

 Think Green! Please do not print unless absolutely necessary



NATIONAL SOCIETY OF BLACK ENGINEERS

# 2014 National Committee Appointment Information Packet

VERSION 3.0

September 2014



## TABLE OF CONTENTS

Qualifications for Appointment to a National Committee .....	3
Application for Appointment.....	3
2014 Application for Appointment to a National Committee Checklist.....	4
National Committee Descriptions .....	5



## Qualifications for Appointment to a National Committee

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

- Must be a member in good standing
- Must complete and submit an application on the NSBE website at [www.nsbe.org/JoinACommittee](http://www.nsbe.org/JoinACommittee). For any issues/concerns with the application, please contact the **National Parliamentarian** at [nebparliamentarian@nsbe.org](mailto:nebparliamentarian@nsbe.org). Applications will be processed on a first come first serve basis.

## Application for Appointment

The *2014 Application for Appointment to a National Committee* is a member's official statement of desire to be appointed to a National Committee. 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 a summary of your NSBE and functional area experience, describe why you would like to fill this position and what you would like to accomplish if selected. Each submission should be spell-checked, word-counted and proofread carefully before submitting because no editing will be performed on the content.**



## 2014 Application for Appointment to a National Committee Checklist

- Communicate with the person overseeing the committee
- Read the National Constitution and National Bylaws for information on the respective committee (as applicable)
- Submit the **2014 Application for Appointment to a National Committee** on the NSBE website at [www.nsbe.org/JoinACommittee](http://www.nsbe.org/JoinACommittee). For any questions/concerns in preparing or submitting the application, please contact the contact the **National Parliamentarian** at [nebparliamentarian@nsbe.org](mailto:nebparliamentarian@nsbe.org). Applications will be handled on a **first come first serve basis**.
- Participate in phone or email interviews with NEB members (if requested)

### We are currently accepting applications for the following committees:

- National Pre-College Initiative (PCI) Committee
- National Leadership Institute (NLI) Committee
- National Publications Committee
- National Public Relations Committee
- National Technical Outreach and Community Help (TORCH) Committee
- National Telecommunications Committee

Please contact the National Parliamentarian at [nebparliamentarian@nsbe.org](mailto:nebparliamentarian@nsbe.org) for more information on expected committees or positions in future application requests.

For specific questions regarding the different roles on each committee, please contact the referenced committee chair.



## National Committee Descriptions

### National Pre-College Initiative (PCI) Committee

---

*(Under the direction of the National PCI Chairperson – [nebpci@nsbe.org](mailto: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 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.

#### 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.

### **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
- Produce an official transition report at the close of office.

## **National Leadership Institute (NLI) Committee**

---

*(Under the direction of the National Leadership Institute Chair – [nebqli@nsbe.org](mailto:nebqli@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 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 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](http://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 Publications Committee**

---

*(Under the direction of the National Publications Chair – [nebpub@nsbe.org](mailto: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 Public Relations Committee**

---

*(Under the direction of the National Public Relations Chair – [nebpr@nsbe.org](mailto:nebpr@nsbe.org))*

#### **Brand Development Assistant**

- Assist PR Chairperson in proper NSBE logo branding practices throughout the membership
- Responsible for ensuring chapters, vendors and sponsors have up to date materials for distribution
- Monitor ALL Web 2.0 platforms (Facebook, LinkedIn, Twitter, YouTube, etc) to ensure NSBE brand is being upheld
- Routine platform checks to insure all policies are being adhered
- Assist with cease and desist procedures when applicable
- Keep track of all progress and maintenance due to procedural violations



### **Multimedia Coordinator**

- Must have good communication skills for this position.
- Work with PR committee to develop video and audio content for various outlets (YouTube, PSAs, podcasts, competitions and promotional materials)
- Lead the production of all NSBE multimedia efforts

### **Media Strategist**

- Assist in optimizing social media and public engagement
- Research current statistics regarding direction of social media and best ways to use them
- Assist in strategizing new methods to communicate the society's policies
- Research potential television/radio shows

## **National Technical Outreach and Community Help (TORCH) Committee**

---

*(Under the direction of the National TORCH Chair – [torch@nsbe.org](mailto:torch@nsbe.org))*

### **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

## **National Telecommunications Committee**

---

*(Under the direction of the National Communications Chair – [nebcomm@nsbe.org](mailto:nebcomm@nsbe.org))*

### **Content Strategist**

#### Summary

Across the web landscape of the National Society of Black Engineers (NSBE) exists user-facing information intended to deliver pertinent information to a variety of audiences. To effectively deliver information our diverse audience, NSBE has organized information relative to the interests of different demographics within our audience. This allows NSBE to off a more efficient and engaging experience to our web visitors.

#### Description

The content strategist will be tasked with assessing the existing areas of our website to ensure that the content is relevant to each area's respective audience. Upon completion of this assessment, he/she will then coordinate with the respective content providers (e.g. NSBE Professionals PR Chair) to generate a content strategy which best serves the respective audience. He/she will then report back to the National Communications Chair for approval, then implementation by the NSBE Web Team.



### Responsibilities

- Light research for each area of our web presence to identify each respective audience and their interests regarding NSBE.
- Evaluate areas of our web presence to identify content that may be not be directly relevant (e.g. outdated, irrelevant, or has room for improvement) to respective audiences.
- Speak to representatives from these different areas to get additional content, update content, and/or possibly remove old content.
- Organize and present the new content plan (and content if obtained) to the National Communications Chair and Web Team.

### **Usability Test Coordinator(s) – 2 positions available**

#### Summary

The National Society of Black Engineers (NSBE) website is continually undergoing development and maintenance. To identify problem areas that need to be improved, regular testing must be performed.

#### Description

The usability test coordinator will be tasked with generating test cases, recruiting users to perform tasks, gathering feedback from these tests, then reporting findings to the National Communications Chair and Web Team.

#### Responsibilities

- Generate a list of tasks (e.g. convention registration, identifying documents, reporting problems) that users may perform while using the NSBE website.
- Identify users (general body and/or external) and facilitate testing with them to evaluate their experiences.
- Identify pain points encountered by users performing the tasks while testing, organize feedback, and report to the National Communications Chair and Web Team.

### **Functional/Design Analyst**

#### Summary

The National Society of Black Engineers (NSBE) website consists of a large amount of content. To ensure integrity of our website, evaluations must be performed on its function and design.

#### Description

The Analyst will be responsible for evaluating the NSBE website across a variety of display interfaces, identifying “broken” features such as dead links, pages that don’t display properly and/or return errors. Additionally, the analyst will be responsible for light visual design evaluation, reporting issues such as poorly contrasted text, pictures that don’t resize properly, etc.



### Responsibilities

- Conduct thorough examinations of the NSBE website on multiple browsers, including mobile.
- Identify problems with visual artifacts (e.g. poor displays, unreadable text)
- Identify functionality problems (e.g. malfunctioning menus, broken links)
- Create a summary report and share with the National Communication Chair and web team.