



NATIONAL SOCIETY OF BLACK ENGINEERS

# National Committees Handbook

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## **Purpose**

The National Committee Handbook (hereafter referred to as “the Handbook”) expands on the governance of committees as established and defined in the National Constitution, National Bylaws, and the National Executive Board (NEB) Operating Guidelines. The Handbook also details the qualifications and process of appointment to a National Committee. The Handbook is subject to an annual review and approval by the NEB no later than their Fall Meeting.

## **National Committee Governance Basis**

The National Committee Handbook is authorized by and follows the good standing protocol as indicated in the following documents:

- A. National Constitution Article VIII – Committees
- B. National Bylaws Article III – Membership, Section 6. Committee Membership
- C. National Bylaws Article X – Adhoc Committees
- D. National Bylaws Article XI – Elections, Section 7. Elections Committee
- E. National Bylaws Article XIV – Publications Committee
- F. National Bylaws Article XV – Pre-College Initiative Committee



## Types of Working Groups

Name	Usage	Purpose	Requires a Vote?+
Standing Committee	To perform a continuing function, and remain in existence permanently or for the life of the assembly that establishes them	Make decisions, recommendations, or give advice	No if provisioned by the Constitution or Bylaws  Three-fourths Senate vote if not provisioned by the Constitution*
Ad-Hoc Committee	To carry out a specified task on as needed basis, at the completion of which it automatically ceases to exist	Make a recommendation or accomplish an objective	No if provisioned by the Constitution or Bylaws  Majority vote if not provisioned by the Constitution or Bylaws
Task Force	To address a timely, major, or complex issue or project	Make complex and consequential recommendations	Consent <sup>^</sup> ; created and staffed by National Chair  Majority vote only for Strategic Planning Task Force
Sub-Committee	Subordinates another committee to carry out a task or function of its primary committee	Accomplish a specific task or function	No; created and staffed by Committee Chair

+Requires a vote of the NEB unless otherwise specified.

\*Requires amendment of Constitution as Standing Committees are chaired by Standing Committee Chairs, which are elected National Executive Board positions.

<sup>^</sup>The lack of objection of the National Executive Board. If there is an objection, then it requires a formal vote with a majority threshold.

Note 1: An Ad-Hoc committee may not be appointed to perform a task that falls within the assigned function of an existing Standing Committee.

Note 2: Subsequent use of “working group” refers to both Committees and Task Forces unless otherwise specified.

Note 3: New working groups should be presented to the respective governing or supervisory authority for situational awareness.

Note 4: Subsequent mentions of “Chair” in this document refers to the respective Working Group Chair unless otherwise specified.



## **Accountability and Financial Support**

### **National Committee Reports**

National Committees are an integral function of the Society, they enable NSBE to accomplish its strategic objectives while providing leadership opportunities to NSBE's members. To keep the Society and leadership abreast of the Committee's ongoings, each National Committee shall submit a quarterly report with an account of work done. The format of the report shall be set by the National Parliamentarian and communicated to the Committee Chairs.

### **Action Items**

A system of action items has been enacted to aid in the accountability of standing and ad-hoc committee (hereafter referred to as "committee(s)") members. Action items are assigned from the Chair to members of the committee, members of the committee to the Chair, or from one member to another member with a target end date. Action items must be agreed to by both parties (task, date, and time) for it to be official. Task Forces and Sub-Committees are not governed by this action items system.

Action items may be assigned during or outside of committee meetings. Action items assigned outside of meetings may be assigned during in person meetings, via phone conversations, and via email correspondence. Assigning action items shall be managed and tracked by the Chair and monitored by the National Parliamentarian.

### **Infractions and Removal**

A system of infractions has been put in place to ensure that a sufficient level of professionalism is maintained within the operations of committees. Infractions are penalties that are applied to committee members as a response to unacceptable behavior as a committee member. The following actions will result in an automatic infraction:

- Three (3) missed or late action items
- Three (3) late meeting arrivals
- Two (2) unexcused meeting absences
- Continued negligent behavior as observed by the Chair

Committee members that receive three (3) infractions shall be automatically removed from the committee. This handbook only governs committee action items and does not have any bearing on external action item systems/Boards unless approved by the respective Vice Chair/Chair-Elect. In the case a Constitution or Bylaws mandated member of a committee is removed, it is the duty of the respective Board Chair to recommend a replacement and they be approved by the respective committee's process.



### Removal Procedure

**1<sup>st</sup> Offense:** A first offense is defined as having one (1) infraction. There are no consequences associated with a first offense. A verbal warning shall be administered, and written communication will be sent to the committee member and their respective Vice Chair/Chair-Elect, where applicable, with the National Parliamentarian copied.

**2<sup>nd</sup> Offense:** A second offense is defined as having two (2) infractions. Committee members with a second offense lose financial support at the discretion of the Chair. Written communication will be sent to the working group member and their respective Board Chair, Vice Chair/Chair-Elect, where applicable, with the National Parliamentarian copied.

**3<sup>rd</sup> Offense:** A third offense is defined as having three (3) or more infractions. Committee members with a third offense are automatically removed from their committee. Written communication will be sent to the committee member, their respective Board Chair, and Vice Chair/Chair-Elect, where applicable, with the National Parliamentarian copied.

### Financial Support

Committee members, as applicable, with two (2) or less offenses may receive financial support to Convention. Financial support is only available to committee members that applied to their respective committee and not for Constitution or Bylaws mandated committee members. Financial support is not guaranteed and is subject to financial feasibility as determined by the National Treasurer.



## NSBE National Committees

The National Society of Black Engineers consist of 23 National Committees. There are two types of National Committees: Standing and Ad-Hoc. Standing Committee Chairs are elected or appointed to the National Executive Board and serve as Chairs for their Standing Committees. Ad-Hoc Committee Chairs are ex-officio or appointed by the National Chair. Various committee members are defined and mandated in the National Constitution and National Bylaws and may require a vote for some recommended committee members. Both types of committees are listed below with their respective committee chairs:

### STANDING COMMITTEES

Committee	Committee Chair
Academic Excellence Committee	National Academic Excellence Chairperson
Communications Committee	National Communications Chairperson
Finance Committee	National Finance Chairperson
International Committee	International Committee Chairperson
Membership Committee	National Membership Chairperson
Pre-College Initiative Committee	National Pre-College Initiative Chairperson
Public Relations Committee	National Public Relations Chairperson
Publications Committee	National Publications Chairperson
TORCH Committee	National TORCH Chairperson

### AD-HOC COMMITTEES

Committee	Committee Chair
Administrative and Personnel Committee*	National Chairperson
Awards Committee*	National Programs Chairperson
Community College Initiative Committee*	National Membership Chairperson
Convention Planning Committee	Convention Planning Committee Chairperson
Convention Planning Committee Task Force*	National Treasurer
Document Review Committee*	National Parliamentarian
Elections Committee*	National Parliamentarian
Engineering Diversity Committee	National Engineering Diversity Chairperson
Funds Management Committee*	National Treasurer
National Audit Committee*	National Treasurer
National Document and Policy Committee	National Parliamentarian
National Leadership Conference Planning Committee	National Leadership Conference Chairperson
National Leadership Institute Committee*	National Leadership Institute Chairperson
NSBE International Conference Planning Committee	Recommended by the National Chairperson
Programs and Resource Development Committee	National Programs Chairperson
Standards and Ethics Committee*	Member of the National Advisory Board
Technology Committee*	National Technology Chairperson

*\*Internal committees with Constitution or Bylaws mandated membership*



## National Committees Appointment Process

### Candidate Qualifications

To apply to a NSBE National Committee position, each applicant:

- Must be a member in good standing
- Cannot hold an existing National or Regional Executive Board position
- Must complete the National Committees Application.
- Applications will be processed on a first come first serve basis.
- **Note 1:** Some committees may have additional requirements as defined by their Chair. Please check each role for any additional requirements.
- **Note 2:** This section only applies to non-Constitution or Bylaw mandated committee members, i.e. this section does not apply to Regional Executive Board members.
- For any issues/concerns with the application, please contact the **National Parliamentarian** at [nebparliamentarian@nsbe.org](mailto:nebparliamentarian@nsbe.org).

### Candidate Application

The *Application for Appointment to a National Committee* is a member's official statement of intent to be appointed to a National Committee. The application should be submitted to the National Parliamentarian via the application link above. Each applicant is required to provide the following while completing the application:

- Preferred Phone Number
- Preferred E-mail address
- NSBE ID
- Membership type
- Position of Interest
- University/College or Employer
- Major
- Classification (if in school)
- Proof of good standing
- Complete Application Questions

Refer to the application for committees that are currently accepting applicants.





## National Committee Application Checklist

- Read the National Constitution and National Bylaws for information on the respective committee (as applicable).
- Read the preceding sections of the Handbook and the subsequent description of the desired committee and position.
- Communicate with the Committee Chair on the National Executive Board.
- Contact the **National Parliamentarian** if you have any questions/concerns with preparing or submitting the application, at [nebparliamentarian@nsbe.org](mailto:nebparliamentarian@nsbe.org).
- Submit the **Application for Appointment to a National Committee** at the link in the Candidate Qualifications section.
- Participate in phone or email interviews with NEB members (if requested).
- Applications will be handled on a **first come first serve basis**.
- Applications must be appointed to their positions by **Friday EOD ET of the second full week of November** to be eligible to receive potential financial support.
- Applicants appointed after the above deadline will not be eligible to receive financial support but may still be considered and appointed to the applied position.

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 Academic Excellence Committee

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*(Under the direction of the National Academic Excellence Chairperson – [nebaex@nsbe.org](mailto:nebaex@nsbe.org))*

The purpose of the National Academic Excellence (AEx) Committee is to create and manage the academic programs NSBE provides to its members. The AEx Committee addresses the academic needs of our membership and rewards them for their accomplishments and research. Through creativity and data-driven programming, this committee builds and maintains an ongoing academic support network through NSBE.

Goal(s): The National Academic Excellence Committee’s activities will be guided by the following goals:

- To further develop the Graduate Student Initiative
- To revitalize chapter participation in the Retention Program throughout the Society
- To develop new methods to incentive GPA verification and help make decisions based on said data
- To improve participation in Academic Excellence competitions through new competition development and/or reimagining of current competitions

### NSBE Retention Program Chapter Coordinator (x2)

- 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 work with the National Academic Excellence Chair to create and implement and strategy for evaluating the effectiveness of the NSBE Retention Program
- Shall coordinate with World Headquarters and the National Academic Excellence Chair to collect and 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
- Shall produce an official transition report at the close of office
- **Preferred Qualification(s):** Has implemented Retention Programming at the chapter level in a previous position.

### Graduate Student Coordinator

- Shall represent the interest of the NSBE graduate student membership on the Academic Excellence Committee (AEC)
- Shall 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 National Academic Excellence Chair on the development of staple academic programs with a graduate student focus
- Shall develop resources for graduate student financial support
- Shall produce an official transition report at the close of office
- **Preferred Qualification(s):** Current or former graduate student in engineering or closely related STEM discipline(s)



### Competitions Coordinator

- Shall coordinate the Technical Research Exhibition (TRE) at Annual Convention
- Shall coordinate the Academic Technical Bowl (ATB) at Annual Convention
- Shall work with Regional Academic Excellence Chairs to coordinate competitions at Fall Regional Conferences
- Shall recruit and orient judges for TRE
- Shall develop scoring rubrics and a feedback mechanism for TRE
- Shall assist Regional Academic Excellence Chairs with developing technical questions for ATB
- Shall lead an initiative in developing innovative competitions at FRC and Annual Convention
- Shall produce an official transition report at the close of office
- **Preferred Qualification(s):** Has participated in an Academic Excellence competition (TRE or ATB) in the past 4 years

### GPA Initiative Coordinator

- Shall work with the National Academic Excellence Chair to evaluate current Academic Pyramid of Excellence (APEX) levels and improve incentives for APEX members
- Shall work with the Retention Program Chapter Coordinator to collect course and GPA information from chapters participating in the NSBE Retention Program
- Shall develop initiatives focused on collegiate members with below a 3.0 and GPA improvement
- Shall work with WHQ to improve the GPA verification process for membership
- Shall produce an official transition report at the close of office

### PCI Programs Unity Chair

- Will sit on the Academic Excellence Committee to develop NSBE Jr. Opportunities within AEx
- Will sit on the T.O.R.C.H. Committee and create and disseminate volunteer opportunities to NSBE Jr. Students
- Will report to the Engineering Diversity Chair to expose NSBE Jr. Students to the multitude of career options with a STEM degree
- Any other responsibilities assigned by the Programs zone approved by the National PCI Chair
- Shall produce a transition report at the close of the term of office

### Scholarship Coordinator

- Shall work with the National Academic Excellence Chair to develop new scholarship opportunities for membership
- Shall work with World Headquarters Staff to communicate information about scholarship opportunities to membership
- Shall aid the Scholarships and Awards Committee in reviewing scholarship and award applications
- Shall refine the application process and judging criteria for emergency scholarship funds
- Shall work with the PCI Programs Unity Chair to aid the National PCI Chair in developing NSBE Jr. scholarships

## **National Community College Initiative Committee**

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

### **Community College Initiative Vice Chairperson**

- Shall coordinate meetings and calls of the committee
- Shall liaison with the committee chair about the direction of the committee
- Conducts research of community college STEM accreditations
- Shall develop a plan of action to establish chapters at community colleges
- Shall lead the committee in developing a welcome/informational packet to send to community colleges
- Shall 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

### **Outreach Coordinator(s)**

- Shall work to establish a point of contact (POC) at identified community colleges
- Shall be responsible for communicating information to community colleges whom may potentially have chapters
- Shall assist all community colleges through the charting process
- Conducts research of community college STEM accreditations
- Shall be responsible for helping to create surveys that will provide information and insight on desired fields of study and accredited 4-yr institutions
- Shall work with the Membership Chair to perform a service capacity assessment to determine the extent of the resources NSBE has to offer for community college students

### **Membership Coordinator**

- Shall liaison with the current community college chapters
- Shall ensure that current community college chapters have all the tools to be successful
- Shall develop a welcoming and informational packet to send to schools



## National Documents and Policy Committee

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*(Under the direction of the National Parliamentarian – [nebparliamentarian@nsbe.org](mailto:nebparliamentarian@nsbe.org))*

The purpose of this committee is to be the resource for updates in regard to national documents and policy.

### Research and Development Chairperson

- Shall identify areas of opportunity in the National Senate Structure
- Shall work with the National Parliamentarian to coordinate and facilitate the creation of the National Congress Structure
- Shall develop a strategic plan for implementation of the new Congress Structure
- Shall research methods for improved senate communication throughout the year
- Shall submit monthly report to the committee chair
- Shall produce an official transition report at the close of office

### National Documents Auditors (2)

- Shall review current regional and national documents for areas of conflict, concerns, or needs for updates
- Shall assist the National Parliamentarian with the Documents and Review Committee administration and management of submissions
- Shall produce an official transition report at the close of office

### National Document Consultant

- Shall review current procedures for document control of national documents and provide recommendations for improvement based upon review of similar organizations and national human resource standards.
- Shall produce an official transition report at the close of office

### Public Policy Consultant

- Shall provide a recommendation on ways to inform and engage our senate on the public policy issues related to our mission and strategic goal
- Shall produce an official transition report at the close of office



## National Elections Committee

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*(Under the direction of the National Parliamentarian – [nebparliamentarian@nsbe.org](mailto:nebparliamentarian@nsbe.org))*

The purpose of this committee is to assist the National Parliamentarian in the running of General elections.

### Vice Chairperson

- Shall preside over committee meetings or other appropriate functions in the absence of the National Elections Committee Chair
- Shall assist with the development of committee meeting agendas
- Shall be responsible for managing the committee and their assigned tasks
- Shall follow up with committee members on any missing items or neglected tasks
- Shall focus on initiatives and efforts to improve the operational efficiency of General Elections
- Shall assist with the execution and evaluation of General Elections and implemented initiatives
- Shall assist with duties as assigned by the National Elections Committee Chair
- Shall produce an official transition report at the close of the term of office

### Secretary

- Shall record and produce detailed minutes of all Committee meetings and other meetings deemed necessary
- Shall develop a marketing and communications content calendar for the current General Elections cycle
- Shall coordinate with the National Communications Zone for the distribution and development of promotional content and campaigns for social media, emails, newsletters, NSBE websites, and other determined media platforms
- Shall serve as the Deputy Editor of the Candidate Handbook and the Elections Handbook
- Shall produce an official transition report at the close of the term of office



## National Engineering Diversity Committee

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*(Under the direction of the National Engineering Diversity Chairperson – [nebdiversity@nsbe.org](mailto:nebdiversity@nsbe.org))*

The Engineering Diversity Committee works to create and maintain opportunities for the exploration of career pathways for NSBE membership.

### Competitions Coordinator

- Shall be responsible for competition execution at Annual Convention
- Shall be responsible for competition registration and informing participants of rules and regulations
- Shall be responsible for competition agenda (brackets)
- Shall work with National Engineering Diversity Chair to secure competition judges
- Shall work with National Engineering Diversity Chair to determine marketing for communications zone execution

### Workshop Development Coordinator

- Shall be responsible for developing engaging workshops representing career pathways within engineering
- Shall be responsible for bringing workshop agendas and topics to the National Engineering Diversity Committee for discussion
- Shall be responsible for building partnerships that will enhance workshop content for the NSBE membership, as a whole
- Shall work with National Engineering Diversity Chair to connect NSBE SIGs to present at Fall Regional Conferences

### Entrepreneurship Resource Coordinator

- Shall aid in evaluating current business plan learning modules
- Shall help locate African American Owned Businesses in STEM and maintain a directory of listings
- Shall serve as member of the Entrepreneurship Special Interest Group (SIG)
- Shall be responsible for development and management of NSBE Entrepreneur Resource Guide

### Engineering Diversity Resource Coordinator

- Shall develop content to aid members pursuing nontraditional engineering career paths (medicine, law, business, etc.).
- Shall work with the NSBE SIGs Directors to identify resources to aid members pursuing such career paths
- Shall work with Communications Zone to present content in an easily accessible way for the membership

### Business Diversity Coordinator

- Shall work with the Finance Zone to help identify new streams of revenue for the organization
- Shall Maintain NSBE Store
- Shall Serve as a liaison to potential vendors on the NSBE Licensing Committee



### **NSBE Marketplace Coordinator**

- Shall serve as a liaison to vendors for NSBE Marketplace
- Shall identify potential vendors and collect vendor info for NSBE Marketplace
- Shall Maintain NSBE Store
- Shall Serve as a liaison to potential vendors on the NSBE Licensing Committee
- Shall work with Conference Planning Committee on Marketplace location and layout





## National Finance Committee

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*(Under the direction of the National Finance Chairperson – [nebfinance@nsbe.org](mailto:nebfinance@nsbe.org))*

The National Finance Committee coordinates and supports NSBE’s revenue generation and partnership development activities within the bounds given by the National Finance Chair.

### Revenue Diversity/Donor Relations Coordinator

- Shall assist in identifying potential revenue generators
- Shall assist in researching grant opportunities to which NSBE is or could be eligible to receive
- Shall assist in maintaining NSBE's relationships with annual donors and individual Givers
- Shall research potential industries that NSBE hasn't solicited or established a presence in (e.g International, Private Equity)
- Shall assist donors and givers in maximizing the appreciation of their contributions

### Career Fair Planning/Execution Task Force Lead

- Shall ensure that proper corporate partner hiring information is gathered (i.e. Citizenship Requirements, GPA, Majors, etc.)
- Shall assist designated liaison in coordination of volunteers for convention and FRC career fairs
- Shall lead team of volunteers to mitigate challenges of convention career fair with incoming corporate relations manager
- Shall work with Regional Finance Chairs to determine corporate partners gifts and other partners form of appreciation
- Shall assist in the distribution of refreshments and other conveniences to corporate partners



## International Committee

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*(Under the direction of the International Chairperson – [nebinternational@nsbe.org](mailto:nebinternational@nsbe.org))*

### Vice Chairperson

- Shall preside over the committee meeting or other appropriate functions in the absence of the International Committee Chairperson
- Shall be responsible for managing the committee and their assigned tasks
- Shall follow up with committee 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
- Shall pursue ways to finance NSBE international programs and projects
- Shall coordinate 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

- Shall record and produce detailed minutes of all Committee meetings and other meetings deemed necessary and, upon completion, distribute these minutes to the region
- Shall 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
- Shall develop and maintain the International Directory
- Shall 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**

- Shall produce press releases, compile articles, and submit stories to NSBE publications, web site and other publications
- Shall manage 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**

- Shall compile membership statistics and make them available to the public
- Shall help coordinate chapter charter renewals
- Shall maintain updated rosters of members and chartered chapters
- Shall encourage the creation of new NSBE chapters
- Shall identify potential international chapters to charter within the regions
- Shall produce an official transition report at the close of the term of office
- Shall 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

### **Programs Coordinator**

- Shall design and implement methods by which chapters may learn how to create and maintain programs
- Shall 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**

- Shall recruit and charter International chapters
- Shall support existing International chapters
- Shall enhance public relations for NSBE
- Shall share the NSBE Vision with stakeholders in other countries
- Shall expose membership to other cultures, ideas, technology, and experience
- Shall establish contact with parties to strengthen the organization and the community
- Shall 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 Coordinator**

- 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

### **International Strategic Development Coordinator**

- Shall lead the development and implementation of strategic plans that promote the growth and inclusivity of the international zone under the guidance of the International Chair
- Shall coordinate with the National Parliamentarian to conduct comprehensive reviews of NSBE governing documents, recommending necessary revisions to align with international needs
- Shall offer recommendations for updates to policies, procedures, and strategic initiatives to enhance governance and operations within the international zone
- Shall recommend updates to roles related to the international zone, including regional international and committee positions, ensuring alignment with strategic goals
- Shall assist new international chapters in structuring their operations and developing guidelines that align with NSBE standards and best practices
- Shall produce a transition report at the end of term



## National Leadership Institute (NLI) Committee

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*(Under the direction of the National Leadership Institute Chairperson – [nebnli@nsbe.org](mailto:nebnli@nsbe.org))*

The purpose of the National Leadership Institute committee is to develop and coordinate year-round leadership opportunities across the society. The committee's focus, through curriculum development and leadership recruitment, is to enhance the skills of our leaders at all levels and grow the leadership pipeline of the society.

### National Leadership Conference (NLC) Chairperson

- Shall be responsible for the integration of all sponsor or host site events and activities into the conference agenda.
- Shall work with the WHQ Project Manager, Host Site Representative and the NLI Chair to evaluate all agenda facility placements.
- Shall coordinate with the National Vice Chairperson in planning the Opening Session, General Sessions and Closing Session.
- Shall develop all meeting agendas and produce detailed meeting minutes for all Administrative Zone and NLCPC meetings.
- Shall present regular and timely progress reports to the National Executive Board.
- Shall participate in the site selection process.
- **SIGNATURE PROJECT: NLC**

### Director of Leadership Development

- Oversee operations of the dissemination of training to the regional and national leadership
- Establishes comprehensive on-boarding initiatives for regional and 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: NSBE Fellows**

### Director of Media & Learning Resources

- Oversees the development and archival 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: NSBE Modules**

### Director of Leadership Recruitment & Sustainability

- 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.
- 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: NSBE Leadership Recruitment Plan**



### **NLI Support Assistants**

- This is a task-oriented role open to multiple people who are interested in supporting the NLI initiatives for NLI Chair and other NLI committee members

## National Membership Committee

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

### Mentorship Initiative Coordinator

- Shall assist with the development and implementation of the mentorship program across all NSBE demographics
- Shall evaluate mentorship structure and recommend processed to improve the program
- Shall work with National Membership Chair to Develop mentorship program evaluation tools
- Shall manage evaluation data collection
- Shall compile monthly data into an operational summary
- Shall perform any other duties as directed by the National Membership Chair

### Chapter Chartering Coordinator

- Shall assist domestic collegiate, professional, and NSBE Jr. Chapters in the re-chartering process
- Shall work with the Regional Chairpersons to identify chapters within their regions that can be re-chartered
- Shall assist National Membership Chair with developing chapter start-up tool kit
- Shall manage metrics of re-chartered chapters
- Shall develop methods to assist with the sustaining of the re-chartered chapters
- Shall assist in follow up with re-chartered chapters from previous year

### Research & Statistics Coordinator

- Shall be responsible for helping to create surveys that will provide information and insight on NSBE members
- Shall work with the Membership Zone to ensure that quality data about the membership is being collected and analyzed
- Shall work with the Membership Chair to perform a service capacity assessment to determine the extent of the resources NSBE has to offer
- Shall assess industry statistics to determine if NSBE is fulfilling its mission through industry impact (Engineering Workforce Commission, etc.)



## National Pre-College Initiative (PCI) Committee

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

The purpose of the National Pre-College Initiative (PCI) Committee is to support the National PCI objectives for the year. We will engage, develop, and inspire PCI students through programmatic excellence, consistent communication, and proactive support.

### PCI Leadership Development Coordinator

- Coordinate all programs established within the PCI Leadership Development Track under the management and direction of both the NEB PCI Chairperson and PEB PCI Chairperson.
- Shall develop standard procedures and guidelines for mentoring and/or tutoring programs of pre-college students.
- Shall coordinate and manage the implementation of Regional Camping Conferences.
- Shall manage the NSBE Jr. program as specified in Article X. Section IV entitled-D. NSBE Jr. in the National Bylaws
- Work with National NLI Chair/Committee to develop leadership development curriculum for pre-college demographic.
- Shall establish and maintain tracking database which monitors student participation within Leadership Development.
- Shall distribute other pertinent information to Regional representatives as it pertains to Leadership Development Track of PCI.
- Work with Regional Counterparts and National NLI Chair/Committee to implement NSBE Jr. Leadership Training at Regional FRCs.
- Produce an official transition report at the close of office.

### PCI Academic Development Coordinator

- Shall coordinate all programs established within the PCI Academic Development Track under the management and direction of both the PCI Chairperson and Professional PCI Chairperson.
- Plan and facilitate National Try-Math-A-Lon Competition to include development and distribution of local, regional, and national competition and practice questions.
- Work with National AEx Chair/Committee to develop PCI academic support program.
- 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.
- Distribute other pertinent information to Regional representatives as it pertains to Academic Development Track of PCI.
- Produce an official transition report at the close of office.





### **PCI Technical Development Coordinator**

- Shall coordinate all programs established within the PCI Technical and Development Track under the management and direction of both the PCI Chairperson and Professionals PCI Chairperson.
- Shall plan and facilitate National Scientific Design Competition.
- Shall coordinate standard regional science and design competitions for conferences.
- Shall develop schedule and suggested topics for AEx Lecture Series.
- Shall coordinate and monitor annual PCI Web Hunt Competition.
- Shall establish and maintain tracking database which monitors student participation within Technical Development.
- Shall distribute other pertinent information to Regional representatives as it pertains to Technical Development Track of PCI.

### **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.

### **National NSBE Jr Ambassadors (1 per Region)**

- Each candidate must meet the following qualifications to be considered for appointment
  - Be a NSBE Jr member in Good Standing according to the NSBE Code of Conduct
  - Be at least 15 years old by December 31st of application year
  - Have at least a 3.0 GPA on a 4.0 Scale
  - Must be able to attend National Convention
  - Submit an application with all required documents to the National PCI Chair
- National NSBE Jr Ambassadors will have the following responsibilities
  - Will serve as the voice for the NSBE Jr demographic on the PCI Committee
  - Will create workshops and events that align with the PCI Vision
  - Will help improve the effectiveness of NSBE Jr Toolkits and information
  - Any other responsibilities assigned by the National PCI Chair or NSBE Jr Development Coordinator
  - Shall produce a group transition report at the close of the term of office
  - Will serve their term until August 31st.



### **NSBE Jr Advisor Committee Co-Chairs (x3)**

- Each candidate must meet the following qualifications to be considered for appointment
  - Must be a NSBE Member in good standing with the NSBE Code of Conduct
  - Must have at least 5 years of Advisor/Chaperone experience with a NSBE Jr Chapter
  - Must be Nominated by the National or Professional PCI Chair and then elected by NSBE Jr Advisor Committee
- Advisor Committee Co-Chairs will have the following responsibilities
  - Chair NSBE Jr Advisor Committee meetings
  - Provide the National PCI Committee with documented communication and feedback from the Advisor Committee
  - Work with WHQ to coordinate SYMI Program curriculum
  - Coordinate Additional advisor support for NSBE Jr. Chapters as assigned by the National or Professionals PCI Chair
  - Assist the CPC PCI Liasson with the PCI Mini-Conference agenda planning
  - Any other tasks assigned by the National or Professionals PCI Chairperson
  - Shall produce a transition report at the close of the term of office
  - Will serve renewable 1-year terms.

### **NSBE Jr Development Coordinator**

- Co-Manages the NSBE Jr Ambassador Program
- Work with the NLI Chair to create and maintain the NSBE Jr Leadership development Track
- Responsible for coordinating the PCI mentorship Workshops
- Assists National Membership chair with collecting and tracking data related to NSBE Jr and PCI Programing
- Work with the National International Chair to provide resources and help charter NSBE Jr Chapters Abroad
- Any other responsibilities assigned by the National PCI Chair
- Shall produce a transition report at the close of the term of office

### **PCI Programs Unity Chair**

- Will sit in on the Academic Excellence Committee to develop NSBE Jr opportunities within AEx
- Will sit on the T.O.R.C.H Committee and create and disseminate volunteer opportunities to NSBE Jr Students
- Will report to the Engineering Diversity chair to expose NSBE Jr students to the multitude of career options with a STEM degree.
- Any other responsibilities assigned by the Programs zone approved by the National PCI Chair
- Shall produce a transition report at the close of the term of office



### **PCI Competitions Logistics Coordinator**

- Serve as primary point of contact for questions concerning Science Fair and other PCI Mini Conference Competitions
- Oversee the delivery of necessary materials, information, and resources for Science Fair and other PCI Mini Conference Competitions
- Oversee all operations and measures pertaining to the Science Fair and other PCI Mini Conference Competitions
- Produce an official transition report at the close of office.

### **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.
- Develop and distribute FRC PCI Toolkits to Regional Counterparts.
- Produce an official transition report at the close of office.

### **PCI Chairperson Emeritus**

- Will be present for PCI team calls except on request of PCI Chair to be absent.
- Will act as the PCI chair representative if PCI Chair is not present during PCI committee calls.
- Assist National PCI chair in selection of committee members.
- Any additional duties as assigned by the National PCI Chair.



## National Programs and Resource Development Committee

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*(Under the direction of the National Programs Chairperson – [nebprograms@nsbe.org](mailto:nebprograms@nsbe.org))*

The aim of this committee is to develop and identify the best methods of program implementation and resource development for the benefit of our society and communities.

### Special Projects Coordinator (x4)

- 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

### Data Analyst

- 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

### Metrics Strategist

- Shall help structure polls and data collection methods used in programs
- Shall create/modify polls as directed by the Programs Chair
- Shall assist the Programs Chair with determining the best ways to measure the impact and effectiveness of NSBE's Programs



## National Public Relations Committee

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*(Under the direction of the National PR Chairperson – [nebpr@nsbe.org](mailto:nebpr@nsbe.org))*

The National Public Relations Committee shall be responsible for the oversight and administration of all national publications regarding the NSBE brand.

### Website and Social Media Development Liaison

- Shall work with the National Public Relations Chair to coordinate website content pertaining to the National Executive Board.
- Shall work closely with the National PR Chair to assist in handling any social media related activities while adhering to NSBE social media protocol and NSBE logo policy.
- Shall be responsible for developing engaging Marcomm processes and content, with the help of the National PR Chair.
- Shall be responsible for building partnerships with Regional PR Chairs that will enhance their overall leadership skillset.
- Shall fulfill any additional duties as assigned by the National PR Chair.
- Shall produce an official transition report at the close of the term of office.

## National Publications Committee

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*(Under the direction of the National Publications Chairperson – [nebpub@nsbe.org](mailto:nebpub@nsbe.org))*

The Editorial Board shall:

Be composed of the National Publications Chairperson, the NSBE Professionals Publications Chairperson, an Advisory Board member designated by the National Advisory Board Chairperson, and three Members-At-Large designated by the National Publications Chairperson to be approved by the National Executive Board; the Editor, the Publisher, and the Chief Executive Officer who shall serve as ex officio members without vote.

- Review and approve the editorial calendar for each publication prior to the submission of the calendars to the National Executive Board for final approval.
- Develop and oversee all policies concerning editorial content for all Society national publications.

The Policy Board shall:

Be composed of the National Publications Chairperson, WHQ communication/marketing personnel, the National Treasurer, The Regional publication/public relation chairperson(s), and an Advisory Board member designated by the National Advisory Board Chairperson and approved by the National Executive Board, the NSBE Professionals Publications Chairperson; the Publisher, and the Chief Executive Officer who shall all serve as ex officio members without vote.

- Set overall policies of a non-editorial nature. These responsibilities shall include, but not be limited to, the recommendation to the National Executive Board of the budget, advertising rates, personnel requirements, and other administrative issues.
- Set rules of engagement for content material on publication channels.
- Develop and/or update crisis management protocol for incidents that harm or involve the integrity of NSBE as an organization and brand.
- Set content requirements for content material provided by membership to publication channels.
- Set NSBE Journal annual topic(s)
- Identify Guest editor, Journal reviewers, and journal editor and committee.



The NSBE Bridge Editorial Board shall:

Be composed of the National PCI Publications Chairperson, the PCI Chairperson, the National Publications Chairperson, the Professionals PCI Chairperson, Two NSBE Jr. National Ambassadors appointed by the National PCI Publications Chairperson and approved by the National Executive Board, and two professional educators appointed by the National PCI Publications Chairperson and approved by the National Executive Board and the NSBE Bridge Editor who shall serve as an ex officio member without vote. The Board shall be chaired by the National PCI Publications Chairperson.

- Review and approve the editorial calendar for the NSBE Bridge prior to the submission of the calendar to the National Executive Board for final approval.
- Develop and oversee all policies concerning editorial content for The NSBE Bridge.
- Shadow Editor-in-Chief for NSBE Journal

### **Vice Chairperson**

- Shall preside over the committee meeting or other appropriate functions in the absence of the Publications Chairperson
- Shall be responsible for managing the committee and their assigned tasks
- Shall follow up with committee members on any missing items or neglected tasks



## National TORCH Committee

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

The purpose of the Technical Outreach and Community Help (TORCH) Committee is to assist the National TORCH Chair in fulfilling the oversight responsibilities relating to developing, implementing, and monitoring TORCH events and programs related to the NSBE 2025 Strategic Plan.

### Director of Strategic Development

- Work with Chairperson and committee to develop, revise and implement TORCH strategic plan.
- Maintain progress reports on accomplishment of short term, mid-term and long-range strategic goals.
- Work with the director of partnership and resources to develop metrics to measure success of strategic goal.
- Work with the director of partners and resources to identify government, community, industry, nonprofit partnership for TORCH.

### Director of Resources

- 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 Director of Strategic Development to develop and maintain resources on TORCH program effectiveness.

### Director of Communication

- 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

### Cultural Engagement Coordinator

- Develop NSBE's disaster response policy and develop and coordinate the TORCH disaster response program
- Develop metrics to measure the effectiveness of the Community Help Initiative.

### Director of Community College Engagement

- Determine the feasibility of the creation of programmatic structure to address the needs of the community college members in conjunction with the National TORCH Chair, National Academic Excellence Chair, and National Membership Chair.
- Work to establish a point of contact (POC) at identified community colleges.
- Conducts research of community college STEM accreditations.





### **Director of RISE Strategic Development**

- Work with Chairperson and committee to develop, revise and implement RISE program
- Maintain progress reports on accomplishment of short term, mid-term, and long-range strategic goals.
- Work with the director of partners and resources to identify government, community, industry, nonprofit partnership for TORCH.
- **Goal: Standardize RISE**

### **PCI Programs Unity Chair**

- Will sit in on the Academic Excellence Committee to develop NSBE Jr opportunities within AEx
- Will sit on the T.O.R.C.H Committee and create and disseminate volunteer opportunities to NSBE Jr Students
- Will report to the Engineering Diversity chair to expose NSBE Jr students to the multitude of career options with a STEM degree.
- Any other responsibilities assigned by the Programs zone approved by the National PCI Chair
- Shall produce a transition report at the close of the term of office



## National Technology Committee

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*(Under the direction of the National Technology Chairperson – [nebtech@nsbe.org](mailto:nebtech@nsbe.org))*

The purpose of the Technology Committee is to provide governance and oversight to NEB members and WHQ departments on their technology needs to complete tasks, considering the impact on NSBE’s infrastructure.

### Technical Development Coordinator

- The Technical Development Coordinator shall coordinate special projects, research, and development efforts for NSBE, along with the Technology Committee.



## Version Control

Version	Date	Description	Modified By
1.0	August 2024	Established the National Committee Handbook.	Obum Egolum, 2023-2025 National Parliamentarian
1.1	September 2024	Added Elections Committee Vice Chairperson role and responsibilities.	
2.0	April 2025	<ul style="list-style-type: none"> <li>• Amended as outlined in APF_2025_4_NATLCMTEHNDBK_UPDATES</li> <li>• Added updates to the Elections Committee                             <ul style="list-style-type: none"> <li>○ Updated title and description of Vice Chairperson</li> <li>○ Added Secretary</li> </ul> </li> </ul>	