

Northeast District President Candidacy Packet
Shelby Coleman
Tau Beta Sigma – Delta Omega
Bloomsburg University of Pennsylvania



“Don’t reinvent the wheel, just realign it.”
-Anthony D’Angelo



Dearest Sisters of the Northeast District of Tau Beta Sigma,

It is an honor to have the opportunity to write this letter to you. Ever since I was initiated in the Fall of 2012, I have worked diligently to advance the causes of Tau Beta Sigma. Now, it is my hope that I will gain your support in my candidacy for the position of Northeast District President for the 2016-2017 term. It has been an honor and a privilege to develop my character and leadership skills within Tau Beta Sigma throughout my college career, and I have been humbled by the experience I have gained. Throughout these past few years, the Five and Eight have been my guiding principles throughout every challenge I have faced. It is because of the Eighth Essential, "Fortitude and courage to see an ideal, to seize upon it, and follow it wherever it may lead you in Tau Beta Sigma," that I have become the person, leader, and Sister I am today. This Sorority has taught me what it means to be a person of integrity and has provided me with the skills necessary to ensure that I am always setting a good example for others.

Throughout my time in Tau Beta Sigma, I have had the privilege of watching countless Sisters discover the beauty of this organization. As a Chapter President, I was instrumental in initiating fourteen new Sisters into Delta Omega over two years. These fourteen wonderful people have taught me more than I could ever have imagined about how to be a strong, yet empathetic, leader. My experience serving on the District Council has provided me with the opportunity to travel and experience the cultures and traditions of other Chapters, and I have honestly never felt a greater sense of Sisterhood than when I am traveling to meet other Sisters. I have become so passionate about this Sorority because I have seen firsthand the impact it has had on my Sisters. I yearn to give back a small portion of the joy these experiences have given me.

If selected to serve as the next Northeast District President, my goal is to continuously develop the current operations of the NED and adapt to changing conditions. A restructured Council will be the first hurdle to overcome, but with the support of each other and continuous communication, I am confident that we will be able to have a stellar year. I would love to increase Chapter involvement within the NED by providing incentives to host Precinct Days and Virtual Workshops. I want the entire Northeast District to feel involved in the daily operations of the District because the Council exists to address the ever-changing needs of its Sisters.

I have worked tirelessly both on the Chapter and District levels because I believe, with my entire heart, that I would not be who I am today without Tau Beta Sigma. Because of my previous Council experience, I have seen firsthand the responsibilities of a District President and am confident that I can fulfill the office's duties. With this dedication, I humbly ask for your support in my candidacy for NED President for the 2016-2017 term. My qualifications and goals are further explained in this candidacy packet. If you have any questions, please feel free to reach out to me. I would be happy to discuss anything with you.

Respectfully Submitted with Much Love in the Bond,

Shelby Coleman

Shelby Coleman
Tau Beta Sigma – Delta Omega
NED Secretary 2015-2016
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Bloomsburg University of Pennsylvania
Expected Graduation Date: December 2016
Degree Pursuing: B.S. in Chemistry – Biochemistry Option

Long Term Plans

I plan to graduate from Bloomsburg University of Pennsylvania with a Bachelor of Science degree in Chemistry with a Biochemistry option in December. When I receive this degree, I plan to attend graduate school in order to obtain a degree in the field of environmental analytical chemistry and pursue a career in environmental research.

Short Term Plans

I am an Active Sister in the Delta Omega chapter and I plan to stay Active until I graduate. I also plan to continue to participate in and support the university bands until I graduate. Upon graduation, I plan to obtain Life Membership. This summer I hope to secure an internship to further my research experience in the environmental chemistry field.

Campus Involvement and Instrumental Ensemble Experience

- Maroon and Gold Husky Marching Band (2012-2015)
 - Clarinet Section Leader (2015)
 - Uniform Staff (2015)
- Bloomsburg University Wind Ensemble, Pep Band, and Concert Band (2012-2016)
- Honors Program (2012-2016)
 - Recruitment Chair (2015-2016)
- Chemistry Club (2012-2016)
- Department of Chemistry and Biochemistry – Student Worker (2014-2016)



Sorority Initiation

- November 11, 2012

Sorority Leadership Experience

- Chapter Mediator (2013-2014)
- Chapter President (2014-2016)
- Northeast District Parliamentarian (2014-2015)
- Northeast District Secretary (2015-2016)

Littles

- Stephanie Joyce Haller, Delta Omega, Fall 2013
- Katherine Ann Lewis, Zeta Alpha – KKPsi, Fall 2013
- Miranda Elizabeth Jacobs, Delta Omega, Fall 2014

Committee Involvement

- Chapter
 - Constitution (Fall 2013 – present)
 - Membership (Fall 2013 – present)
 - Fundraising (Fall 2013 – present)
 - Service (Fall 2014 – present)
 - Awards (Fall 2014 – present)
 - Sisterhood and Spirit (Fall 2014 – present)
 - History (Fall 2014 – present)
- District
 - Jurisdiction (2015)

Travel Experience

- 2014
 - NED Convention – University of Connecticut
- 2015
 - Central Precinct – West Virginia University
 - Northern Precinct – University of Maine
 - Southern Precinct – Hampton University
 - NED Convention – West Chester University
 - National Convention – Lexington, Kentucky
- 2016
 - Central Precinct – Bloomsburg University of Pennsylvania
 - Northern Precinct – University of Massachusetts
 - Southern Precinct – James Madison University
 - NED Convention – Marist College

“Don’t reinvent the wheel, just realign it.”

The Northeast District is in a really great place. At this point, we have quite a few really strong programs and initiatives going for us. It is not necessary to do a complete revamp of the Council’s duties or projects, but there is always room for continuous innovation! In conversations I have had over the past few months with current and past District Leadership, I have gained an understanding of what is going well and what should be focused upon for improvement during the next term. It is my goal to enhance the current practices of the District Council to make us the best NED we can be.

Increase Transparency Between the District Council and Chapters

Since the District Council exists to serve the NED, I would like to make the activities of the Council as transparent as possible. This will allow the entire Northeast District to stay up-to-date with the latest news.

o Utilization of Social Media

I would like to continue the use of Officer Facebook groups in order to maintain a solid line of communication between the Council and the Chapters of the NED. I plan to continue use of the listserv as a communication tool. I would also like to continue using the Twitter, Instagram, and Facebook page in order to quickly disseminate information via platforms other than e-mail. I would also like to utilize the YouTube channel to continue distribution of “Paperwork How-To” videos so all Chapters are aware of how to meet National paperwork deadlines.

o Monthly Updates of District Activities

This year, the District Council followed in the footsteps of the National Council and created a monthly newsletter that was sent out via the listserv. I would like this type of information to be more accessible to Chapters by publishing the newsletter on the website, possibly with room for a comment section or some other means by which Chapters can express their concerns or offer suggestions for improvement.

o Promote Travel

Though the amount of Officers on the District Council will likely decrease, travel will still be a high priority. I would like to create a District-wide calendar of important band and Sorority events to be published on the website so that District Officers, as well as Chapters, have ample notice to be able to plan visits.

o Continuation of “Go-To” Chapters

For the past several years, each District Officer has been assigned a handful of Chapters that they are responsible for checking in with periodically throughout the calendar year. I would like to continue this practice to provide a resource for Chapter members as well as a means of additional communication between the District Council and individual Chapters.

Increase Chapter Involvement and Leadership Within the District

Every Chapter in the Northeast District has great ideas and unique qualities. It is my goal for each Chapter to feel comfortable and have the opportunity to share these ideas with the entire NED.

o Offer Incentives for Hosting Virtual Workshops

Although the District Council currently hosts virtual workshops, they are a great opportunity for Chapters to showcase their leadership skills as well. Virtual workshops can be easily held via a Google Hangout and provide an opportunity for collaboration among different Chapters. An incentive, such as incorporation into Project Good Member, could increase Chapter involvement.

- *Increase Awareness of Precinct Days*

Opportunities for travel can exist throughout the entire calendar year, not just Travel Season! A Precinct Day is an unofficial gathering of Brothers and Sisters to complete a service project, support a band, or simply have a cookout! It would be my goal to encourage Chapters to host Precinct Days of any nature throughout the year to showcase the unique aspects of their Chapter. This would allow Chapters to gain experience hosting a District Event as well as provide networking opportunities for Sisters among the Chapters. These opportunities could also increase joint collaboration with Kappa Kappa Psi.

- *Hold Task Forces Throughout the Calendar Year*

Task Forces are a great way to bring Sisters with different viewpoints and experiences together to collaborate on important topics within Tau Beta Sigma. I would like to encourage as many Sisters as possible to participate in online Task Forces and offer their insight on topics such as: service, membership education, and review of the proposed 2016 Constitutional changes.

Adapt to the Transitioning Structure of the District Council

With the proposed changes to the Northeast District Constitution, there will inevitably be a need for conversations about the best way to redistribute duties of the eliminated positions. This will require conversations with current and past District Leadership, both within and outside the NED. I hope to be able to facilitate the successful realignment of District Council duties.

- *Create a Master Calendar of Deadlines for the Entire Council*

Within the first few months of the term, I would like to create a master calendar encompassing all of the goals for each Officer throughout their term in office. This calendar would include deadlines as well as projected timelines for completion of all projects and would be agreed upon by the entire District Council.

- *Realignment of Duties from Eliminated Positions*

During these first few months in office, it will be necessary to evaluate which tasks can be adopted by each remaining office. I want to ensure that nothing we want to continue is lost throughout this transition period. This includes educating each District Officer on the Weebly website and ensuring that all Officers can make necessary updates to it on the fly.

- *Earlier Communication with the Kappa Kappa Psi NED Council*

Each year, the two District Councils usually begin their interaction at Winter Meeting in preparation for District Convention. I would like to plant the seed for collaboration earlier in the year so both Councils have the opportunity to work collaboratively on projects for an entire term.

- *48-Hour Email Response Time*

During this year of transition, communication will be key. Each member of the District Council will be responsible for responding to e-mails within 48 hours of the time of receipt.



Projected Timeline for the 2016-2017 Term

During the summer, I would like the District Council to focus on professional and leadership development as well as personal growth and planning for the upcoming school year. Summer will also be a time for developing a concrete system and plan for each task for which the District Council is responsible. This will ensure that the school year is as productive and focused as possible.

By the time the fall semester begins, I would like all District programs and initiatives to be in full swing.

By the spring semester, all of the District Council's projects should be complete, allowing the District Council to focus all of its energy on Travel Season and how to best communicate with the Northeast District.

March/April

- Establish expectations of District Council
- Evaluate past District Council practices and redistribute remaining duties
- Education on usability of Weebly website
- Begin the Monthly Newsletter
- Assignment of Go-To Chapters to each District Officer and first check-in for an introduction
- Record and distribute the Chapter Summary Report How-To Video
- Promote Precinct Days to be held over the summer months
- Brainstorm possible Virtual Workshops or Task Forces to be held over the summer months
- Brainstorm each Officer's goals for their term in office
- Converse with past and current Leadership and the NED about their vision for the next year

May

- Preparation for Summer Meeting
- Compilation of timeline of all Officers' goals for the term into a master calendar
- Finalize Facebook groups for Chapter Officers as elections are held and paperwork is sent in to National Headquarters
- Collaborate with Kappa Kappa Psi District Council about possible Precinct Days and Travel Season ideas
- Finalize any website updates

June/July/August

- Summer Meeting/District Leadership Conference
 - Finalize Master Calendar
 - Brainstorm Virtual Workshop/Task Force topics in early summer
- Promotion of Virtual Workshops
- Promotion of Precinct Days
- Continue collaboration with KKPsi District Council about Precinct Days and Travel Season
- Task Force: How to Keep the Energy Alive During Band Camp
- Record and distribute Chapter Personnel Report How-To Video

September

- Check-in with Go-To Chapters
- Call out to the Northeast District for Virtual Workshops
- Compile Chapter Degree dates for distribution
- Promote Chapter Personnel Report deadline

October

- Begin NED Convention Preparation with an invitation for workshop presenters
- Collaborate with KKPsi NED President about Precinct Meeting schedule
- Reminder of Virtual Workshops/Task Forces

November

- Record and distribute Fall Activity Report How-To Video
- Distribute Precinct Meeting registrations
- Promote Fall Activity Report Deadline
- Precinct Meeting and District Convention preparation

December

- Update Chapter Officer Facebook groups as necessary as elections occur
- Winter Meeting preparation with KKPsi NED President
- Go-To Chapter check-in
- Reminder of Precinct Meeting registration deadlines
- Precinct Meeting and District Convention preparation

January

- Winter Meeting
- Call for Virtual Workshops
- Precinct Meeting and District Convention preparation
- Central Precinct Meeting

February

- Northern Precinct Meeting
- Southern Precinct Meeting
- Go-To Chapter check-in
- Reminder of District Convention Registration Deadline, Award Deadlines, etc.
- District Convention preparation

March

- Deadline for National and NED Awards
- Preparation of all materials for the next Council
- District Convention
 - NED Council Transition Meeting

February 19, 2016

To My Fellow Sisters of the North East District,

It is with immense honor and joy that I write this letter of recommendation for Shelby Coleman. Over the past four years, Shelby's talents and personal and professional abilities have distinguished her as both an exceptional student of Bloomsburg University and a remarkable Sister of the Delta Omega chapter of Tau Beta Sigma. Over the past two years in particular, Shelby's positive attitude, tenacious interpersonal skills, and relentless passion for our beloved music organization has aided in her adept leadership roles as Delta Omega's chapter president, as well as both the North East District parliamentarian and secretary. It is Shelby's sincerest intention to run and be elected as the 2016-2017 North East District President. Shelby emulates the ideal embodiment of what a president should be and without a doubt would prove to be an outstanding representative and face of the North East District of Tau Beta Sigma.

Shelby Coleman has excelled academically from the moment of her acceptance into Bloomsburg University four years ago. Apart from being a member of the Honors College, she has participated in research with her chemistry professors based on campus and received placement in a distinguished Research Experiences for Undergraduates program based out of Norfolk, Virginia, and where she tested different materials for polycyclic aromatic hydrocarbons. With a great organizational and time management skill set, Shelby has been able to balance her academic classes and accolades with working part time in the department of chemistry office and her involvement in marching band, concert band, and wind ensemble. In addition to this, she meets and far surpasses the duties set forth not only for active membership in Tau Beta Sigma but for those laid down by the position of president.

As evidence of her intense focus, commitment to excellence, and dedication and passion for Tau Beta Sigma, Shelby is not only on her second year of being part of district council, but is also serving a second term as chapter president of Delta Omega, being voted in by acclamation. She leads and serves our chapter with immeasurable professionalism and integrity, seeking out the greatest reap for chapter benefit on every decision, and embodies the 8 and 5 to the pinnacle of her abilities. With her enthusiasm and love for the bond we share, she motivates our sisters and encourages everyone to strive to achieve and perform at the highest level.

Shelby continuously aims to go above the expectations and bare minimums set down by our chapter for active membership and those paired with her position of president. One of her greatest attributes is that of a problem solver. While challenges do occur, Shelby does not allow herself or those affected to be hindered by setbacks. She faces complications and struggles with a level head as possible and prepares a plethora of solutions with beneficial results. She does not face problems alone, however. Shelby communicates with our executive board if the problem is chapter related, and gets to the root of a problem with those directly involved in a calm and logical manner. One of the most admirable things about Shelby is her compassion for others. No matter the situation or cause of the problem, she does not hesitate to lend a helping hand, an ear to talk to, or ideas that are anything less than what can help a troubled person or party the most.

I have had the honor of meeting Shelby my first semester of college three years ago, and had the privilege of gaining her friendship as I went through the process of becoming a sister that same semester. Over the course of the next two and a half years, I have served alongside her and our other sisters, and have seen the many different facets of her person: studious academic, devout chapter president, diligent sister, goofy corgi lover, and treasured friend. I have no doubt that Shelby is able to serve the district with the epitome of grace, professionalism, and love for Tau Beta Sigma, and that she has the quality set needed to do so successfully. It is with this that Shelby Coleman has my highest recommendation for the position of 2016-2017 North East District president.

If you need any additional information, please do not hesitate to contact me,
Thank you for your time and consideration,



Lindsey M. Woods

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Speech-Language Pathology & Audiology B.S.

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February 17, 2016

Dear Sisters of the Northeast District of Tau Beta Sigma,

I am writing this letter of recommendation for Shelby Coleman. She is running for the position of Tau Beta Sigma Northeast District President for the 2016-2017 term. Over the years I have gotten to know Shelby on a personal and professional level. I met Shelby in August 2013 on the first day of Band Camp. However, I did not become a Sister until Fall 2014. The reason why I decided to become a sister is because of Shelby's enthusiasm about the organization.

Shelby most definitely upholds the eight and five. Over the years I have seen Shelby handle different situations in her leadership roles. At a chapter level, she has held the position of President for the past two years and has really changed the dynamic of Delta Omega. She has put all her effort forward to make this chapter the best it can be. At the district level, she has had the leadership roles of Parliamentarian and Secretary. With all the responsibilities Shelby has, we as a chapter can still count on Shelby to always be there when we have a problem or just need to talk.

Over the past year I have had the privilege to work with Shelby on Executive Board. We have worked closely together over the year and I am truly amazed with all the responsibilities she holds. She manages to complete all her responsibilities while she has school, band, work, organizations, and a social life. The way she gets everything done is by having great time management. She knows how to prioritize her responsibilities to get them done in a timely manner.

Shelby is always looking for ways to improve. She is always evaluating how she is doing in her many different roles. Shelby loves getting feedback and finding ways to change what is wrong to make it better for everyone. She makes sure everyone in our chapter has a voice and tries to accommodate everyone's requests the best she can. I hope you will consider her for the position of Northeast District President because I know she will work hard to make it everything it can be and more.

Sincerely,

A handwritten signature in cursive script that reads "Josephine Fell". The ink is dark and the writing is fluid, with some loops and flourishes.

Josephine Fell



Department of Music, Theatre and Dance

February 29, 2016

To whom it may concern,

I am writing this letter in recommendation of Shelby Coleman. She is applying for the position of TBS NED President. As you can see from Shelby's resume, she has had a good deal of experience with parliamentary procedure, beginning with very rigorous training in high school as part of their Future Business Leaders of America chapter's parliamentary procedures team, and in helping the high school team after graduation.

My direct knowledge of her leadership skills began as she started to participate in the musical ensembles here at BU and as advisor to the Delta Omega chapter of TBS. She has done an outstanding job as chapter president and I am sure she will be very effective as the TBS NED President.

Sincerely,

Dr. Stephen Clickard



February 18, 2016 Department of Music, Theatre and Dance

To Whom It May Concern:

This letter is in reference to Ms. Shelby Coleman and her pursuit of becoming the Northeast District President for TBS for the 2016-17 school year. I have known Ms. Coleman for the past four years and she has presented herself in a very positive manner. She has obtained the leadership skills needed for such a position. I hold no reservations in recommending her for this prestigious position.

I am the Director of the Bloomsburg University Marching Band. Ms. Coleman has been a member of this ensemble over the past four years. She has held a student leadership role for the band and was the Chapter President for our TBS chapter for the past two years. I have worked closely with her due to her leadership positions. She has been organized, punctual, and respectable during this time.

Shelby has a very strong and positive personality. She is one of those "glass half full" type individuals. I have also observed her connection with her peers. She seems to get along with everyone and works well with others.

I feel comfortable recommending Shelby Coleman for the position of President for the NED of TBS. Feel free to contact me if you have any questions or would like more information.

Sincerely Yours,

Dr. Gifford Howarth
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