



Welcome to Student Leadership!

2024-25 STUDENT REPRESENTATIVE GUIDE TO EFFECTIVE
LEADERSHIP IN SIGMA TAU DELTA

Updated: 6/17/2024

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Welcome! After the whirlwind of applying, interviewing, and being appointed to the Student Leadership team, on top of other exciting events that come with the end of semester, you probably are wondering what you got yourself into by becoming a Student Representative (SR) or Associate Student Representative (ASR). Rest assured, you will gain valuable experience working with the second-largest honor society in the United States!

The goal of this information packet is to offer you a description of your responsibilities and duties as a Student Leader (SL) of Sigma Tau Delta. If you have any further questions, do not hesitate to contact one of your two Student Advisors (SAs), your Regent, or the Central Office liaison for the Student Leadership Committee.

The Basics

The most time-consuming task during your first few days of leadership is to become familiar with the organizational structure of Sigma Tau Delta. Long before the annual convention, many Board and staff members, faculty, and students work together behind the scenes throughout the year to make Sigma Tau Delta a wonderful student organization. You are now a part of this group for the 2024-2025 academic year!

WHERE TO FIND INFORMATION

The official Sigma Tau Delta website (english.org) has a wealth of information that offers a wide range of materials helpful to Student Leaders and school chapters. One of the first things you should do as an SL is to become familiar with the website; if a chapter contacts you for information, chances are the information is provided online. Being an informed SL is very helpful to your region. We suggest starting with the following pages:

- [Start a Chapter](#)
- [Chapter Life](#)
- [Scholarship, Grants, Awards Overview](#)
- [Events](#)
- [Common Reader](#)
- [Service Project](#)
- [Publications](#)
- [About Social Media](#)
- [Internships](#)

REGIONS

There are six (6) regions in Sigma Tau Delta. These divide the country into manageable states and various international countries.

Eastern - CT, DC, DE, MA, MD, ME, NH, NJ, NY, OH, PA, RI, VT, WV, Bulgaria, Canada, Kuwait, United Arab Emirates

Far Western - AK, CA, HI, ID, NV, OR, UT, WA, China, Guam

High Plains - CO, KS, MT, ND, NE, SD, WY

Midwestern - IA, IL, IN, MI, MN, MO, WI

Southern - AL, FL, GA, KY, LA, MS, NC, SC, TN, VA, The Bahamas, Puerto Rico, Virgin Islands

Southwestern - AR, AZ, NM, OK, TX

You can find the chapter directory by state in the [Chapter/Regional Directory](#) on the website.

CENTRAL OFFICE

Email: sigmaoffice@niu.edu

Mailing Address

Sigma Tau Delta
Department of English
Northern Illinois University
DeKalb, IL 60115

WHO TO CONTACT

Within Sigma Tau Delta are several individuals and committees working together to ensure effective communication and representation in the organization. These individuals include:

[The Board of Directors](#)

[The Executive Director and the Central Office staff members](#)

Regents

Student Advisors (SA)

Student Representatives (SR)

Associate Student Representatives (ASR)

[Alumni Representative \(AR\)](#)

As a **Student Leader (SL)**, you will primarily be in contact with your fellow SRs/ASRs, your Regent (the Chapter Advisor who represents the same region as you), and the two SAs (the primary communicators between Student Leaders, the Board of Directors, and the CO).

Student Leadership Committee: The SAs, SRs, and ASRs comprise the **Student Leadership Committee**. This committee coordinates the various responsibilities assumed by Student Leaders throughout the year to ensure effective communication and to plan convention activities. *Your SAs and your fellow SLs are your first points of contact for any questions, concerns, or ideas.* Additionally, exchange contact information with outgoing Student Leaders. These individuals learned a great deal throughout a year's worth of work in your region and can give you pointers on specific regional needs, interests, or continuing projects such as regional conferences. Outgoing Student Leaders remain available through August 1 and will conduct one video chat with incoming SLs and their Regent.

Central Office: The Central Office (CO) has a designated staff member that will serve as the Student Leadership liaison. You will work with and report to this individual throughout the year.

Regional Leadership: Your Regent, your SR, and your ASR comprise your regional leadership team. You will work with them to set and execute goals for your region. Once you have assumed your leadership position, it is imperative that you make contact with the members of your regional leadership (SR, ASR, and Regent).

Changing Your Contact Info: *It's extremely important that we keep in contact with you. If your name or contact information (email address, school, home address, phone number) changes, please inform your Regent, the SAs, and the Central Office (sigmaoffice@niu.edu) immediately.*

EMAIL AND ONLINE CORRESPONDENCE

The Student Leadership Committee uses a few key technologies to stay in contact throughout the year. **Please ensure that each of the following digital resources are bookmarked** on your preferred Internet browser, **as well as downloaded in app form** on your mobile phone or device.

Email: Your primary source of contact will be through email. When you become a Student Leader, you will be assigned a **Student Leader email** that will connect you with the chapters of your region as well as with other SLs and the CO. The email address will be an abbreviated regional marker and your leadership role followed by @wordybynature.org and will be forwarded to your preferred account. For example, if you are an SR from the High Plains Region, your email address will be hpsr@wordybynature.org. If you are an ASR from the Southern Region, your email address will be sasr@wordybynature.org.

Microsoft Teams: We will use Microsoft Teams to communicate and collaborate throughout the year. We use this space to chat, create and share documents, video conference, and more. An administrator will add you to our Team using the email you provide. Please download the desktop and mobile Teams apps so that you have quick access to this shared space and receive any relevant messages.

Instagram:

Sigma Tau Delta Student Leaders will log in to Instagram accounts associated with their region. Using these Instagram pages, SLs will engage with chapters across their region while also posting relevant content such as calls for papers, job postings, or other English-related activities. SLs are expected to make Instagram posts twice a month.

While Student Leaders are not expected to fulfill any administrative expectations with the Society's Instagram account, the expectation for engaging with and boosting Sigma Tau Delta social media content extends to our Instagram. SLs should be sure to follow @englishmatters and boost any content there.

When creating posts for your region's Instagram page, consider Sigma Tau Delta's official [graphic standards](#) alongside the [writing and editing guidelines](#).

When2Meet: Student Leadership regularly relies on meeting scheduling software to collect schedules and availability ahead of each monthly meeting. By filling out each poll with your availability, we will ensure that our monthly meetings can occur at a common time when most SLs will be able to meet. When filling out this poll, SLs are asked to ensure the time zone displayed at the top of their page will align with the accurate timezone of their region.

As a representative of Sigma Tau Delta in a public forum, it is of the utmost importance that you comport yourself professionally and abide by our Community Standards.

Writing and Style Guidelines

Student Leaders will be writing for the Society email, social media posts, and blogs. The [Sigma Tau Delta Editorial Style guidelines](#) are designed to help Sigma Tau Delta members prepare copy for Sigma Tau Delta publications and correspondence. They are intended to ensure consistency of style and are based on the most current *Modern Language Association MLA Handbook for Writers of Research Papers* as well as on organizational preference.

In any circumstance where this guide does not provide enough information, members should defer to the most recent MLA guidelines. The [OWL at Purdue](#) is an excellent source for up-to-date MLA citation guidelines.

Understanding Your Role: Student Representatives (SRs) and Associate Student Representatives (ASRs)

A comprehensive list of duties for SRs and ASRs can be found on the Sigma Tau Delta website and at the links below:

SR: http://www.english.org/about/leadership/sr_position.shtml

ASR: http://www.english.org/about/leadership/sr_position.shtml#ASR

Overall, your most important role is to represent student voices in your region.

Your Responsibilities. In addition to the duties provided in the link, there are other responsibilities that we will describe in greater detail here. Your outgoing SRs/ASRs, your Regent, and the SAs can also help you orient yourself to these tasks.

1. **Corresponding with Your Regional Team.** One of the most important tasks is to maintain regular correspondence between your SR, your ASR, and your Regent. In many cases, we tend to lose contact after appointments are made, during finals week, and summer vacation. Do not allow yourself or your other regional leaders to drop off the grid, as this can make regional leadership very difficult when school resumes and deadlines loom. Ideally, you should contact your ASR and Regent **once a month**, via email, Teams, or some other agreed-upon means of communication. Let them know what you've been up to in regard to chapter development or other regional tasks, or inform them if you will be away for a while so they don't wonder why you have not been responding to email.
2. **Setting Goals for Your Region.** You will coordinate a time soon after convention when your SR, your ASR, and your Regent discuss timelines for yearly goals. Some regions coordinate a regional student conference, and some regions may be working on ways to boost membership by adding chapters or encouraging inter-chapter communication. Whatever your region's goals may be, you should make sure that your SR, your ASR, and your Regent are on the same page. You also should determine if you attend school close to your fellow leaders. In some cases, the SR/ASR and Regent live nearby, making planning and communication less complex.
3. **Attending Monthly Student Leadership Meetings.** In the first few weeks after new SL appointments have been announced, the SAs will schedule a video chat as a way to introduce you to their current primary method of communication used throughout the year. You will be able to ask them more questions about your leadership role at this time. As well as maintaining communication within your region, you are responsible for **attending monthly video chats** coordinated by the SAs and the Student Leadership liaison. These are conducted once a month through a Microsoft Teams video meeting. Once the upcoming video chat date and time is announced (through email and Microsoft Teams), please inform the SAs if you will be attending or if you cannot make it to the upcoming chat.
 - a. Attendance at every virtual meeting is expected, but we also recognize that class and work schedules might conflict. **You are required to fill out every scheduling poll for a meeting with every available meeting time.**
 - b. If you are not able to attend, you will complete the **SL Check-In Activity** on the agenda through the Microsoft Teams chat.

4. **Moderating Your Region's Instagram Account.** SLs will be assigned as an administrator of respective regional Instagram accounts. You will be in charge of adding members and managing content. Moderating an active presence on Instagram anticipates that student leaders will work together on their region's respective Instagram page to follow active chapters, share their activities, and direct traffic to the main Society page. While there is a posting requirement, Student Leaders are encouraged to regularly check their regional accounts to stay in touch with their regions, build knowledge on Society happenings, and promote Society activities.
5. **Reposting, Sharing, & Boosting Official Society Content.** As ambassadors of Sigma Tau Delta and its work as an honor society, we ask that Student Leaders regularly take time to engage with posts, links, and other content posted by official Society social media outlets. Commenting on a post is the best way to increase its reach and visibility. If your chapter maintains social platforms, you are also encouraged to share Society posts to those chapter accounts. Student Leaders are expected to engage with Society social media content at least twice a month at minimum.
6. **Contributing to Sigma Tau Delta's Online Presence.** Throughout the year, you will contribute content for the Sigma Tau Delta website and social media pages. Remember, the deadlines for these submissions are spread out (see page 11 "2024-2025 Timeline"). This year, you will . . .
 - a. Create a **Meet the Deltans** profile.
 - b. Write one **blog post** for the Sigma Tau Delta blog, Wordy By Nature.
 - c. Record a video **highlighting the benefits of joining Sigma Tau Delta** as a student.
 - d. Record two videos: **one introducing everyone to this year's Common Reader and one introducing the Spotlight Author.**
 - e. Interview two people for the **Humans of Sigma Tau Delta** Facebook page.
 - f. Host a **Social Media Takeover** for an event in your region.
 - g. Make two monthly posts on your regional Instagram page.
 - h. Contribute to the monthly **Student Leadership Newsletter.**
7. **Communicating with Your Region.** Each SR handles communication with their region a bit differently. While your participation and moderation on the Facebook group is required, we also suggest engaging in one or more additional forms of communication.
 - a. **Contact Local Chapters and Universities.** As far as regional communication goes, one idea is to take a look at any chapters close to your school. If there is a university in your region with a Sigma Tau Delta chapter, consider contacting the Advisor to coordinate a meeting. If there is a university nearby that doesn't have an active chapter, you could also reach out to them and help them or start one. You can also encourage chapters close in proximity to each other to communicate; this is especially beneficial if they are small.
 - b. **Send an Email Update.** Many SRs, in cooperation with their Regent, take the time to write up one or more periodic "email blasts" that may go out shortly after your appointment, at the start of the fall semester, or at the start of the spring semester. This is a great way to introduce yourself to the chapters in your region, update them on regional opportunities, and encourage them to contact you to make regional plans. Any large-scale email correspondence of this kind must be approved before being sent, with the exception of the regional Instagram page. Submit the email to your Regent, SAs, and the SL Facilitator before it is sent to your entire region. Be brief, warmly professional, and proofread carefully.
 - c. **Utilize regional Instagram page.** The regional Instagram page is a valuable resource that can be used to communicate with chapters in the SL's respective region. This may take the form of posting, reposting chapters' activities through use of stories, following chapters in the region, or other strategies coordinated with the regent and SAs.
8. **Convention Responsibilities.** The Student Leadership Committee is active at convention each

spring. We host a number of events that we will plan and execute together this year.

- a. **Open Mic Night(s).** Each convention dedicates at least one evening for students to read work across all genres in a safe and supportive environment.
- b. **Student Leadership Workshop.** We will host a workshop for convention attendees. We get to decide what this looks like, but normally we focus on connecting with members and equipping them to take great ideas back to their chapter.
- c. **Student Leadership Social.** Each year, we host a fun evening event at the convention! Again, we get to decide what this is, but we'll plan something engaging and fun for members. In years past, we have hosted events such as a Kahoot trivia night.
- d. **Introducing convention speakers.** Each year, a few SLs are asked to write introductions for the convention speakers of that respective convention. These SLs will work directly with the Officer at Large to edit their introductions and present them during the event.
- e. **Social media coverage.** SLs play an important role in documenting various convention activities to share with the Society at large.
- f. **SRs ONLY: Representing the Students on the Board.** When the Board meets in the fall and spring, you will serve on a few committees and provide the student perspective on various aspects of Society life. See the section below regarding Board Meetings for more details.

Board Meetings

The most important task you will undertake as an SL is ***to attend and participate in Board meetings***. At these meetings you will participate in a variety of committees in addition to the Student Leadership Committee. Your responsibility is to offer the student voice and perspective on a number of Society tasks, such as scholarships, Society partnership initiatives, service, and communication. You will find out by mid-summer to which committees you have been assigned.

Travel and Funding

Travel Arrangements: The CO will email all Student Leaders attending the Board meetings and will indicate a private link to the web page that offers all necessary materials for the meetings. You will be given a deadline to submit to the CO a travel form indicating your flight numbers (or if you are traveling by car) as well as your expected time of arrival and hotel room requests. Submit these materials in a timely manner. If you need financial assistance purchasing plane tickets, you can contact the CO and they can book your flight for you. Do not make hotel arrangements, as this will be taken care of by the CO.

Financial Compensation: For spring and fall Board meetings, as well as for the convention, attending SLs are compensated for specified travel and hotel. The CO will inform you when you can begin to make travel preparations for the fall and spring Board meetings. In addition, you will have a per diem for food expenses. These funds typically take the form of debit cards with a full per diem loaded onto the card from the start. SLs are expected to use these per diem cards responsibly, ***exclusively*** for food during your travel, not to buy souvenirs, alcohol, or unnecessary items. These funds come from membership fees paid by fellow students, so please keep this in mind when you make purchases. Keep and submit all travel receipts so you can be reimbursed for appropriate travel (not food) purchases.

What To Expect

Fall Board Meeting (SRs only): Before the fall Board meeting, SRs are required to write a report of their activities as an SL during the year. During the fall Board meeting, which takes place this September in Pittsburgh, PA, you will meet with your assigned committees to discuss and collaborate. After all committees have met, everyone participates in the Board meeting, where each committee shares items of their discussions and makes motions to pass changes to Society-related items. In addition, SRs will be asked if they have anything to add to their reports. The fall Board meeting is a great way to explore the location of the upcoming convention.

Spring Board Meeting (SRs and ASRs): The spring Board meeting takes place before the start of convention, March 19 – 22, 2025. SRs and ASRs both will arrive the day before the convention officially begins to meet with their committees and begin the Board meeting. Before the spring Board meeting, SRs are required to write a report of their activities as an SL during the year. This report is identical in format to the report submitted before the fall Board meeting, and the CO will send a formatted document you can use to write it. During the spring Board meeting, SLs will be asked if they have anything to add to their reports. All individual Board reports will be available online for all Board members to read prior to the spring Board meeting; it is expected that all Student Leaders familiarize themselves with those reports prior to the start of the meeting.

Participation in the Board Meeting: Although all SLs represent student voices during discussions, only the two SAs have voting authority. Regardless, you are encouraged to listen to the concerns you may hear in your region and to mention them during the Student Leadership committee meeting so everyone can discuss possible solutions.

During the fall Board meeting, you will be able to talk to your Regent in person. Since your ASR does not attend the fall Board meetings keep your ASR informed of discussions that take place at this time, or check on them before the meeting to see if they have anything to add to the discussion.

After the Board Meeting: Once you return home, you must fill out a reimbursement form (found in the same special link as all your other Board materials), where you will indicate the dollar amounts of expenses made during your travel. These expenses include:

- Airfare (if you purchased plane tickets)
- Mileage (to and from the airport, or gas expenses if you drive to the location)
- Miscellaneous (to be approved by the CO)

You will be required to send copies of your airport parking fees, gas station receipts, etc., with your completed reimbursement form. Note that food receipts are exempt from the reimbursement process as you will already be using a debit card with the full per diem loaded onto it. Return these items in a timely manner, ideally the week after the Board meeting/convention. You will receive a check via snail mail from the CO to compensate for all approved expenses.

Policy for SR and ASR Resignation

SRs and ASRs are required to be members in an active chapter and enrolled in courses for the full year during their appointed year.

If you can no longer fulfill your role as SR or ASR, you must immediately inform your Regent, the SAs, and the Central Office (sigmaoffice@niu.edu). The respective Regent may or may not appoint a replacement.

Funding Policy for SLs: *In order to receive funding for travel and lodging at the fall board meeting and the spring board meeting/convention, you must have all of the required assignments complete and have attended or made up all of the meetings by the required date to ensure reimbursement.*

2024-2025 Timeline

May	Regents interview and appoint SLs
June - July	SL Virtual Training Session; Virtual Video Chats; Central Office assigns email and Facebook Group administration to new Student Leaders (SLs)
June 14	Your biography, a headshot (examples of SR biographies), and contact information form for the English.org website are due to sigmaoffice@niu.edu
July	Monthly SL Committee Meeting*
July 29	Meet the Deltans survey due
Early August	Student Representatives receive information about fall Board Meeting
August 5	WORDY by Nature blog proposal due
August	Monthly SL Committee Meeting*
Mid August	Deadline for submitting paperwork to ensure funding and attendance at fall Board meeting. This includes attendance at all meetings OR completion of the SL Check-In for any meetings you missed.
August 12	Society Recruitment video due
August 15	Newsletter sign-up due
Late August	Fall Board and Committee Reports due (<i>SAs & SRs only</i>)
August 26	WORDY by Nature blog draft due
September	Fall Board & Committee Reports Due (<i>SAs & SRs only</i>)
September	Fall committee meetings and Board meeting in Pittsburgh, PA (<i>SAs & SRs only</i>)
September 30	Welcome to Pittsburgh reviews due (<i>SAs & SRs only</i>)
October	Monthly SL Committee Meeting*
October 15	Fall Social Media Takeover scheduling deadline (can take place at any point during the fall semester, but must be scheduled with CO by this date)
October 28	1 st Humans of Sigma Tau Delta post due
November	Monthly SL Committee Meeting*
November 15	Common Reader video due
December	All Student Leaders receive information about the spring Board meeting
December	Asynchronous SL Committee work

<i>January</i>	Monthly SL Committee Meeting*
<i>January 13</i>	Pittsburgh Speaker Introductions due
<i>January 27</i>	Spotlight Author Video Due
<i>February</i>	Monthly SL Committee Meeting*
<i>February</i>	Spring Board and Committee Reports due <i>(SAs & SRs only)</i>
<i>February</i>	Deadline for submitting paperwork to ensure funding and attendance at the spring Board meeting and Pittsburgh Convention. <i>This includes attendance at all meetings OR completion of the SL Check-In for any meetings you missed.</i>
<i>February 10</i>	2 nd Humans of Sigma Tau Delta post due
<i>March</i>	Monthly SL Committee Meeting*
<i>March 18-19</i>	Spring committee meetings and Board meeting in Pittsburgh, PA <i>(all)</i>
<i>March 19-22</i>	2025 Convention in Pittsburgh, PA
<i>April</i>	Monthly SL Committee Meeting*
<i>May</i>	Asynchronous SL Committee Work
<i>May 31st</i>	Final day of active duty on the SL Committee
<i>June</i>	Optional SL Virtual Farewell Celebration
<i>June</i>	Regional meetings with incoming 2025-26 Student Leaders and Regents
<i>June-July</i>	Student Leadership exit survey accepting submissions
<i>August 1</i>	Remain available to answer questions and help guide incoming SLs until this date

*Monthly SL Committee Meetings: As previously mentioned, a scheduling poll will be shared at each committee meeting to determine the following month's meeting date and time.