

# Regents Handbook

Fall 2020

*Sigma Tau Delta* Regents are elected to serve four-year terms for each of the Society's regions: Eastern, Southern, Midwestern, High Plains, Southwestern, and Far Western. The Regents are voting members of the Executive Board and attend the two Board Meetings held each year in fall (September) and spring (March), at the site of the spring International Convention. Regents also serve on several of the organization's standing and *ad hoc* committees, provide information for the organization's publications, and work with their regional Student Representatives and Associate Student Representatives. In addition to their roles with the international organization, Regents represent all of the chapters in their regions, serving in a variety of ways to promote the goals of the Society and its many members.

Below is an outline of the roles and responsibilities of the Regents and documents related to their work as Regents.

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#### [Sigma Tau Delta Constitution](#) BYLAW III: REGENTS

**Section I. Number.** There shall be one Regent for each Region.

**Section II. Regions.** The number and boundaries of Regions shall be determined by the Board.

**Section III. Election.** At the international convention of the Society, each Region shall elect its own Regent when the post becomes vacant. Only student members of the Region shall participate in the election, and each chapter present shall have one vote.

**Section IV. Term of Office.** A Regent shall be elected for a term of four years. A Regent, unless filling an interim term as determined by the Board, shall serve no more than two full consecutive terms. A Regent shall assume duties upon election.

**Section V. Vacancy.** If a Regent is, for any reason, unable to serve, or a Regent position becomes vacant between conventions, the Board shall, by majority vote, select a Regent from among Advisors to serve until the next international convention.

#### **Section VI. Powers and Duties.**

- A. **General.** As Board members, Regents shall share the powers, duties, and responsibilities of the Board, except for those specifically otherwise delegated. These obligations shall include, but not be limited to, serving as liaisons with the Central Office and providing regional information.
- B. *Regional.* Each Regent shall have the specific responsibility for the development and promotion of the Society in his/her Region. A Regent shall promote the mission and purposes of the Society within his/her Region by
  1. disseminating information to chapters;
  2. encouraging and stimulating active chapters;
  3. endeavoring to reactivate inactive chapters;
  4. encouraging the formation of new chapters;

5. encouraging attendance at conventions and conferences;
6. accomplishing these aims by newsletters, inter-chapter activities, electronic media, and/or personal contacts; and
7. serving on standing committees.

## **Transition for New Regents**

Upon election at the annual Convention, new Regents should meet with the outgoing Regent for that Region to share information, and the outgoing Regent should provide (at the Convention or soon after) appropriate materials in a “Board Manual” for the work of the Regent, including copies of recent Executive Board Meeting minutes, financial reports if appropriate, committee reports if appropriate, etc. Many Regents also use these meetings to provide notes and tips—anything that may be useful in dealing with the work of the Region and its Regent.

Student Representatives (SR) and Associate Student Representatives (ASR) will be selected through an application and interview process on a pilot basis until 2022. Regents should meet as soon as possible after the elections with the incoming Student Representative and Associate Student Representative and if possible, the outgoing SR and ASR, to get acquainted, to pass on information, and to discuss ideas about communication with the Region and with each other. Regents may use Regents Funds for a meal at these informal meetings. **See below for reference to Regents Funds.**

The new Regent should also get in touch with the Central Office (CO), the Executive Director, and the President with any questions about responsibilities that will need to be undertaken immediately (such as corresponding with the newly-elected Student Representative and Associate Student Representative and providing personal information to the Region’s chapters and Advisors) and those that will need to be undertaken in the future (such as attending the fall Executive Board Meeting, working on committees, and disseminating information about opportunities and events nationally and within the Region).

Reading the Executive Board Meeting minutes, as well as the individual reports of officers, for the previous year will provide an excellent introduction to the ongoing work of the Executive Board.

More information about the responsibilities of Regents is given below.

## **General Responsibilities of the Regents**

- If you are a new Regent, write an introduction to yourself for the website, newsletter, or blog, as requested.

- Contact outgoing Regent via email to secure any electronic materials (e.g., sample letters) that may be useful in communicating with the Regional chapters.
- Revise letter to be sent from Central Office (CO) to Regional chapter Advisors on behalf of each Regent. The CO will send you a copy of the previous Regent's letter for you to revise.
- Periodically write an email (distributed through the Write Away system at english.org) to Regional chapter Advisors highlighting deadlines for scholarship, grants, awards, and other opportunities, or other information.
- Communicate with Student Representative (SR) and Associate Student Representative (ASR) on a monthly basis, and more as needed during academic calendar and in relation to Regional and Convention events.
- Respond to Central Office, Executive Director, President, and committee chair correspondence and requests by deadline specified.
- Respond promptly to emails and other enquiries from Regional constituents.
- Correspond with Student Leadership members and Project Coordinator as needed.
- Provide Central Office with up-to-date contact information, including detailed information about summer contact.
- Since much of the national work of the organization is done by the standing committees, The President and Executive Committee establish the committee rosters after each convention to reflect changes in membership.
- Participate actively on standing committees and *ad hoc* committees as assigned.
- If Regents become Committee Chairs, they should correspond with previous Committee Chair and the CO about specific Committee Chair responsibilities and to receive relevant documents such as committee meeting minutes.
- If Committee Chair, prepare Committee Report for fall and spring Board Meetings.
- If Committee Chair, prepare and submit, in consultation with committee members, budget requests during summer when requested.
- Participate in Regents Committee (all Regents are automatically members), including evaluation of Outstanding Chapter Award applications, discussions of policy, and planning for and participating in Advisor Workshops at Convention.
- Review Regents Committee "Charges" when requested and participate in discussions of revisions and additions in preparation for Board Meetings.
- Participate in annual evaluation of the Executive Director (the President sends evaluation material each summer).

## **Executive Board Meetings**

As members of the Executive Board, all Regents attend and participate in the two annual Board Meetings, the fall meeting in September at the spring annual Convention site and the spring meeting in advance of the spring annual Convention. Hotel arrangements for all Board members

are made by the Central Office staff. Travel arrangements are made by individuals and are reimbursed according to guidelines sent in advance by the Central Office.

- Attend Fall and Spring Board Meetings as well as annual Convention.
- Complete Board travel arrangements by the deadline established by the Central Office.
- Complete Board travel reimbursement paperwork within two weeks of the conclusion of the Board Meeting.
- Prepare written (for spring) and oral (for fall) Regent reports on activities related to one's Region. If Committee Chair, prepare reports for the committee activities as well.
- Run informal Regional Caucus at Convention and explain the role and the process of selection for Student Representative and Associate Student Representative.
- Administer annual elections at formal Regional Caucus for Student Representative and Associate Student Representative.
- If not running for reelection as Regent, administer election at formal Regional Caucus for new Regent.
- If running for reelection as Regent, coordinate administration of election at formal Regional Caucus for Regent with Central Office staff.

### **Additional Opportunities for Regent Involvement**

- Regents may choose to suggest topics and/or to write articles for the blog or the electronic newsletter.
- Regents may choose to get involved with Regional events.
- Regents may choose to participate with Regional social media.
- Regents may choose to get work with, or initiate, Regional journals.
- Regents may choose to write congratulatory letters (hardcopy or email) to anyone recognized at Convention from their Regions.
- If requested, Regents may choose to travel to chapters in Region to be present for Induction ceremonies, to discuss the Society, or to participate in their activities.

## **Regents Funds     March 15, 2016**

Each year individual Regents have \$2000 allocated to support events and activities within each Region. Regents often use the funds to encourage activities that are organized or attended by members of more than one chapter. Regents may also use funds for expenses involved in their attending Regional events or for the Student Representatives or Associate Student Representatives to attend Regional events.

All use of funds by SRs, ASRs, and chapters must be approved in advance in writing by the Regent. Expenses are usually reimbursed after the event when electronic copies of receipts are provided. Regents should forward all electronic receipts for all disbursements to the Central Office. Below is an example of a "Request Form for Regents Funds to Support a Regional Conference" that Regents may use to make decisions about funding.

Regents may use their own judgment about using funds to support activities within their Region, but most find it helpful to consult with fellow Regents and/or the Executive Board for large or unusual expenses. Regents have found it very useful to discuss funding and other practical matters related to activities within the Regions among the Regents. As a rule of thumb, Regents should not spend more than half of the annual \$2000 allocation on a single event. Recent examples have been \$200-\$500 per Regional event that involve members from two or more chapters.

Regents funds may also be used to encourage alumni activities in each region and to support chapters that have experienced natural disasters or tragic events. Also, when appropriate, Regents have given Associate Student Representatives funds (usually \$250-350) to help them attend the spring Convention at the culmination of their service. Associate Student Representatives assist the Central Office with registration and other tasks as required during the convention.

In unusual circumstances, if a Regent needs to spend more than the annual \$2000 allocation in a single year, he or she may appeal to the other Regents to help support specific activities the Regent deems worthy. If the appeal is granted (usually by simple majority vote), the Regents Committee Chair will ask the Central Office to transfer the funds from other Regent Funds accounts.

Each Regent will provide an accounting of Regent Fund expenditures in reports to the Board.

As soon as possible after allocating Regents Funds, the Regent should notify the business manager of the Central Office so that a check can be issued.

## Sample Request Form for Regents Funds to Support a Regional Conference

If your local chapter of Sigma Tau Delta is a sole or leading Advisor of a regional academic conference, you may be eligible to receive a modest contribution from the Regents Funds to help support your event, such as travel stipends, conference paper awards, or catering. If you receive Sigma Tau Delta Regent Funds, please note that fact in the advertising and/or the program of your conference, and please make sure to send an electronic copy of the conference program to your Sigma Tau Delta Regent.

To be eligible, provide a 300-500 word request that includes the following information:

1. When and where will the conference be held, and how many participants are expected to attend?
2. How many Sigma Tau Delta chapters are expected to participate?
3. Is this conference open to undergraduate and graduate students? Are abstract proposals peer reviewed? (If you have created a website for the conference, please include the link.)
4. What role will the local chapter of Sigma Tau Delta have in running the event? Is the local chapter the sole or leading Advisor of the event? If there are other Advisors of the conference, please list them.
5. If you receive Regents Funds to help support your event, how will you use the funds? Please be as specific as possible.
6. Will there be any special sessions or activities (i.e., workshops) held for members of Sigma Tau Delta during the conference? This is not a requirement, but is encouraged.
7. Include the name of the chapter advisor of the local chapter running the conference, and the name of the primary contact person(s) for the conference.

Please note that Regents Funds are limited and that running an academic conference can be very costly, so Regents Funds should be viewed only as a supplement to your primary sources of income for the conference.

## Sample Regent Correspondence

### Typical Correspondence:

- Fall Email Blast to Chapter Advisors and Student Officers in Your Region
- Email to Prospective Chapter Advisor on Starting a New Chapter
- Welcome Email to Chapter Advisor of a New Chapter
- Email to Chapter in Danger of Deactivation

### Sample: Fall Email Blast to Chapter Advisors and Student Officers in Your Region

Dear Sigma Tau Delta \_\_\_\_\_ Chapter Advisors and Student Officers,

As your Regent for the \_\_\_\_\_ Region, I want to thank you for all you do on behalf of Sigma Tau Delta, and to share some exciting news with you about our new Student Representatives, regional fall conferences, blog contest, funding opportunities, and more.

**New Regional Student Representatives:** It is my pleasure to introduce our new student representatives for the \_\_\_\_\_ Region. [Insert name], our Student Representative, is a junior English major, focusing on editorial work and publications. She attends \_\_\_\_\_ College and is the President of their chapter. [Insert name], our Associate Student Representative, is a senior at \_\_\_\_\_ University and President of her Sigma Tau Delta chapter.

**Regional Conferences:** We anticipate another active year for regional conferences in the Region, and we hope that you and your students can join us. Students from chapters throughout the Region have opportunities to present papers, attend workshops, and engage in networking and general fellowship at these conferences. \_\_\_\_\_ University's local chapter is hosting its 4th annual conference on Saturday, \_\_\_\_\_, and \_\_\_\_\_ University's local chapter is hosting its 2nd annual conference on Saturday, \_\_\_\_\_. The conference will include a workshop on designing chapter displays and tabling. Information about regional conferences is available on the [Sigma Tau Delta website](#).

**Regional Blog Contest:** Our annual blog contest is in full swing and entries are rolling in! Awards of \$150, \$100, and \$50, respectively, will be given to the top three winners. The deadline for 200-400 word entries is \_\_\_\_\_. Details can be found on the [insert link].

**Regents Funds:** A limited amount of Regents Funds are available each year to help support regional activities that are organized and attended by members of more than one chapter. To help streamline the application process for Regents Funds, please use the guidelines found on the Regents Funds webpage.

**Common Reader Award:** Chapters that host a local event or activity around this year's Common Reader, \_\_\_\_\_, prior to the \_\_\_\_\_ Convention, are eligible to apply for an award of up to \$100. If you are interested in applying, please contact me for more information.

**Regional Facebook Page:** You and your chapter members are invited to join our regional Facebook page. The Student Representatives are doing an excellent job updating the page with pertinent information for Chapter Advisors and students. Please join us.

Best wishes for a successful semester! I hope to see and meet many of you at our annual convention in \_\_\_\_\_.

Sincerely,

### **Sample: Email to Prospective Chapter Advisor on Starting a New Chapter**

Dear Dr. \_\_\_\_\_,

As the \_\_\_\_\_ Regent for Sigma Tau Delta, I am delighted to hear of your petition inquiry regarding a charter for Sigma Tau Delta International English Honor Society. I strongly encourage you to move forward with your application. Having a chapter of Sigma Tau Delta on your campus will provide immeasurable opportunities for your students and for the chapter advisors and will bring additional distinction to your campus, \_\_\_\_\_ University.

In addition to the honor of being a part of Sigma Tau Delta and having the camaraderie of others who share a love of language and literature, student members of Sigma Tau Delta have opportunities for scholarships, internships, awards, grants, publications, presentations at regional conferences and international conventions, and much more. Chapter Advisors also benefit from Advisor workshops, awards, and opportunities to serve on Sigma Tau Delta committees.

Furthermore, schools with Sigma Tau Delta chapters have international recognition. Students and Advisors have many opportunities to work with students and faculty from all across the U.S. and abroad.

Having been a Advisor for the \_\_\_\_\_ Chapter of Sigma Tau Delta at \_\_\_\_\_ University for \_\_\_\_\_ years, I can attest to the immense satisfaction it has brought me to work with the talented English students in Sigma Tau Delta. Students universally report that membership in Sigma Tau Delta has been vitally important to them, has given them leadership opportunities and confidence, and has helped them use and refine their abilities in language and literature. A number of our students have been encouraged by their participation in Sigma Tau Delta to consider paths they had not previously contemplated: going to graduate school, sending out their works for publication, submitting and presenting at conferences, studying abroad, working on literacy with local and international groups, applying for scholarships, and so on.

I look forward to working with you and your students as members of Sigma Tau Delta. If I can assist you in any way in establishing your chapter, please contact me.

Sincerely,

## **Sample: Welcome Email to Chapter Advisor of a New Chapter**

Dear Dr. \_\_\_\_\_,

I am the \_\_\_\_\_ Regent for Sigma Tau Delta International English Honor Society, and I am writing to welcome you and your new \_\_\_\_\_ chapter at \_\_\_\_\_ University to Sigma Tau Delta. Congratulations! We are very excited that you have started a chapter.

I have served as a Chapter Advisor at my university since \_\_\_\_\_, and I have enjoyed taking students to present their academic work at the annual convention and at regional conferences, participating in the \_\_\_\_\_ service project, and hosting a variety of academic and social events on my campus. We have hosted an annual regional conference at \_\_\_\_\_ University since \_\_\_\_\_, and we hope your students will attend and present their critical and/or creative work to a friendly and supportive audience this year. Many students who present papers at regional conferences in the fall then present their work at the international convention in the spring. Information about regional events can be found on the Sigma Tau Delta website at:  
<http://english.org/events/regional/index.shtml>

I should also mention that the \_\_\_\_\_ Region has its own Facebook page ("Sigma Tau Delta \_\_\_\_\_ Region"), and I encourage you and your students to join us.

If you have any questions, please do not hesitate to contact me or the Central Office.

Again, welcome to Sigma Tau Delta!

Sincerely,

## **Sample: Email to Chapter in Danger of Deactivation**

Dear Chapter Advisor,

I am writing as the \_\_\_\_\_ Regent of Sigma Tau Delta. I hope your semester is going well.

Recently, Central Office notified me that your \_\_\_\_\_ chapter at \_\_\_\_\_ University is in danger of going inactive unless you induct students this semester. I am very sorry to hear this news.

Do you anticipate inducting new members this semester and remaining active? Is there anything I can do to be of assistance?

With a new regional conference in the fall and this year's convention in our region in the spring, I hope your chapter remains active and can participate in our signature event for students.

If you would like to talk further on the phone, I would be happy to arrange a time to call and chat with you next week.

Sincerely,



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## Student Representative Agreement

### Student Representative (SR) Duties

A Student Representative (SR) shall be a student selected by the Regent to perform the following duties:

#### Regional Duties

- Contact Regent, Associate Student Representative (ASR), and Student Advisors at least once a month.
- Respond promptly to phone calls and emails from Central Office, Regents, or Student Advisors.
- Regularly contribute to and aid in the production of regional and Student Leadership Committee publications, including writing feature articles.
- Regularly solicit articles from members and chapters in the region for official Student Leadership Committee publications.
- Regularly participate in all official regional and Student Leadership Committee communications and activities.
- Send a note of welcome to new and reactivating chapters within region.
- Solicit input from members in the region regarding Society policies and activities.
- Respond to concerns of students within region.
- Be available for possible visits to chapters or activities within region.
- Work closely with Regent in planning regional conferences or other activities.
- Delegate a reasonable number of tasks to the region's ASR.
- Assist in training and coaching the region's succeeding SR and ASR.
- Keep a record of all correspondence during tenure.

#### National Board Duties

1. Attend all required Board and committee meetings (fall and spring).
2. Serve on Student Leadership and two other committees as appointed by Society President.
3. Aid in the development and implementation of the Leadership Workshop.
4. Represent concerns of students within region to the Board.
5. Submit an annual report to the Board.

#### International Convention Duties

1. Attend international convention.
2. Moderate regional meetings and assigned activities during the convention.
3. Host official Student Leadership Committee activities, including the Leadership Workshop, social events, and other activities as assigned.
4. Introduce, preside, and/or moderate sessions and activities as designated by the convention chair, Regent, or Student Advisors.

Student Representatives shall serve a term beginning upon their election at the international convention and ending on June 1st of the following year. Candidates for Student Representative must meet the requirements and adhere to the guidelines outlined on the application and the Sigma Tau Delta Website. Each new Student Representative shall be given a letter of welcome from his/her Regent, including all addresses and phone numbers at which the Student Representative may contact the Regent. SRs are required to attend Board meetings and

the international convention. Double occupancy room provided and reasonable travel expenses reimbursed up to current limits as set by the Executive Director.

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I understand all of the above stated duties of the office of Student Representative. I agree to perform these duties and to follow the instructions of my Regent and other Board members, including the Student Advisors, to the best of my ability. I understand that failure to fulfill these duties may result in my removal from office.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Email Address \_\_\_\_\_ Telephones \_\_\_\_\_

Mailing

Address \_\_\_\_\_

Regent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Email Address \_\_\_\_\_ Telephones \_\_\_\_\_

Mailing

Address \_\_\_\_\_

## Sample Guidelines for the Regional Networking Meeting

The Regional Networking Meeting (not to be confused with the Regional Caucus) is an important opportunity for regional discussion and planning at the convention. Most of the time scheduled for the Regional Caucus is usually taken up with the election of the new Student Representative (SR) and Associate Student Representative (ASR), which makes the Regional Networking Meeting the best opportunity for the Regent and current SR/ASR to introduce themselves, meet the students they represent, and get feedback about regional plans and issues. Consider this an informal mixer that ultimately will lead to the more business-informed Regional Caucus the following day.

A well-thought-out agenda is key to using your limited time as efficiently as possible. We have provided a sample meeting agenda below, which you may use as a template. It's descriptive, not prescriptive, and may be adapted as you see fit.

5:40-5:45

- Give students 5 minutes to find the right group. Direct any students graduating this May to the Alumni meeting.

5:45-5:55

- The Regent, SR, and ASR (if present) should very briefly introduce themselves, explain their roles, and take questions about the SR/ASR positions.
- Remind the group when and where the caucus will be held and hand out blank application forms to anyone who wants to run. Remind candidates that, if elected, they must attend training sessions during the lunch breaks on Friday and Saturday.
- Anyone with lengthy questions about running should be asked to wait until after the meeting so that the Regent and SR can speak to them directly.

5:55-6:05

- Briefly discuss regional events, publications, and opportunities that occurred this past year and/or that you hope will occur in the coming year.
- Invite discussion about what students in the region would like to see happen in the coming year.

6:05-6:10

- Encourage people to go out to dinner together after the meeting. Consider offering to join them or inviting them to go out with you at a later time.
- Encourage people to exchange contact information with each other and to stay in contact after the convention. Remind them of the regional Facebook group (on the main Facebook page under the tab labeled "groups.")
- Make sure to get contact information from anyone who has expressed interest in helping out with regional projects.
- Remind everyone about Friday's General Business Session (11 a.m. in Savannah A-B) and the Regional Caucus immediately following the General Business Session. Mention the \$200 reimbursement (\$400 for chapters outside the continental U.S.) for having a voting student delegate present, noting that the delegate must be present at both in order to receive the reimbursement.

## Sample Guidelines for the Regional Caucus and Student Leadership Elections (To be revised prior to 2022 Convention)

Time for the caucus is limited. It is very important for the newly elected AND outgoing student leaders to leave the caucus by 12:30 for the training luncheon. Please hold the election first and leave any regional business until after the election is complete.

The Regent should have been provided completed application forms for all candidates, as well as paper and pens for the voting.

### Election Procedures

- 1) The caucus should begin by reminding the attendees that each chapter gets only one vote for SR and one for ASR. Chapter members may confer before voting, but only the student from each chapter who has his/her chapter's General Business Session Reimbursement Form may submit a ballot.
- 2) Collect the completed reimbursement form from each chapter's voting delegate, and give that student two blank slips of paper and a pencil. The Regent should keep the reimbursement forms until someone comes to collect them.

- 3) If the SR is NOT running for re-election:

The current **SR** should give a **short** presentation about the Student Leadership Committee and the duties and requirements of the SR and ASR positions. The SR should conduct the election from this point on.

#### If the SR IS running for re-election:

The **Regent** should give a **short** presentation about the Student Leadership Committee and the duties and requirements of the SR and ASR positions. The Regent should conduct the election from this point on.

- 4) The candidates for SR only should each be invited, one at a time, to give a **short** (max 3 minute) speech about why they are running for office and why they would be a good candidate. *If there is time*, the candidates may **briefly** take questions.
- 5) The SR candidates should then be asked to leave the room and wait in the hall.
- 6) Remind the voters of each SR candidate's name.
- 7) Ask the voters to confer with their chapters and write their vote on one of the slips of paper provided them.  
**Remember: only one vote per chapter.**
- 8) Collect and count the ballots quickly. Ties are handled at the Regent's discretion.
- 9) Invite the SR candidates to return to the room, and announce the winner.
- 10) Repeat step 4 for any ASR candidates who did NOT already give a speech for the SR position. (Any candidates not elected as SR may run for ASR.)
- 11) Repeat steps 5-9 for the ASR candidates.
- 12) If there is any time remaining, use it for regional business and networking. You might organize a group photograph of all attendees for your region's Facebook page.
- 13) At the conclusion of the caucus, the Regent should arrange a time and place to meet with the new SR and ASR to go over their duties. The Regent should also remind them that they must attend a training luncheon immediately following the caucus. The outgoing SR will take them to the luncheon meeting.

Table 1 Activity Timeline for Regents by Role

role	April	May	June	July	August	September	October	November	December	January	February	March
executive board member	complete board travel reimbursement procedure		participate in annual evaluation of the Executive Director	make travel plans to fall board meeting		fall board meeting	complete board travel reimbursement procedure			make travel plans to board meeting/convention		board meeting/convention
committee chair					<ul style="list-style-type: none"> <li>• schedule virtual meeting with committees before board meeting</li> <li>• submit budget requests in consultation with committee members</li> </ul>	<ul style="list-style-type: none"> <li>• prepare agenda for committee meeting at board meeting</li> </ul>	<ul style="list-style-type: none"> <li>• submit meeting minutes to CO within two weeks</li> <li>• email minutes to committee, including non-board members</li> </ul>	<ul style="list-style-type: none"> <li>• schedule virtual meeting with committees before end of calendar year</li> </ul>			<ul style="list-style-type: none"> <li>• schedule virtual meeting with committees before board meeting</li> </ul>	<ul style="list-style-type: none"> <li>• prepare committee meeting minutes to send to CO within two weeks of spring board meeting</li> <li>• email minutes to committee, including non-board members</li> </ul>
regent	<b>regional correspondence:</b> post-convention update <ul style="list-style-type: none"> <li>• introduce yourself if newly elected</li> <li>• introduce student leadership</li> <li>• thank outgoing student leadership</li> <li>• announce pertinent</li> </ul>				<b>regional correspondence:</b> <ul style="list-style-type: none"> <li>• (re)introduce yourself as Regent</li> <li>• (re)introduce student leaders</li> <li>• detail regional opportunities for the upcoming semester/year (conferences, symposia, et al.)</li> <li>• highlight upcoming</li> </ul>	<b>regional correspondence:</b> <ul style="list-style-type: none"> <li>• provide pertinent news from fall board meeting</li> <li>• highlight upcoming deadlines, especially for convention</li> <li>• promote cross-chapter</li> </ul>	<b>regional correspondence:</b> <ul style="list-style-type: none"> <li>• encourage advisors to volunteer as convention evaluators and moderators</li> </ul> <b>regional activity:</b> <ul style="list-style-type: none"> <li>• host or assist in a regional conference</li> </ul>			<b>regional correspondence:</b> <ul style="list-style-type: none"> <li>• upcoming deadlines, convention preparations</li> </ul>		

	convention awards, stats				<p>deadlines, especially for convention, fall cycle awards</p> <ul style="list-style-type: none"> <li>• promote regents funds availability: common reader awards, multi-chapter events, etc.</li> <li>• promote communication methods (regional/national FB page, other?)</li> <li>• update WriteAway records</li> <li>• connect to community: service projects, local organization, area high schools, NEHS chapters, nearby chapters</li> <li>• stay in touch!</li> </ul>	<p>collaboration for convention</p> <p><b>regional activity:</b></p> <ul style="list-style-type: none"> <li>• host or assist in a regional conference</li> </ul>						
good citizen								volunteer for convention judging as requested	volunteer for convention moderating as requested	volunteer for scholarship/internship judging as requested (multiple opportunities)		
ongoing correspondence	follow-up with newly chartered chapters, chapters in risk of deactivation, or those dealing with natural disaster/crisis											

(Revised February 2021)