

# Committee Charges

Communications Committee—Co-chairs: Carrie Fitzpatrick & Kassia Krone	
Charge	Foci
<ol style="list-style-type: none"> <li>1. To review and evaluate policies and procedures pertaining to all electronic publications and to materials printed by or for the organization.</li> <li>2. To review policies and procedures pertaining to The Sigma Tau Delta <i>Rectangle</i> and <i>Review</i> and writing awards.</li> <li>3. To oversee the website and to explore options for coordinating online communication.</li> <li>4. To determine and implement best practices with regard to diversity, equity, and inclusion.</li> </ol> <p><b>Fall 2023-Sp 2024 SP Objectives:</b></p> <p>3 (b) <i>Support diverse curricula and readings in such venues as Convention, Common Reader authors, webinars, and chapter events and activities</i></p> <p>4 (c) <i>Enhance faculty members' professional development (at Convention and virtually) by giving them a chance for a scholarly presentation or webinar for student members, or a chance for a collaborative workshop or publication or service opportunity</i></p> <p>[Co-charge with Service &amp; Partnerships Committee]</p> <p>5 (c) <i>Encourage chapters to increase the society's visibility in their local areas</i></p> <p>[co-charge with Regents Committee]</p>	<p><b>Through Fall 2023</b></p> <ul style="list-style-type: none"> <li>• Review Sigma Tau Delta style guide for consistency [e.g., capitalizing “Advisor” and “Region” but not “member” or “chapter”] and usability.</li> <li>• Along with the Regents’ Committee members, articulate and affirm policy related Regents’ ability to communicate with their constituents using current platform(s) and without CO review.</li> <li>• In collaboration with Service and Partnerships, consider professional opportunities (presentation, publication, etc.) for Advisors and faculty members.</li> <li>• By December deadline, evaluate Outstanding Literary Journal Award applications and make determinations about awards, including a possible separate award for online journals.</li> <li>• Provide ongoing feedback to Executive Director and CO regarding website updates.</li> </ul> <p><b>Spring through summer of 2024</b></p> <ul style="list-style-type: none"> <li>• Consult with CO about journal display at Convention.</li> <li>• In coordination with the Convention Committee, introduce Convention attendees to the work of this committee.</li> <li>• Using agreed-upon award/scholarship timelines, accept applications for and recommend winners of the annual awards.</li> <li>• Coordinate with the Editor of Publications in the selection process for interns and readers.</li> <li>• By Spring Board Meeting, and in conjunction with the Regents Committee, review and offer suggestions for the expanded website area dedicated to Advisors.</li> </ul>
<p><b>Board Members:</b> Kaitlynn Sass, Carie King</p> <p><b>CO:</b> Katie Mudd</p> <p><b>SLs:</b> Elle Hardoin, Ja’Vontaye Gagum</p>	

Convention Committee—Chair: Glen Brewster; Co-Chairs: Ami Comeford, Carie King

Charge	Foci
<ol style="list-style-type: none"> <li>1. To plan, coordinate, and publicize each annual international convention.</li> <li>2. To make recommendations about site selection and decisions about budget, speakers, registration fees, the Common Reader, academic and anniversary awards, Convention awards, and any other matters related to the Convention.</li> <li>3. To consider convention speakers for honorary membership in the Society.</li> <li>4. To determine and implement best practices with regard to diversity, equity, and inclusion.</li> </ol> <p><b>Fall 2023-Sp 2024 SP Objective:</b>  <i>4 (c) Enhance faculty members' professional development (at Convention and virtually) by giving them a chance for a scholarly presentation or webinar for student members, or a chance for a collaborative workshop or publication or service opportunity [Co-charge with Professional Development Task Force]</i></p>	<p><b>Through Fall 2023</b></p> <ul style="list-style-type: none"> <li>• Coordinating with the CO, update (as needed) the current schedule for Convention planning and implementation and revise the template for scheduling future convention activities.</li> <li>• Using the agreed-upon timeline, accept submissions; convene evaluators; and select papers, roundtables, and workshops for the Convention.</li> <li>• Explore increasing the scope and/or access to career and professional development workshops as a component of the Convention in response to changing economic conditions and to the SP.</li> </ul> <p><b>Spring through summer of 2024</b></p> <ul style="list-style-type: none"> <li>• Consult with chair(s) for 2025 Convention, who (with input from the existing Convention Committee) should line up Common Reader and keynote speaker(s) as soon as possible.</li> <li>• By agreed-upon timeline and in coordination with Student Leadership (SL) and members of other committees, create offerings for 2024 Convention sessions/panels to address interests of key populations, as determined by this committee or as suggested by other committees.</li> <li>• As part of our work with diversity, equity, and inclusion, monitor the work of judges, ensuring fair and ethical consideration of all submissions.</li> <li>• Select winners of Convention awards before Convention or, in the case of sponsored awards such as the Stemmler/Dennis LGBT&amp; Awards, provide all eligible submissions to appropriate judges as per written guidelines for those awards.</li> <li>• Share survey results with and brainstorm during a Convention post-mortem with incoming 2025 Convention chair and CO staff.</li> </ul>
<p><b>Board Members:</b> Leigh Dillard, Amy Gates, Autumn Koors Foltz, Diane Steinberg, Kevin Stemmler  <b>CO:</b> Jeannine Szostak  <b>SLs:</b> Destiny Jones, Eunice Tan, DeAni Blake-Britton, Kelly Taylor</p>	

Executive & Board Development Committee—Chair: Shannin Schroeder

Charge	Foci
<ol style="list-style-type: none"> <li>1. To exercise all executive powers of the Society, excepting any specifically retained by the full Board in official sessions.</li> <li>2. To provide input on the Society's annual budget; to oversee disposition and investment of Society funds, with an emphasis on preservation of capital and benefits to student members; to advise on the desirability and/or feasibility of additional expenditures.</li> <li>3. To develop and review policies and processes which enable the Board to recruit and mentor potential new Board members; to nominate candidates and implement elections; to review elections policy and procedures and recommend any changes for future elections.</li> <li>4. To determine and implement best practices with regard to diversity, equity, and inclusion.</li> </ol> <p><b>Fall 2023-Sp 2024 SP Objectives:</b>  <i>3 (c) Support social justice efforts, both within and beyond the organization</i>  <i>5 (f) Explore rebranding Sigma Tau Delta, Sigma Kappa Delta, and the National English Honor Society under an umbrella name while retaining the individual names as well</i></p>	<p><b>Through Fall 2023</b></p> <ul style="list-style-type: none"> <li>• Review list of standing committees and of proposed task forces and committee charges/foci completed by President.</li> <li>• As liaisons to other committees, discuss the ongoing work of those committees, with an eye toward future or modified charges.</li> <li>• Before Fall Board meeting, revise DEI statement(s) for approval and posting.</li> <li>• By Fall Board meeting, determine who is eligible and, if appropriate, nominate a candidate to receive the Delta Award.</li> <li>• By Fall Board meeting, review online Board Manual housed on the Board pages of the Society's website (<a href="http://www.english.org/board">www.english.org/board</a>).</li> </ul> <p><b>Spring through summer of 2024</b></p> <ul style="list-style-type: none"> <li>• From the previous year through to Convention, recruit and, as needed, interview candidates for open Board positions and make recommendations to the Board.</li> <li>• Before Convention, recruit 2025 Convention chair; coordinate with Centennial Task Force regarding additional 2024 plans to put in place during Convention and throughout the year.</li> <li>• Discuss the ongoing work of those committees, with an eye toward future or modified charges.</li> <li>• By Convention, review and discuss updates and recommendations from Past Presidents Advisory Council.</li> <li>• After Spring Board meeting, and in conversation with SP Committee, review and discuss the ongoing implementation of the Strategic Plan.</li> <li>• Before June, evaluate applications for Student Advisor (SA) and Alumni Representative (SR), conduct interviews, and make appointments.</li> </ul>
<p><b>Board Members:</b> Lexey Bartlett, Carrie Fitzpatrick, Diane Steinberg, Kevin Stemmler  <b>CO:</b> Matt Hlinak</p>	

Regents Committee—Chair: Leigh Dillard

Charge	Foci
<ol style="list-style-type: none"> <li>1. To share best practices among Regents and Regions.</li> <li>2. To plan and run Advisor activities online and/or at conventions—workshops, social events, or roundtables—and to review Advisor materials on the website, with an emphasis on training/mentorship of new/transitioning Advisors.</li> <li>3. To discuss and evaluate recruitment, selection, and training of student and alumni leadership.</li> <li>4. To administer the Common Reader awards; the Outstanding Chapter and Outstanding Chapter Advisor awards; and to explore new awards to encourage chapter, inter-chapter, or regional programming.</li> <li>5. To determine and implement best practices with regard to diversity, equity, and inclusion.</li> </ol> <p><b>Fall 2023-Sp 2024 SP Objectives:</b>  <i>1 (b) Provide and support additional Regional and cross-Regional events such as speaker events, conferences, and webinars</i>            [Co-charge with Professional Development Task Force]  <i>5 (c) Encourage chapters to increase the society's visibility in their local areas</i>            [co-charge with Communications Committee]</p>	<p><b>Through Fall 2023</b></p> <ul style="list-style-type: none"> <li>• Continue work with the Alumni Representative a) to identify strategies (and possibly projects) for alumni involvement at the local, Regional, and committee levels and b) to oversee the ongoing transition for alumni from the previous chapter structure to the philanthropic model.</li> <li>• By Fall Board meeting and in conjunction with the Student Leadership, reassess Regional requirements for Student Representative and Associate Student Representative positions</li> <li>• In coordination with the Communications Committee, articulate and affirm policy related Regents' ability to communicate with their constituents without CO review and with independent access to current platform(s).</li> <li>• By December, review induction ceremony models and materials, history of the society, and materials for Advisors in preparation for, or as those appear on, the updated website. Ensure the materials reflect our commitment to diversity, equity, inclusion, and justice.</li> </ul> <p><b>Spring through summer of 2024</b></p> <ul style="list-style-type: none"> <li>• Beginning in January, work with Executive/Board Development Committee to recruit a) potential Board members, including potential SAs (before Convention), and b) committee members (through Convention) in respective regions.</li> <li>• Work with Convention Chair and Convention Committee to plan workshops or other events for faculty Advisors and alumni at Convention—or external to Convention.</li> <li>• Co-host the Advisor's Breakfast and the Hospitality Suite at Convention in coordination with the Past Presidents Advisory Council.</li> <li>• By Convention, evaluate Board mentoring initiative and make additional recommendations if needed.</li> <li>• By 2024 Convention, identify regional needs that could be met by alumni members, and share those needs with the AR.</li> </ul>
<p><b>Board Members:</b> Ami Comeford, Kaine Ezell, Amy Gates, Kassia Krone, Felicia Steele  <b>Affiliate:</b> DeAndra Miller</p>	

Scholarships and Academic Awards Committee—Chair: Amy Gates

Charge	Foci
<ol style="list-style-type: none"> <li>1. To recommend application requirements, selection standards, and objective evaluation methods for the annual scholarship competitions; to recommend scholarship recipients and identify runners-up.</li> <li>2. To review current scholarships and awards and make recommendations about creating or retiring awards.</li> <li>3. As necessary, coordinate with Service and Partnerships in the judging of applications for internships.</li> </ol> <p>To determine and implement best practices with regard to diversity, equity, and inclusion.</p>	<p><b>Through Fall 2023</b></p> <ul style="list-style-type: none"> <li>• By the Fall Board meeting, determine which scholarships and awards to continue, expand, or eliminate for the current year.</li> <li>• Continue reviewing spring or fall part-time internship grants, service internships, and alumni internships that cover the year following the BA or MA degree. Bring any recommended changes to the Board.</li> <li>• By end of year, review judging processes, including formal rubrics, and make changes as needed.</li> <li>• Using your agreed-upon fall award/scholarship timeline, judge award and scholarship applications and announce recipients.</li> </ul> <p><b>Spring through summer of 2024</b></p> <ul style="list-style-type: none"> <li>• By the Spring Board meeting, continue review of which scholarships and awards to keep, expand, or eliminate.</li> <li>• In coordination with the Convention Committee, introduce Convention attendees to the work of this committee and encourage submission.</li> <li>• Using your agreed-upon spring award/scholarship timeline, judge award and scholarship applications and recommend recipients.</li> </ul>
<p><b>Board Members:</b> Leigh Dillard, Shannin Schroeder, Felicia Steele, Kevin Stemmler  <b>Affiliate:</b> Chris Lockwood  <b>CO:</b> Jessica McCole</p>	

Service and Partnerships Committee—Chair: Felicia Steele

Charge	Foci
<ol style="list-style-type: none"> <li>1. To encourage and publicize service activities of chapters, particularly activities on literacy, broadly defined.</li> <li>2. To work toward an acceptance of service as a major component of the Sigma Tau Delta experience, and to work with the Convention Chair and Student Leadership to develop convention roundtable(s) on service.</li> <li>3. To explore possibilities for Society partnerships with organizations, foundations, and businesses.</li> <li>4. To coordinate the internship application processes with Penguin and NCTE, working with the Scholarships &amp; Awards Committee.</li> <li>5. To determine and implement best practices with regard to diversity, equity, and inclusion.</li> </ol> <p><b>SP Objective:</b></p> <p>1 (c) <i>Develop strong network of educational and industry partnerships, including internships, that emphasize career pathways in and beyond English-related disciplines</i></p> <p>4 (c) <i>Enhance faculty members' professional development (at Convention and virtually) by giving them a chance for a scholarly presentation or webinar for student members, or a chance for a collaborative workshop or publication or service opportunity [Co-charge with Communications Committee]</i></p> <p>6 (a) <i>Include NEHS and SKD in webinars, speaker events, and other virtual events</i></p> <p>6 (b) <i>Connect with high school teachers and our teacher education programs to develop affiliations with NCTE and to identify and encourage chapter advisors</i></p>	<p><b>Through Fall 2023</b></p> <ul style="list-style-type: none"> <li>• Keeping in mind the deadlines for internships, make recommendations to the Scholarships &amp; Awards Committee for new or increased internship grants.</li> <li>• Consider increasing service and professional opportunities for Advisors and faculty members, including (in collaboration with Communications Committee) possible presentation or publication opportunities.</li> <li>• Using the agreed-upon fall award/internship timeline, judge award and internships applications and announce recipients.</li> <li>• By the Fall Board meeting, analyze the number of applicants and/or recipients and determine which awards and internships to continue, expand, or eliminate.</li> <li>• By Fall Board meeting, research possible new partnerships.</li> </ul> <p><b>Spring through summer of 2024</b></p> <ul style="list-style-type: none"> <li>• Using the agreed-upon spring award/internship timeline, judge award and internships applications and announce recipients.</li> <li>• In coordination with the Convention Committee, introduce Convention attendees to the work of this committee.</li> <li>• By the Spring Convention, investigate one or two potential new partners for internships, and, if possible, secure one or two new partnerships.</li> </ul>
<p><b>Board Members:</b> Kaine Ezell, Kassia Krone, Kaitlynn Sass, Kevin Stemmler</p> <p><b>Affiliates:</b> Chris Lockwood, DeAndrea Miller</p> <p><b>CO:</b> Jeannine Szostak</p> <p><b>SLs:</b> Rachel Harvey, Zoe Talbot</p>	

Strategic Planning Committee—Chair: Lexey Bartlett	
Charge	Foci
<ol style="list-style-type: none"> <li>1. To evaluate existing Society programs and organization; to research new programs; to recommend Constitutional or Bylaw revisions to the Board; to facilitate, upon Board approval, the implementation of committee recommendations.</li> <li>2. To ensure that met objectives are recorded and the Strategic Plan modified where committees and the Board see such a need.</li> <li>3. To plan and administer the Strategic Planning Retreat at appropriate intervals.</li> <li>4. To determine and implement best practices with regard to diversity, equity, and inclusion.</li> </ol>	<p><b>Through Fall 2023</b></p> <ul style="list-style-type: none"> <li>• By Fall Board meeting, review written reports from committees and task forces, recording progress towards the implementation of the Strategic Plan and, as needed, revising objectives based on feedback from chairs.</li> <li>• Based on current SP and with input from other Board members or committees (particularly the Professional Development Task Force, the Centennial Task Force, and those committees responsible for awards, scholarships, and grants), determine the focus, scope, and goal(s) for Sigma Tau Delta's fundraising campaign for Spring 2024.</li> </ul> <p><b>Spring through summer of 2024</b></p> <ul style="list-style-type: none"> <li>• By Spring Board meeting, review the SP timeline, revise objectives based on feedback from chairs, and proposed destinations [committee charges, etc.] for remaining objectives.</li> <li>• By June, survey committees and task forces regarding progress towards the implementation of the Strategic Plan and, as needed, revise objectives and deadlines based on feedback from chairs.</li> </ul>
<p><b>Board Members:</b> Carrie Fitzpatrick, Shannin Schroeder  <b>Affiliate:</b> Chris Lockwood  <b>CO:</b> Matt Hlinak, Jeannine Szostak</p>	

Student Leadership Committee—Co-Chairs: Kaitlynn Sass & Autumn Koors Foltz	
Charge	Foci
<ol style="list-style-type: none"> <li>1. To provide the students' voice within the Society.</li> <li>2. To serve as liaison between student membership and the Board, and to recruit and help train future student leaders.</li> <li>3. To promote and encourage local chapter activities.</li> <li>4. To encourage participation in state, regional, and international events.</li> <li>5. In consultation with the Regents, share best practices for Regional activities and advise the Board and Central Office on methods to recruit and re-activate local chapters.</li> <li>6. To assist the Convention Chair as needed up to and during Convention.</li> <li>7. To determine and implement best practices with regard to diversity, equity, and inclusion.</li> </ol> <p><b>SP Objective:</b>  2 (e) Investigate ways Student Leadership may take more active role in supporting partnerships</p>	<p><b>Through Fall 2023</b></p> <ul style="list-style-type: none"> <li>• Set goals for SL social media and other Regional outreach objectives; in cooperation with the CO.</li> <li>• By the Fall Board meeting, and in collaboration with the Convention Committee, suggest 2024 Convention sessions/panels to address interests of student members. Share these ideas in writing with the Convention Chair and Co-Chairs.</li> <li>• By the Fall Board meeting, in collaboration with the Service &amp; Partnerships Committee and the CO, review the status of the annual International Literacy Project.</li> </ul> <p><b>Spring through summer of 2024</b></p> <ul style="list-style-type: none"> <li>• By January, have drafted the land acknowledgement for St. Louis and work with Service &amp; propose possible local entities or funds (scholarship, grant, non-profit, etc.) for a DEI-centered donation.</li> <li>• With guidance from the CO and the Convention Chairs, assist at Convention by introducing or hosting speakers; organizing original SL events for students; planning workshop(s) for student members; and volunteering at Convention registration or for other Convention-related tasks.</li> <li>• In coordination with the Convention Committee, suggest 2024 Convention (and possibly virtual) sessions/roundtables to address interests of key populations as identified by the Board.</li> <li>• Review information about the recruitment, retention, and mentoring of student leadership in the SL manual.</li> </ul>
<p><b>CO:</b> Katie Mudd  <b>SLs:</b> Elle Hardoin, Rachel Harvey, Destiny Jones, Zoe Talbot, Eunice Tan, Kelly Taylor, DeAni Blake-Britton, Irelyn Coker, Sofia Escobar, Ja'Vontaye Gagum</p>	



## Past Presidents Advisory Council—Chair: Diane Steinberg

(reports to Executive Committee)

Charge	Foci
<ol style="list-style-type: none"> <li>1. To serve in an advisory capacity at the request of the current Board President, Board of Directors, or Central Office.</li> <li>2. To contribute to information gathering for future Strategic Planning.</li> <li>3. To identify and help recruit new Board members and Board Affiliates.</li> <li>4. To determine and implement best practices with regard to diversity, equity, and inclusion.</li> </ol>	<ul style="list-style-type: none"> <li>• In consultation with the current President and Vice President, recruit Past Presidents to serve on current or future task forces or ad hoc committees.</li> <li>• Coordinate a meet-and-greet event for the 2024 Convention that targets chapter Advisors for Board recruitment.</li> <li>• In coordination with the Regents Committee, co-hosting the Advisor's Breakfast and the Hospitality Suite at Convention.</li> <li>• Before Spring Board meeting and based on the input from Council members, provide feedback and recommendations to the Executive Committee.</li> <li>• Look at current and future SP objectives where the Advisory Council may have particular insight, recommendations, or organizational "memory"; communicate with the appropriate committee as they work toward these objectives.</li> <li>• Brainstorm ways in which past presidents and others not on the Board can participate in the Centennial year celebration and activities; share these ideas with Centennial Task Force.</li> </ul>

Board Members: Carrie Fitzpatrick, Kevin Stemmler

Non-Board Members: Other past Sigma Tau Delta presidents and Deltans who choose to participate, including Glen Brewster, Sarah Dangelantonio, Gloria Hochstein, Larry Dennis, and Sid Watson

## Central Office (CO)—Executive Director: Matt Hlinak

(Recommended for 2023-2024)

Charge	Foci
<p><b>Fall 2023-Sp 2024 SP Objectives:</b></p> <p><i>4 (b) Examine resources in place for Advisors, increase networking and provide a new societal website area dedicated to Advisors</i></p> <p><i>5 (b) Increase advocacy in and for the humanities, and especially for English-related disciplines</i></p> <p><i>5 (c) Encourage chapters to increase the society's visibility in their local areas</i></p>	<ul style="list-style-type: none"> <li>• Complete work with Strategic Plan objectives handed over to CO by various committees, working to create an updated and robust redesigned website; this work should be closely supervised by the Executive Committee, which includes liaisons from each of the other committees and can therefore speak to the particular information and materials needed on the relaunched pages.</li> <li>• Make Board pages a) available two months in advance of Board meetings and b) archivable in an easy-to-retrieve fashion—including retroactively.</li> </ul>

Input from various Committees



Centennial Task Force–Co-Chairs: Shannin Schroeder & Kevin Stemmler	
Charge	Foci
<i>To solicit, research, and implement ideas for the Centennial celebration throughout 2024</i>	<ul style="list-style-type: none"> <li>• Finalize goals for 2024 Centennial celebration.</li> <li>• Review and assign Centennial ideas as presented by Board, CO, and other members of Society.</li> </ul> Oversee sharing of Centennial-specific ideas and materials on newly updated website.
<b>Board Members:</b> Lexey Bartlett, Autumn Koors Foltz, Diane Steinberg <b>Affiliates:</b> DeAndra Miller <b>CO:</b> Matt Hlinak, Katie Mudd <b>SLs:</b> Zoe Talbot, Irelyn Coker <b>Non-Board:</b> Bil Johnson	

Website Redesign Task Force–Chair: Leigh Dillard [Feb 2024-present], Carrie Fitzpatrick [through Jan 2024]	
Anticipated Timeline: October 2023–December 2024	
Charge	Foci
<i>To prepare for, and to oversee the process of, the redesign of the Sigma Tau Delta Website, as approved at the 2022 Spring Board meeting and budgeted for in the 2023 Approved Budget</i>	<ul style="list-style-type: none"> <li>• Determine what work has gone into planning the redesign of the Sigma Tau Delta website;</li> <li>• Evaluate the ELA website as an option for the english.org redesign;</li> <li>• Decide whether the NIU web designer should be retained for the project or whether to solicit additional bids from web designers; and</li> <li>• Set in motion the redesign of english.org (including, where possible, the consolidation of such outliers as wordbynature.org and the Convention website under one umbrella).</li> </ul>
<b>Board Members:</b> Lexey Bartlett, Ami Comeford, Autumn Koors Foltz <b>CO:</b> Namon Kent	

Proposed 2024 Task Force–Co-Chairs: TBD	
Charge	Foci
<b>Sp 2024 SP Objectives:</b> 2 (b) <i>Assess the informal Associate Membership category for eligible first-year students and consider applying that model to the international society</i> 2 (c) <i>Evaluate and expand benefits to virtual chapter members</i> 6 (c) <i>Collaborate with NEHS and SKD to help their members transition to English-related majors at four-year institutions</i>	<ul style="list-style-type: none"> <li>• Complete work with listed Strategic Plan objectives, with an eye toward task force recommendations and possible future charges for standing committees.</li> <li>• Propose process for seamless transfer of membership from NEHS into SKD and from NEHS and/or SKD into STD.</li> </ul>
<b>Board Members:</b> TBD <b>Affiliates:</b> TBD <b>CO:</b> TBD	