help establish goals for the Texas Region. All suggestions will be considered.
3. Regional goals will be finalized at the International Honors Institute

The TEXAN

1. Please submit a picture of yourself and a short article about yourself to The TEXAN newsletter by the end of July. The picture and article should be sent to Texan@txptk.org as well as to the Regional Coordinator.

Public Speaking

1. Regional officers, especially Regional Vice Presidents, will be asked to speak at inductions and other programs held by various chapters in their districts.
2. Regional officers should work with their District Coordinators (or Regional Coordinator for President) to write appropriate speeches—typically, Honors Study Topic related as well as motivational. You should ask those inviting you what they would like and the length of time you are allotted during the event.
3. The chapter inviting the officer to speak should help the officer with expenses to attend the event.
4. The Regional President will be invited to make a speech at the Texas Community College Teachers Association Convention (usually in February). This speech is usually given on a

Thursday evening toward the end of February or beginning of March and is a very important duty and honor for our Regional President.

District Responsibilities

1. Each regional officer is expected to maintain communication with the members and chapters in his/her district, or in the case of the Regional President, in the entire Region.
2. If there are inactive chapters near you, hopefully you will be able to visit with them and encourage them to become active participants.
3. Most officers communicate via email. You will be provided access to a regional email account that you are required to use for communication:

txpres@txptk.org

d1vp@txptk.org

d2vp@txptk.org

d3vp@txptk.org

d4vp@txptk.org

d5vp@txptk.org

You should work with your District Coordinator to establish guidelines for communication.

Communication with Regional Coordinator

1. Officers should keep in touch with the Regional Coordinator. Please submit your home number, cell phone number, mailing address, and other means of communication to the Regional Coordinator.
2. The Regional Coordinator will email you using your Regional email address:
3. You are responsible for notifying the Regional Coordinator of any contact information changes.
4. Business cards will be printed for each officer.

Dress

1. Three polo-type shirts will be provided for each regional officer. You should work together to decide on colors and then provide that information together with sizes to the Regional Coordinator by April 15th.
2. Regional officers usually coordinate dress at Regional events. The Texas Honors Institute is casual while the Leadership Conference and Regional Convention tend to be more formal.

Stipend and Expenses

1. Each officer will receive a \$500 travel allowance each Fall and Spring semester to help with incidental travel costs.
2. The first payment will be made in August/September after receipt of the officer's transcript and the second will be made after the officer has completed all duties including submission of the final report and the officer's transcript.
3. Additional funds are available if the travel allowance is exhausted.
4. Students who cannot drive or have no means of transportation should not serve or make arrangements to have someone from their chapter provide transportation to inductions, speaking engagements, etc.

Annual Report

1. After next year's Regional Convention, you will be expected to submit a final report for you and your district. The Regional President will submit a report for the entire Region. A form will be provided for this purpose. Your report will become part of the Regional Report submitted to International Headquarters.

Contact information:

Regional Coordinator:
Email: txregion@txptk.org

Mary Linder
Cell: 903.624.4748