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NATIONAL SOCIETY OF BLACK ENGINEERS

**National Executive Board
Candidate Handbook**

December 2025



National Executive Board Candidate Handbook

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Introduction from the National Parliamentarian



Greetings Potential NSBE Leader,

Congratulations on your pursuit to become a member of the National Executive Board (NEB) of the National Society of Black Engineers! The NEB is responsible for setting the direction and policies for the organization, overseeing NSBE on a holistic level, and monitoring results to ensure the organization is achieving its mission. Serving the membership as a member of the NEB will both challenge you and broaden your horizons. Please ensure you fully understand the commitment ahead of you and seek advice

in preparation for this level of leadership. As a member of the NEB, you will be responsible for the development of tens of thousands of members and a multi-million-dollar annual budget, so it is imperative you prepare accordingly. More importantly, a commitment to lead is a commitment to serve our members and build upon the legacy of other servant leaders.

To ensure you are prepared to take on the mantle of a National Leader, we have developed a National Candidate certification process, the requirements of which are outlined in this handbook. All NEB Declarations of Intent (DOI) will be reviewed and verified on a rolling basis; however, campaigning will only be allowed once the application closes, all candidates have been verified, and I have given the official greenlight.

In addition to your DOI, all candidates will complete a Certification Exam in order to assess your NSBE knowledge. I strongly advise all candidates to thoroughly read Phase 2 of the National Candidate Certification Process section to understand the requirements of the exam.

Again, I commend your initiative to further our mission by seeking a position at the highest level of this organization and wish you well in your pursuit of a National office.

Please contact me if you have any questions or concerns.

Noel Christopher

2025-26 National Parliamentarian
2025-26 Elections Committee Chairperson
nepbparliamentarian@nsbe.org



Elections Committee

Purpose

In accordance with Article XII, Section 7 of the National Bylaws, an Elections Committee (EC) has been appointed by the NEB to assist the National Parliamentarian in the running of the election.

Composition

Noel Christopher National Parliamentarian,
EC Chairperson National Executive Board

Nicholas Rose Member,
EC Vice Chairperson National Elections Committee

Taylor Scott National Chairperson Emeritus,
EC Member National Executive Board

Izedeen Musa Region I Parliamentarian,
EC Member Region I Executive Board

Ojochide Usman-Aguda Region II Secretary,
EC Member Region II Executive Board

Jada Henderson Region III Parliamentarian,
EC Member Region III Executive Board

Amaya Torian Region IV Parliamentarian,
EC Member Region IV Executive Board

Rayne Johnson-Chiasson Region V Parliamentarian,
EC Member Region V Executive Board

Bryce Jackson Region VI Parliamentarian,
EC Member Region VI Executive Board

André Willis Member,
EC Advisor National Advisory Board

Steve Jarrett Member,
EC Advisor National Advisory Board



National Candidacy Eligibility

Elected NEB Positions

In order to be eligible as a candidate for an **ELECTED** National office, you must:

1. Be a Member in good standing as defined in Article III, Section 3.A. of the National Constitution.
 - Good standing is determined by your academic status at your college/university
2. Be registered as at least a **junior full-time** undergraduate student or as a graduate student for the elected term.
 - Be registered as a student during the academic semester prior to the beginning of the elected term (Spring 2026) and must not have a graduation date sooner than November 1st, 2026.
 - Must be working towards or have already completed a **degree in engineering, engineering technology, or applied/physical science** in an accredited program.
3. Complete all requirements outlined in this document by the designated deadlines.

Appointed NEB Positions

In order to be eligible as a candidate for an **APPOINTED** National office, you must:

1. Be a Member or Professionals member in good standing as defined in Article III, Sections 3.A. and 3.D. of the National Constitution.
 - For Members, good standing is determined by your academic status at your college/university.
 - For Professional members, good standing is determined by active membership.

Note: Please refer to the [National Verification Policy](#) for more details on eligibility requirements.



National Executive Board Elected and Appointed Positions

Elected National Executive Board Positions

National Chairperson
National Vice Chairperson
National Secretary
National Treasurer
National Programs Chairperson
National Membership Chairperson
International Committee Chairperson
National Communications Chairperson
National Public Relations Chairperson
National Publications Chairperson
National Finance Chairperson
National Academic Excellence Chairperson
National Pre-College Initiative Chairperson
National Technical Outreach and Community Help (TORCH) Chairperson

Appointed National Executive Board Positions

National Parliamentarian
National Historian and Documentation Chairperson
National Technology Chairperson
National Assistant Treasurer of Special Projects
National Financial Controller
National Engineering Diversity Chairperson
National Leadership Institute Chairperson

**For more information on these positions as well as the National Executive Board, please refer to the National Constitution and National Bylaws
(https://nsbe.org/download/#nsbe_policies)**



National Candidate Certification Process

The application process for offices on the National Executive Board exists in phases; Phase 1 is the submission of your Declaration of Intent for a desired National position, Phase 2 is completion of the certification exam, and Phase 3 is the beginning of your training as a potential National Leader. If elected, there will be continued training to ensure you are equipped to be successful in your position.

In order to be certified as a National Candidate, you must complete the following:

PHASE 1: Application

Initial application will be reviewed on a rolling basis, but must be submitted by the corresponding deadlines, and includes the following:

1) LEADERSHIP VERIFICATION

a) Undergraduate Students/Graduate Students

- i) Must be an active collegiate member or, if a graduate student seeking an appointed position, professional member.
- ii) Must submit an official or unofficial transcript/document directly from the institution in which you are currently enrolled that contains an official university seal/logo with the following information
 - (1) Your Full Name
 - (2) Enrollment status
 - (3) Academic standing
 - (4) The name of your college/school within your institution (i.e. College of engineering, college of computing, etc.)
 - (5) Your specific **major** under that college/school
 - (6) Classification (i.e. junior, senior, graduate student)
 - (7) Expected graduation date

Note: If a candidate expects to graduate before September 15, they must show evidence of summer or fall acceptance for enrollment in a graduate school full-time and must then be enrolled in graduate school full-time for the elected term of office.

If a graduate student's degree is not in an engineering, engineering technology, or applied/physical science field, they must also provide a copy of a transcript or diploma indicating a previously completed degree fell within one of the aforementioned categories and the name of the college/school within your institution.

If your institution provides online student enrollment verification via the National Student Clearinghouse, this is an acceptable form of enrollment verification only.



b) Professionals (Non-Students)

- i) Must be a paid professional member.
- ii) Must submit an official proof of degree; can be a transcript showing degree completion or a copy of your degree received indicating:
 - (1) Your full name
 - (2) Name of your college or university
 - (3) Your specific degree awarded within that college or university

2) ONE (1) RECOMMENDATION LETTER FROM AN ACTIVE NSBE MEMBER

The purpose of the recommendation is to provide perspective regarding your character, work ethic, and commitment to the NSBE mission. You should select a NSBE member who can speak directly to your character, work ethic, accomplishments, and potential as a NSBE leader. There are no restrictions on the recommender outside of them needing to be active. Recommendations from inactive members may lead to the disqualification of your application.

The recommendation must be no more than one (1) page and in support of your desired role, all other pages will be discarded. The recommendation will be posted with your profile in the Annual Convention Handbook for elected positions and available to the NEB-Elect for appointed positions. Recommendations not in support of your desired role may lead to the disqualification of your application.

3) CANDIDATE LEADERSHIP RESUME

The document must be developed in a pdf resume format to highlight all your NSBE leadership, relevant leadership, and/or management experience outside of NSBE. This document should not exceed one (1) page (two (2) pages for National Chairperson candidates); all other pages will be discarded. This resume will be posted with your profile in the Annual Convention Handbook for elected positions and available to the NEB-Elect for appointed positions. Please only include contact information on your resume you are comfortable being distributed to the membership.

4) CANDIDATE QUESTIONS:

The application will feature general and zone-specific questions and a National Chairperson question. Unless specified, all questions will be short essays and 250 words or less in response. The questions you receive will vary based on the position you choose to run/apply for. Responses should be completed on your own merits without the assistance of artificial intelligence or other large language models (LLM).

General

Question 1 (400 word limit): Choose one aspect of NSBE's mission (excel academically, succeed professionally, positively impact the community). What actions do you plan on taking within your desired role to fulfill that aspect and empower members to do so as well?

Question 2: What do you believe is NSBE's most critical value to its members, and how would you work to enhance and sustain that value across all demographics?



National Administrative Zone (NAZ)

Question 1: Describe a time you successfully led or coordinated a cross-functional team or initiative. How did you foster collaboration and maintain alignment with organizational goals?

Question 2: NSBE relies on clear communication between leadership and members. How would you ensure transparency and accountability across the organization?

National Membership Zone (NMZ)

Question 1: What strategies would you use to increase engagement, membership renewals, and retention across all regions and demographics (NSBE Jr., Collegiate, and Professional)?

Question 2: How would you use membership data to inform strategic decisions for the Society and develop targeted recruitment or retention campaigns?

National Communications Zone (NCZ)

Question 1: NSBE's brand is its strength. How would you ensure that content created for NSBE aligns with its mission, appeals to members, and reaches intended audiences effectively?

Question 2: Describe your experience managing technology or creating digital strategies to improve organizational communication and engagement.

National Finance Zone (NFZ)

Question 1: Describe how you would develop and manage a budget that balances the organization's strategic priorities with financial constraints.

Question 2: What creative strategies would you implement to enhance NSBE's fundraising capabilities and increase revenue streams?

National Programs Zone (NPZ)

Question 1: What strategies do you have to design and develop new programs that inspire youth, retain college members, and draw in professionals in STEM fields?

Question 2: How would you assess the effectiveness of programs and use feedback to drive continuous improvement?

National Chairperson

Question 1: Submit your leadership action plan as a candidate for National Chairperson.

Note: This will be a one (1) page pdf file submitted with your application. There is no set structure, framework, model, or template. Please put together an action plan that best highlights what you intend to accomplish as National Chairperson and how you will accomplish it.



Social Media Prompts (For Positions Elected at Annual Convention)

Question 1 (240 character limit): Write a short introductory biography.

Question 2 (150 character limit): Provide a tagline for why you are the best fit for your selected role.

Note: All responses to the above questions are eligible to be posted with your profile in the National Elections Handbook and other promotional materials for elected positions and available to the NEB-Elect for appointed positions.

5) NATIONAL ELECTIONS AND CAMPAIGN PRACTICES CODE

- a) Read and electronically sign the [National Elections and Campaign Practices Code*](#) on your application form.

**Subject to modification as determined by the Elections Committee.*

PHASE 2: Certification Exam

A certification exam will be administered for elected positions to assess candidates' NSBE knowledge across various domains.

- 1) Candidates may retake the exam up to three times to increase their score. The highest attempt will be recorded.
- 2) The certification exam will be open resources, and a resource kit will be provided for your assistance.
- 3) Certification exam scores will be included with the candidate's profile in the National Elections Handbook.
- 4) Candidates will have one (1) week from **Tuesday, January 20th to Monday, January 26th, 2026 at 11:59pm ET** to complete the exam.
- 5) Candidates that fail to complete the exam forfeit their opportunity to be placed in the National Elections Handbook and participate in NSBE sponsored campaign events prior to Annual Convention. Candidates will still maintain their candidacy for their positions.



PHASE 3: NSBE Business Events and Leadership Training

After successfully completing Phases 1 and 2 of the application, the National Parliamentarian will contact you regarding next steps in your application process. If verified, your initial training begins! All candidates must participate in the required events for convention and attend/perform all required leadership training tasks.

- 1) Pre-Elections Training: There will be a series of mandatory general and zone-specific trainings throughout the month of February for all verified candidates. Additional details will follow later during the elections cycle.
- 2) All candidates for elected positions must attend and participate in the National Candidates Q&A on **Friday, March 20th, 2026 from 1:00pm-6:00pm ET*** during Annual Convention. This event is *mandatory*
- 3) All candidates for elected positions must make strong attempts to attend the National Leadership Orientation (NLO) on **Saturday, March 21st, 2026 from 10:30am-12:30pm ET*** during Annual Convention.

**Time subject to change*

- 4) All elected and appointed officers must make strong attempts to travel to/be available for:
 - a) The National Transition Meeting (NTM) hosted in Alexandria, VA from **April 23rd-26th, 2026**.
 - b) The National Leadership Conference (NLC) taking place in **June 2026**.
 - Further details to be provided at a later date.



NEB Candidate Declaration of Intent

The **National Executive Board Candidate Declaration of Intent** is a member's official statement of their intent to run/apply for National office. The information in the **National Candidate Application** will be distributed to the NSBE Senate prior to Annual Convention for elected positions. The Declaration of Intent should be submitted via the aforementioned application and includes all the items listed below:

1. National Candidate Application Form
2. Full Name (as it should appear on all materials)
 - a. University/College attending or Employer Name
 - b. Major or Degree
 - c. Classification (i.e. junior, senior, graduate student, professional)
 - d. Email Address & Phone Number (*not shared publicly*)
 - e. Professional Headshot Photo (*350 x 350 pixels*)
 - f. Candidate Leadership Resume
 - g. One (1) Letter of Recommendation
 - h. Verification Document(s) – see *National Certification Process* section for details
3. Responses to essay questions
4. Read and electronically sign the [National Elections and Campaign Practices Code*](#)

**Subject to modification as determined by the Elections Committee.*

All submissions should be spell-checked and proofread carefully before submitting because no editing will be performed on the content. All words over the word limit will be omitted. The deadline to submit these items is **January 19th, 2026 at 11:59pm ET** for elected positions. The application for appointed positions will open on **February 23, 2026*** and will close on **March 30th, 2026 at 11:59pm ET***.

**Subject to change.*

Please contact the National Parliamentarian at nebparliamentarian@nsbe.org for any questions or concerns regarding the application or general elections.