

2024-2025 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. 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 the one-year term in office.
- Uphold 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 PTK Catalyst, if at all possible.
2. Registration, airfare, room, and meals, are the responsibility of the chapter holding office.

Regional Institute

1. All approved expenses related to travel, lodging, and registration will be paid by the Texas Region and Phi Theta Kappa Headquarters.

Planning Meetings

1. You are expected to attend planning meetings for:
 - a. Texas Honors Institute
 - b. Texas Leadership Conference
 - c. Texas Regional Convention
2. All approved expenses to and from these meetings, as well as accommodations and meals, will be paid by the Texas Region. Any unapproved travel, meal, and accommodation expenses will be your or your chapter's responsibility.
3. You will be responsible for traveling to the meeting 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 participate in planning the agenda for each meeting and are expected to arrive at the planning meeting with suggestions for workshops and activities, 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 approved 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. 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. Vice Presidents will be expected to work with their District Coordinator to establish goals for their 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.

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 and Associate Regional Coordinator for the President) to write appropriate speeches. The speech topics will be communicated at your training meeting.
3. The chapter inviting the officer to speak should help the officer with expenses to attend the event.
4. A Regional Officer will be invited to make a speech at the Texas Community College Teachers Association Annual Convention. 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 the Texas Region. More information will be shared about this at your training meeting.

District Responsibilities

1. Each regional officer is expected to maintain communication with the members and chapters in their district, or in the case of the Regional President, with 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. You will be provided access to a regional email account that you are required to use for regional communication:

txpres@txptk.org

d1vp@txptk.org

d2vp@txptk.org

d3vp@txptk.org

d4vp@txptk.org

d5vp@txptk.org

You should work with your Regional Coordinator, Associate Regional Coordinator, and District Coordinator to establish guidelines for communication.

Communication with Regional Coordinator

1. Officers should keep in touch with the Regional Coordinator and Associate 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 and Associate Regional Coordinator will email you using your Regional email address.

3. You are responsible for notifying the Regional Coordinator and Associate 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.
2. Regional officers usually coordinate dress at Regional events. The Texas Honors Institute and Texas Leadership Conference are casual while the Regional Convention is more formal.

Scholarship and Expenses

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

Annual Report

1. Toward the end of your term, you will be expected to submit a final report. Vice Presidents will submit a report for their district; the Regional President will submit a report for the entire Region. The Regional Coordinator will provide additional details about this requirement.