



NATIONAL SOCIETY OF BLACK ENGINEERS

2015 National Committee Appointment Information Packet

VERSION 2.0

MAY 2015



TABLE OF CONTENTS

Qualifications for Appointment to a National Committee.....3
Application for Appointment3
2015 Application for Appointment to a National Committee Checklist4
National Committee Descriptions 5-21



Qualifications for Appointment to a National Committee

In order to apply for a National Committee position, each applicant:

- Must be a Member, affiliate member or professional member as outlined in the National Constitution.
- Must complete and submit an application on the NSBE website at <http://www.nsbe.org/joinacommittee>.
- For any issues/concerns with the application, please contact the **National Parliamentarian** at nebparliamentarian@nsbe.org.

Application for Appointment

The 2015 Application for Appointment to a National Committee is a member's official statement of desire to be appointed to a committee of the National Executive Board. The application should be submitted to the National Parliamentarian via the NSBE website. Each applicant is required to provide the following while completing the application:

- **Position of Interest**
- **University/College or Employer**
- **Major**
- **Classification (if in school)**
- **Preferred Phone Number**
- **Preferred E-mail address**
- **In 300 words or less, please provide the following:**
 - **A summary of your NSBE experience.**
 - **A summary of your experience in this committee focus area and why you would like to fill this position on the committee.**
 - **The goal(s) you would like to accomplish if selected to be a part of this committee.**
- *Each submission should be spell-checked, word-counted and proofread carefully before submitting.*



We are currently accepting applications for the following committees:

- [National Academic Excellence Committee](#)
- [National Business Diversity Committee](#)
- [National International Committee](#)
- [National Leadership Institute \(NLI\) Committee](#)
- [National Membership Committee](#)
- [National Pre-College Initiative \(PCI\) Committee](#)
- [National Programs Committee](#)
- [National Publications Committee](#)
- [National Technical Outreach and Community Help \(TORCH\) Committee](#)

2015 National Committee Application Checklist

- Communicate with the Committee Chair on the National Executive Board
- Read the National Constitution and National Bylaws for information on the respective committee (as applicable)
- Contact National Parliamentarian if you have questions nebparliamentarian@nsbe.org.
- Participate in phone or email interviews with NEB members (if requested)
- Submit the 2015 Application for Appointment to a National Committee on the NSBE website by Thursday May 14,2015**

Please contact the National Parliamentarian at nebparliamentarian@nsbe.org for more information on expected committees or positions in future application requests.



2015-2016 National Committee Descriptions

National Academic Excellence Committee

(Under the direction of the National Academic Excellence Chairperson – nebaex@nsbe.org)

NSBE Retention Program Chapter Coordinator

- Shall facilitate monthly calls for participating NSBE Retention program chapters.
- Shall serve as a liaison between National Academic Excellence Committee and chapter retention program contacts.
- Shall coordinate with WHQ and National AEx chair to maintain relevant statistics on the NSBE Retention Program.
- Shall assist in individual chapter development of NSBE Retention program.
- Shall develop objectives and templates for retention forums at FRCs and Convention.

Graduate Student Coordinator

- Shall represent the interest of the NSBE graduate student membership on the AEC.
- Support the Graduate Student Conference Chair to help the success of the events during National Convention.
- Shall work with Professionals Special Interest Groups to identify opportunities to engage graduate students.
- Shall work with the Academic Excellence Chair on the development of staple academic programs with a graduate student focus.
- Shall develop resources for graduate student financial support.

Academic Resource Coordinator

- Shall work with the National Academic Excellence Chair on the creation/implementation of academic programs.
- Shall support the Retention chapter coordinator in development of content and workshops to support study skill development.
- Shall maintain and develop a library of resources for academic success.
- Shall document educational resources in specific regions and communities and distribute relevant information to the NEB and membership.

Communications Coordinator

- Shall record and distribute meeting minutes of all AEC meetings/conference calls.
- Shall maintain archives of all AEC documents.
- Shall work with the National Communications Chair on the maintenance of the AEx website.



- Shall educate membership on activities of the AEC and facilitating AEx discussion among leaders and members at regional conferences, annual convention and through various media as determined by the National Academic Excellence Chair
- Shall work with the Communications Zone and International Committee on the development and distribution of promotional materials for academic excellence programs and scholarships

Research & Technical Development Coordinator

- Shall be responsible for researching and maintaining an internship and research opportunity database for opportunities in industry and academia.
- Shall keep track of/promote innovative programs for the technical development of members.
- Shall work to increase member participation in partner technical organizations.
- Shall develop learning based programming to develop members' technical and research skills.

Technical Research Exhibition (TRE) Coordinator

- Shall coordinate the Technical Research Exhibition at Annual Convention.
- Shall work with Regional Academic Excellence Chairs to coordinate TRE at FRCs.
- Shall organize abstract review committee for TRE at FRC and Convention.
- Shall recruit and orient judges for TRE
- Shall develop scoring rubrics and a feedback mechanism.



National Business Diversity Committee

(Under the direction of the National Business Diversity Chairperson – nebbusiness@nsbe.org)

Competitions Manager

- Assist with competition operations
- Aid with competition agendas

Business Education Manager

- Assist with tracking of program success on the regional level
- Aid in evaluating current business plan learning modules
- Help locate African American Owned Businesses in STEM and maintenance of African American Owned Businesses directory.



National International Committee

(Under the direction of the National International Committee Chairperson – nebinternational@nsbe.org)

Vice Chair

- Preside over the committee meeting or other appropriate functions in the absence of the International Committee Chairperson.
- Shall be responsible for managing the board and their assigned tasks.
- Shall follow up with board members on any missing items or neglected tasks.
- Shall maintain contact with the Vice-chairs of the regional International committees.
- Develop and evaluate national projects and programs along with the Programs Chairperson.
- Shall focus on initiatives and efforts to promote operational efficiency of the committee.
- Develop and finalize the Committee meeting agendas.
- Shall produce an official transition report at the close of the term of office.
- Shall submit weekly updates to the committee.
- Shall produce a monthly report and compile the monthly reports of committee.
- Shall chair the membership zone of the International Committee.

Finance Coordinator

- Shall be responsible for recording all expenditures.
- Shall be responsible for maintaining and identifying new committee solicitation and fundraising activities.
- Pursues ways to finance NSBE international programs and projects.
- Coordinates with the National Treasurer, National Finance Chair and WHQ to support funding and solicitation efforts.
- Shall produce an official transition report at the close of the term of office.
- Shall submit weekly updates to the committee.
- Shall submit monthly report to the committee Vice-Chairperson.

Secretary

- Record and produce detailed minutes of all Committee meetings and other meetings deemed necessary and, upon completion, distribute these minutes to the region.
- Develop an operational calendar of International events.
- Shall coordinate with the Regional International Committees Secretary's as well as the National Secretary.
- Shall see that all chapters in all regions receive the information and materials they need in order to function efficiently.
- Develop and maintain the International Directory.
- Coordinate and evaluate the intra-board and inter-chapter communications.
- Shall produce an official transition report at the close of the term of office.
- Shall chair the communication zone of the International Committee.
- Shall submit weekly updates to the committee.
- Shall submit monthly report to the committee's Vice-Chairperson.



Publications/Public Relations Coordinator

- Produces press releases, compiles articles, and submits stories to NSBE publications, web site and other publications.
- Managing of all social media hosted by the committee.
- Shall produce an official transition report at the close of the term of office.
- Shall submit weekly updates to the committee.
- Shall submit monthly report to the committee's Vice-Chairperson.

Membership Coordinator

- Compile membership statistics and make them available to the public.
- Help coordinate chapter charter renewals.
- Maintain updated rosters of members and chartered chapters.
- Encourage the creation of new NSBE chapters.
- Identify potential chapters to charter within the region.
- Shall produce an official transition report at the close of the term of office.
- Coordinate to the Regional International Chairs on an as-needed basis.
- Shall submit weekly updates to the committee.
- Shall submit monthly report to the committee Vice-Chairperson.

Consulting Design Olympiad (CDO) Coordinator

- Reports to programs coordinator.
- Ensures the CDO toolkit is up-to-date and easy to use.
- Prepare other necessary documents for CDO.
- Work with telecommunications to ensure CDO info is on the website.
- Serve as secondary contact for CDO related inquiries.
- Shall produce an official transition report at the close of the term of office.
- Assist in organizing and facilitating the pairing of teams.
- Shall establish a CDO committee to facilitate CDO development.
- Shall submit monthly report to the committee Vice-Chairperson.
- Shall chair the communication zone of the International Committee.

Programs Coordinator

- Design and implement methods by which chapters may learn how to create and maintain programs.
- Work with the Vice-Chairpersons and National Programs Chairperson in order to develop uniform programs in keeping with the goals of the society.
- Shall produce an official transition report at the close of the term of office.
- Shall chair the Program zone of the International Committee.
- Shall submit monthly report to the committee Vice-Chairperson.
- Shall chair the communication zone of the International Committee.



NSBE International Conference Planning Committee

- Recruit and charter International chapters.
- Support existing International chapters.
- Enhance public relations for NSBE.
- Share the NSBE Vision with stakeholders in other countries.
- Expose membership to other cultures, ideas, technology, and experience.
- Establish contact with parties to strengthen the organization and the community.
- Develop the conference program under the direction of the National Programs Chairperson.
- Shall produce an official transition report at the close of the term of office.
- Shall submit monthly report to the committee Vice-Chairperson.
- Shall chair the communication zone of the International Committee.

Telecommunications Chairperson

- Shall coordinate telecommunication with the Secretary.
- Shall maintain the international committee's web page and update it with contact information, newsletters, scholarship and job announcements, links to chapters' websites, etc.
- Shall maintain contact with the regional international committees Telecommunications Chairpersons and assist them in fulfilling their responsibilities.
- Shall submit weekly updates to the committee.
- Shall submit monthly report to the committee Vice-Chairperson.
- Shall chair the communication zone of the International Committee.

Regional International Chairperson

- Coordinates with the National International Chair as a representative of the interests of the international chapters located in the respective affinity region, and facilitate increased interaction and cooperation within the respective region.
- Provides ongoing recruitment and support for chapter development efforts within an international zone.
- Manages the NSBE International Ambassadors Initiative.
- Shall preside over Zone meetings and/or teleconferences.
- Shall facilitate work with chapter presidents to ensure that chapters function effectively.
- Shall facilitate effective chapter and Zone level programming in conjunction with presidents and Zone board. In the absence of a president, shall work with the next presiding officer.
- Shall produce an official transition report at the close of the term of office.
- Shall maintain extensive communication with chapters in the Zone.
- Shall coordinate a Zone project.
- Shall submit weekly updates to the Regional Executive Board and the zone board.
- Shall serve on the Regional Executive Board as the Regional International Committee Chairperson and zone chair for affiliated international region.



National Leadership Institute (NLI) Committee

(Under the direction of the National Leadership Institute Chair – nebnli@nsbe.org)

Director of Curriculum Development

- Responsible for development of leadership, management, and executive training schedule, sequence, and prerequisites
- Tracks the lecturers and Subject Matter Experts available for each development area
- Pursues opportunities for leadership, management, and executive training courses
- SIGNATURE PROJECT: NLI Course Catalog

Director of Leadership Development

- Oversees operations of the dissemination of training to the regional & national leadership
- Establishes comprehensive on-boarding initiatives for regional & national leaders.
- Works closely with the Regional Leadership Chairs to establish comprehensive support to chapters for leadership development.
- Coordinate marketing strategies for leadership programs, events, and resources.
- SIGNATURE PROJECT: Shadowing Initiative Program & Toolkit

Director of Leadership Recruitment

- Oversees all marketing initiatives for educating NSBE members and current leaders about leadership opportunities (including chapter, regional, and national positions).
- Works closely with the National Parliamentarian to establish recruiting efforts for elections and appointment process throughout the year.
- Coordinate marketing strategies for leadership recruitment.
- SIGNATURE PROJECT: Selective & General Recruitment Plan

Director of Leadership Sustainability

- Coordinates all public recognition and morale events for all leadership levels.
- Responsible for working with the National Vice-Chairperson and Regional Vice-Chairpersons to help improve the working environment for volunteer leadership in the society.
- Drives efforts to reclaim past leaders who are interested in helping mentor and coach current leadership and coordinate marketing strategies for leadership recognition.
- SIGNATURE PROJECT: Annual NLC /RLC Timeline & Workflow

Director of Media & Learning Resources

- Oversees the development of training materials for national, regional, and chapter leaders, which includes virtual training materials and tools for collaborative learning.
- Coordinates the publishing of online tools and resources for leadership development.
- Manages the content of the NSBE Leadership section of www.nsbe.org.
- SIGNATURE PROJECT: Online Executive Leadership Training program



Director of Product Archiving and Quality Assurance

- Oversees the collection and archiving of training materials for national, regional, and chapter leaders, which includes virtual training materials and tools for collaborative learning.
- Reviews materials and products for archiving for quality, accuracy, and consistency
- Serves as a resource for edits/comments for draft training documents
- Monitors course uploading within the learning management system
- SIGNATURE PROJECT: Archival of training material and procedure for future documents



National Membership Committee

*(Under the direction of the National Membership Chairperson – nebmembership@nsbe.org) *

Mentorship Initiative Coordinator

- Assist with the development and implementation of the mentorship program across all NSBE demographics.
- Evaluate mentorship structure and recommend processed to improve the program
- Work with National Membership Chair to Develop mentorship program evaluation tools
- Manage evaluation data collection
- Compile monthly data into an operational summary
- Perform any other duties as directed by the National Membership Chair

Chapter Chartering Coordinator

- Assist domestic collegiate, professional, and Nsbe Jr. chapters in the re-chartering process.
- Work with the Regional Chairpersons to identify chapters within their regions that can be rechartered.
- Assist National Membership Chair with developing chapter start-up tool kit.
- Manage metrics of rechartered chapters.
- Develop methods to assist with the sustaining of the rechartered chapters.

Research & Statistics Coordinator

- Responsible for helping to create surveys that will provide information and insight on NSBE Members.
- Work with the Membership Zone to ensure that quality data about the membership is being collected and analyzed.
- Work with the Membership Chair to perform a service capacity assessment to determine the extent of the resources NSBE has to offer.
- Assess industry statistics to determine if NSBE is fulfilling it's mission through industry impact (Engineering Workforce Commission, etc)

Community College Initiative Chair

- Conducts research of community college STEM accreditations
- Work to establish a point of contact (POC) at identified community colleges.
- Develop a welcoming and informational packet to send to schools
- Develop a plan of action to establish chapters at community colleges.
- Determine the feasibility of the creation of programmatic structure to address the needs of the community college members in conjunction with the National Programs Chair and National Academic Excellence Chair.

Graduate Student Initiative Chair

- Measure the benefits that graduate students receive from NSBE membership



- Determine the feasibility of the creation of programmatic structure to address the needs of graduate student members in conjunction with the National Programs Chair and National Academic Excellence Chair.
- Collaborates with the National Membership Chair and the Membership Committee to ensure that the graduate student voice is heard.
- Assess the NSBE membership structure as it pertains to graduate students which includes (but not limited to) the following:
 - Possibility of introducing a graduate student membership category
 - Possibility of creating graduate student chapters separate from undergraduate chapters
 - Possibility of creating chapter executive board positions for graduate students



National Pre-College Initiative (PCI) Committee

(Under the direction of the National PCI Chairperson – nebpci@nsbe.org)

NSBE Jr Chapter Development Coordinator

- Manage and coordinate the chartering and renewal of NSBE Jr chapters.
- Maintain and distribute the NSBE Jr. Toolkit and NSBE Jr. Chartering Packet for Implementation. These documents contain the necessary information for the development and operation of a NSBE Jr chapter.
- Work with National Membership Chair/Committee on membership recruitment/development efforts as the representative of the pre-college demographic.
- Produce an official transition report at the close of office.

PCI Academic Development Coordinator

- Coordinate all programs established within the PCI Academic Development Track under the management and direction of both the PCI Chairperson and Professional PCI Chairperson.
- Develop standard procedures and guidelines for mentoring and/or tutoring programs of pre-college students.
- Develop and modify judging criteria for PCI scholarships and awards.
- Advise and inform regional PCI Chairs of SAT/ACT testing dates, deadlines, and strategies, in order that information may be disseminated to pre-college students.
- Establish and maintain tracking database which monitors student participation within Academic Development.
- Produce an official transition report at the close of office.

PCI Technical Development Coordinator

- Coordinate all programs established within the PCI Technical and Development Track under the management and direction of both the PCI Chairperson and Professional PCI Chairperson.
- Coordinate standard regional science and design competitions for conferences.
- Establish and maintain tracking database which monitors student participation within Technical Development.
- Develop and distribute resources related to PCI Technical Development to Regional Counterparts.
- Produce an official transition report at the close of office.

PCI Leadership Development Coordinator

- Coordinate all programs established within the PCI Leadership Development Track under the management and direction of both the PCI Chairperson and Professional PCI Chairperson.
- Develop standard procedures and guidelines for mentoring programs of pre-college students.



- Work with National NLI Chair/Committee to develop leadership development curriculum for pre-college demographic.
- Establish and maintain tracking database which monitors student participation within Leadership Development.
- Develop and distribute resources related to PCI Leadership Development to Regional Counterparts.
- Produce an official transition report at the close of office.

National PCI Publications Chairperson

- Collect and submit website content for publication by the National Communications Chair.
- Take meeting minutes of all PCI Committee conference calls.
- Maintain archive of PCI documents including toolkits, monthly reports, presentations, etc.
- Develop promotional materials for PCI programs, scholarships and conferences.
- Provide direction on editorial content for The NSBE Bridge with the consultation of the PCI Chairperson, the Publications Chairperson and the NSBE Bridge Editor.
- Evaluate, approve, and finalize the content of The NSBE Bridge with the assistance of the NSBE Bridge Editor.
- Develop and manage Social media platforms for the purpose of networking the NSBE Jr Demographic, following the recommendations of the National Secretary.
- Produce an official transition report at the close of office.

PCI Logistics Coordinator

- Assist the National PCI Chair with the implementation of National PCI Programs.
- Oversees administration of committee.
- Any additional duties as assigned by the National PCI Chair, including acting in place of missing committee position.
- Produce an official transition report at the close of office.

International Relations Coordinator

- Serve as a resource for international NSBE Jr chapters
- Coordinate alternative application processing methods for technologically lacking areas
- Oversee the delivery of necessary materials, information, and resources for international chapters
- Work with International Committee Chair/Committee on efforts of chapter development of international NSBE Jr chapters.
- Produce programs/activities that encourage interaction with international chapters.
- Produce an official transition report at the close of office.

Science Fair Competitions Coordinator

- Serve as primary point of contact for questions concerning Science Fair Competitions
- Oversee the delivery of necessary materials, information, and resources for Science Fair Competitions
- Oversee all operations and measures pertaining to the Science Fair Competition



National Programs Committee

(Under the direction of the National Programs Chair – nebprograms@nsbe.org)

Zone Coordinator

- Coordinate zone meetings
- Track and follow up with internal actionable items
- Recommend actions for optimizing zone activity
- Identify poor performance within zone and recommend steps for intervention
- Track zone progress of Operational Plan Completion

Programs Zone Ambassador (Communications)

- Be present at Communication Zone Calls/Meetings
- Coordinate Marketing and Promotional Plans for NSBE Programming with Communications Zone
- Programmatic Content development for social media outlets with program zone members

Special Projects Coordinator

- Assist in developing and coordinating special projects designated by the National Programs Chair
- Provide a detailed report of each project's outline and timeline for completion to the National Programs Chair
- Provide a progress report on the status of each project on a timely basis as specified by the National Programs Chair



National Publications Committee

(Under the direction of the National Publications Chair – nebpub@nsbe.org)

Publications Committee Vice Chair

- Support National Publications Chair in coordinating committee responsibilities
- Record committee meeting minutes
- Serve as a liaison to other national committees as needed

eNews Coordinator

- Assist with review of monthly eNews (Regional, National etc.) including proofreading and verifying appropriate submission specifications

Chapter Spotlight Coordinator

- Collect chapter and member highlights to be featured in eNews and national publications

Publications Revenue Manager

- Research alternative revenue sources for NSBE publications, especially those related to printing, distribution, and digital alternatives



National Technical Outreach and Community Help (TORCH) Committee

(Under the direction of the National TORCH Chair – torch@nsbe.org)

Director of Operations

- Work with Chairperson to maintain smooth and efficient function of the TORCH committee.
- Ensure that funding requests are received and processed in a timely fashion
- Work with Chairperson to oversee TORCH financials
- Chair the committee in the absence of the TORCH Chairperson
- Work with Chairperson and committee to draft legislative amendments to include TORCH in the national constitution and regional bylaws

Director of Strategic Development

- Work with Chairperson and committee to develop, revise and implement TORCH strategic plan
- Chair TORCH Strategic planning sub---committee
- Function as Dir. of Operations in the absence of the Dir. of Operations.
- Maintain progress reports on accomplishment of short term, mid-term and long range strategic goals
- Work with Dir. Of Partnerships and Resources to develop metrics to measure success of strategic goals
- Work with Dir. Of Partners and Resources to identify government, community, industry, nonprofit partnerships for TORCH

Director of Partnerships and Resources

- Work with the Chairperson and the committee to identify, develop and maintain partnerships for TORCH programming at the national level
- Work with Dir. Of Strategic development to identify government, community, industry, nonprofit partnerships for TORCH
- Support chapters and regions in developing local TORCH partnerships
- Work with committee to ensure that all chapter and regional TORCH resources are current and accessible.
- Collect feedback from membership on existing resources and develop needed resources.
- Work with Dir. Of Strategic development to develop and maintain resources on TORCH program effectiveness



Director of Communications

- Work with Chairperson and committee to coordinate all official, external communication regarding TORCH activity
- Work with Chairperson to ensure that TORCH material is prepared for inclusion in NSBE publications
- Manage TORCH social media accounts and online content
- Generate TORCH publications
- Maintain metrics and report on public engagement with TORCH through media
- Produce and collect media documentation of TORCH activities
- Work with committee to develop and implement publicity strategies and campaigns

Program Director, Community Help

- Work with Chairperson to develop the TORCH Community Help Initiative.
- Develop NSBE's disaster response policy and develop and coordinate the TORCH disaster response program.
- Work with committee to identify funding, operational and programmatic partners for the Community Help Initiative
- Develop metrics to measure the effectiveness of the Community Help Initiative
- Coordinate and support implementation of the Community Help initiative.

Program Director, STEM Engagement

- Work with Chairperson to develop technology based, short and long-term STEM engagement programming focused on engineering engagement and pipeline development.
- Work with chairperson to develop culture-based STEM programming.
- Support and develop TORCH Centers as platforms for STEM engagement programming
- Work with committee to identify financial, operational and programmatic partners for the STEM engagement initiative
- Work with committee to develop metrics measuring the effectiveness of TORCH's STEM engagement programs
- Coordinate and support implementation of STEM engagement programming



Program Director, TORCH Corps

- Work with Chairperson to develop the TORCH Corps: STEM engagement and community help membership training initiative.
- Coordinate and support recruitment and implementation for the TORCH Corps initiative
- Work with committee to identify financial, operational and programmatic partners for TORCH Corp initiative
- Work closely with the Community Help and STEM engagement program directors to train TORCH Corps members to implement of both initiatives
- Work with committee to develop metrics measuring the effectiveness of TORCH Corps programs

Program Director, STEM Festival

- Work with chairperson to develop NSBE's National STEM festival: NSBE's culture-based celebration of engineering and minority engagement in engineering.
- Work closely with the TORCH Committee and the National CPC to implement the National STEM Festival at Convention
- Work with the Committee to identify financial, operational and programmatic partners for the STEM festival
- Support the implementation of regional and chapter level STEM festivals and science fairs.
- Work with committee to develop metrics to measure program effectiveness
- Work with Dir. Of Communications to promote and document the National Festival and regional and chapter level festivals