

## **General Duties and Guidelines for All Regional Officers**

- A. Serve on the Executive Board.
- B. Attend an orientation meeting for Regional Officers and all Executive Board meetings unless excused by the Regional Coordinator.
- C. Attend all regional meetings (Leadership Conference, Regional Honors Institute, and Regional Convention) and assist in planning and directing of regional meetings.
- D. Uphold the standards of Phi Theta Kappa membership and support the principles, ideals, and programs of the society.
- E. Develop and promote goals for the Region.
- F. Encourage all chapters to participate in the Phi Theta Kappa Honors Program.
- G. Represent the Carolinas Region at appropriate occasions under the direction of the Regional Coordinator.
- H. Encourage all chapters to be actively involved in the Carolinas Region and Phi Theta Kappa programs and initiatives.
- I. Prepare to serve in the following roles at Region or Chapter meetings: workshop panelist, awards judge, keynote speaker, group leader, master of ceremonies, invocator, society ambassador, and as a representative of Phi Theta Kappa at meetings of other organizations.
- J. Prepare and present workshops for regional meetings as directed by the Regional Coordinator.
- K. Perform additional duties as delegated by the Regional Coordinator.
- L. Regional Officers must be active participants in their local chapter activities.
- M. Regional Officers must not send mass mailings via e-mail or postal mail without approval from the Regional Coordinator.
- N. Regional Officers must not accept invitations to attend Phi Theta Kappa events without prior consultation and approval from the Regional Coordinator.
- O. Registration fees and lodging for regional events (Leadership Conference, Honors Institute, and Regional Convention) are waived for Regional Officers.
- P. Any additional funding for Executive Board members travel, supplies or expenses will be at the discretion of the Regional Coordinator.
- Q. Regional Officers must understand that policies and procedures regarding officers vary from year to year depending on the Carolinas Region budget, resources and priorities. Privileges of previous officers may not necessarily be applicable to the current officers.