

HEARTLAND REGION OF PHI THETA KAPPA



REGIONAL OFFICER CANDIDATE INFORMATION AND APPLICATION

Heartland Regional Officer Candidate Information and Application

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PHI THETA KAPPA
INTERNATIONAL HONOR SOCIETY OF THE TWO-YEAR COLLEGE

Center for Excellence
Mississippi Education & Research Center
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Dear Heartland Region Phi Theta Kappa Member:

Thank you for your interest in serving as a Heartland Region Officer. The opportunity to serve the Heartland 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 and your advisor make an informed decision about running for Heartland Region Officer. The experience is an opportunity you do not want to miss as there are many benefits both personally and professionally. Past officers often speak to gaining lifelong friendships and leadership skills that they will take with them.

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

After reviewing this Regional Officer Candidate Information and Application, please speak with your advisor(s) about your interest in a Regional Officer position for the Heartland Region of Phi Theta Kappa. If you and/or your advisor have additional questions, please do not hesitate to contact me or one of the current Regional Officers. I can be reached at 308-641-5125 or by e-mail at winters4@wncc.edu. The application must be submitted by February 16, 2024.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Winters".

Amy Winters
Heartland Regional Coordinator

Regional Officer Positions

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

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

Regional Officer Benefits

- Registration fee paid for annual International Convention after leaving office, if funding is available and all duties have been completed.*
- Registration fees paid for all regional meetings (Regional Fall Conference, Regional Convention).
- A Regional Officer recognition medal.
- A Regional Officer's training, planning, and leadership workshop conducted by the Regional Coordinator.
- Letters of recommendation from your Regional Coordinator.
- The Regional President also receives, after leaving office, the honor of carrying the state flag during the Opening Ceremonies of the annual International Convention. A second regional officer will be selected to carry the other state flag.
- When asking past Regional Officers, personal benefits they listed included:
 - Gain leadership abilities
 - Form lifelong friendships
 - Learn how to conduct business meetings
 - Engage in heated debates
 - Travel across the region and United States
 - Gain more experience working with a team and how to make it work
 - Form individual opinions with an informational background
 - Develop public speaking skills in a friendly environment
 - Gain confidence

* If Region Funding not available, the chapter of the Regional Officer will be responsible for these items.

Regional Officer General Responsibilities

In serving as a Heartland Region Officer, there are general responsibilities that each officer completes throughout the year as well as roles they serve in. The following is a listing of those responsibilities and roles.

- Regional Officers serve as liaisons between chapters and headquarters.
- Regional Officers are role models and leaders for the Heartland Region.
- Regional Officers are expected to attend all of the Region Meetings during their term in office (Fall Conference in September/October and Region Convention in March).
 - 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, lead icebreakers, and lead sessions at the Region conferences.
 - Regional Officers are expected to arrive at the time designated by the Regional Coordinator 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 Headquarter publications such as the Honors Study Topic Guide.
- Regional Officers keep in touch with the Regional Coordinator, Associate Regional Coordinator(s), 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 on file at headquarters in Jackson, MS.
- Regional Officers promote leadership in the region and in the chapters.
- Regional Officers are to have fun, build lifelong friendships, and gain leadership skills throughout their year of service.

Regional Officer Specific Responsibilities

Within each Regional Officer position, there are specific responsibilities at regional meetings and throughout the year that each position must complete. The following is a listing of such duties by position.

President

- Preside over business meetings at the Fall Conference, the Regional Convention, and the International Convention
- Carry the state flag during International Convention (unless running for International Officer)
- Encourage chapters to be actively involved in Regional and International Programs.
- Represent the Heartland Region at appropriate occasions, including chapter induction ceremonies and activities.
- Attend all regional meetings unless excused by the Regional Coordinator.
- Assist with planning of all regional meetings and present at least one breakout session during each regional meeting.
- Meet regularly with the Regional Coordinator and Associate Regional Coordinator(s).
- Lead the region to reach goals, including completion of a Regional Honor's in Action project.
- Serve as a liaison between the region's chapters and international headquarters.

Vice President of Communications

- Co-preside over business meetings at the Fall Conference, the Regional Convention, and the International Convention.
- Record minutes of the Regional Officer Team Meetings and the Regional Business Meetings.
- Update the Regional Facebook Page and other social media pages on a weekly basis.
- Encourage chapters to be actively involved in Regional and International Programs.
- Represent the Heartland Region at appropriate occasions, including chapter induction ceremonies and activities.
- Attend all regional meetings unless excused by the Regional Coordinator.
- Assist with planning of all regional meetings and present at least one breakout session during each regional meeting.
- Meet regularly with the Regional Coordinator and Associate Regional Coordinator(s).
- Lead the region to reach goals, including completion of a Regional Honor's in Action project.
- Serve as a liaison between the region's chapters and international headquarters.

Vice President of Scholarship

- Coordinate the Heartland Region's Honors in Action Project and complete the Hallmark Award of Excellence if the region team decided to enter the competition.
- Co-preside over business meetings at the Fall Conference, the Regional Convention, and the International Convention
- Encourage chapters to be actively involved in Regional and International Programs.
- Represent the Heartland Region at appropriate occasions, including chapter induction ceremonies and activities.
- Attend all regional meetings unless excused by the Regional Coordinator.
- Assist with planning of all regional meetings and present at least one breakout session during each regional meeting.
- Meet regularly with the Regional Coordinator and Associate Regional Coordinator(s).
- Lead the region to reach goals, including completion of a Regional Honor's in Action project.
- Serve as a liaison between the region's chapters and international headquarters.

Vice President of Leadership

- Coordinate the Heartland Region's leadership trainings and complete the Hallmark Award of Excellence if the region team decided to enter the competition.
- Co-preside over business meetings at the Fall Conference, the Regional Convention, and the International Convention
- Encourage chapters to be actively involved in Regional and International Programs.
- Represent the Heartland Region at appropriate occasions, including chapter induction ceremonies and activities.
- Attend all regional meetings unless excused by the Regional Coordinator.
- Assist with planning of all regional meetings and present at least one breakout session during each regional meeting.
- Meet regularly with the Regional Coordinator and Associate Regional Coordinator(s).
- Lead the region to reach goals, including completion of a Regional Honor's in Action project.
- Serve as a liaison between the region's chapters and international headquarters.

Vice President of Service

- Coordinate the Heartland Region's Annual Service Project and complete the Hallmark Award of Excellence if the region team decided to enter the competition.
- Co-preside over business meetings at the Fall Conference, the Regional Convention, and the International Convention
- Encourage chapters to be actively involved in Regional and International Programs.
- Represent the Heartland Region at appropriate occasions, including chapter induction ceremonies and activities.
- Attend all regional meetings unless excused by the Regional Coordinator.
- Assist with planning of all regional meetings and present at least one breakout session during each regional meeting.
- Meet regularly with the Regional Coordinator and Associate Regional Coordinator(s).
- Lead the region to reach goals, including completion of a Regional Honor's in Action project.
- Serve as a liaison between the region's chapters and international headquarters.

Vice President of Fellowship

- Coordinate the Heartland Region's fellowship activities and complete the Hallmark Award of Excellence if the region team decided to enter the competition.
- Co-preside over business meetings at the Fall Conference, the Regional Convention, and the International Convention
- Encourage chapters to be actively involved in Regional and International Programs.
- Represent the Heartland Region at appropriate occasions, including chapter induction ceremonies and activities.
- Attend all regional meetings unless excused by the Regional Coordinator.
- Assist with planning of all regional meetings and present at least one breakout session during each regional meeting.
- Meet regularly with the Regional Coordinator and Associate Regional Coordinator(s).
- Lead the region to reach goals, including completion of a Regional Honor's in Action project.
- Serve as a liaison between the region's chapters and international headquarters.

Chapter and/or College Commitments for those with regional officers

- Complete support of chapter advisor and chapter officers/members.
- Complete support of college administration.
- Capability of having postage paid for mailings by college or chapter.
- Financial support from college/chapter for transportation and hotel accommodations for regional conferences and International Convention (Catalyst). In addition, provide transportation to the Regional Institute and to regional chapter events the officer has been invited to speak at (if not provided by hosting chapter).
- 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 Heartland Regional Officer.

- Application/Intent to run for Regional Officer is due to the Regional Coordinator by the Friday two weeks before the Heartland Region Convention.
- Candidates will declare intention of running for a particular office. If a candidate runs for president, and is not elected in that position, he/she will not be allowed to run for vice president unless there are no candidates in that race.
- At the first general session of the Heartland Region Conference, a fellow member must nominate you for candidacy and introduce you to the Heartland Region members. The candidates will not be allowed to make a speech at this time.
- It is permissible to have a campaign manager.
- It is permissible for you to have a campaign team and a theme for your campaign. The campaign team can consist of no more than five members, in addition to a campaign manager. This official campaign team *cannot distribute items* (only the candidate and campaign manager can distribute items), but can actively support your campaign by wearing any type of theme-based costumes, t-shirts or buttons and through discussions with other members.
- All candidates must attend the political rally on Friday evening.
- At the political rally, you may use an easel to display your poster (please bring one with you) or use a tri-fold poster. The poster must be standard size and may be any color and include any color. You may include any information pertinent to your candidacy.
- During the political rally, you must stay close to the spot designated for you, so as not to impinge on the rights of other candidates.
- At the political rally, you and your campaign manager may offer one distributable item to the members only. You and your campaign manager must hand out this item *only in front of your designated spot*. The distributable item must be a photocopied sheet of standard size paper (8 ½" x 11") of any color with black ink only. You may use the back and front, and fold in any manner. You may include information pertinent to your candidacy. You may not distribute your photocopies at any other time during the weekend. You should have approximately 100 copies. *No other items can be handed out other than the brochure – NO candy, pins, etc.*
- During the Saturday morning session of the Heartland Region Convention, candidates will have three minutes to speak to the members. You will not be allowed to go over

your allotted time. You will speak on the current year's honors study topic. *Please do not use this speech to inform the membership of your personal qualifications; that is the purpose of the political rally. This purpose is for the membership to gauge your public speaking skills and familiarity with the honors topic.*

- In addition to a three-minute speech, each candidate will answer one question submitted by advisors (not to exceed one minute). Questions will be shared with the candidates prior to the convention.
- Following the speeches, candidates will have opportunity to meet with members during break.
- Voting will occur during the lunch hour. Ballots will require the chapter name and school. Ballots will have all races on them with the names of the candidates.
- 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 new Heartland Region Officers will be announced and inducted after the Hallmark Awards are presented on Saturday evening.
- If elected, you must attend a meeting with the Regional Coordinator on Sunday morning during breakfast of the Heartland Region Convention.

Heartland Regional Officer Application

Please fill in (and email), type, or print clearly in black pen. Application is due by February 16, 2024.

You must also provide a head and shoulders photograph to winters4@wncc.edu.

Name: _____

Office Sought: _____

Chapter: _____

College: _____

Address: _____

Phone: _____

E-mail: _____

Major: _____

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 biographical essay of your experience at the community college:

Candidate, please read and sign:

I have read through the campaign packet and fully understand the campaign procedure, the benefits and duties of the position for which I am running, and if elected will attempt to the best of my abilities to fulfill the responsibilities of the Regional Office.

Signature _____ Date: _____

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: _____