



NATIONAL SOCIETY OF BLACK ENGINEERS

**NATIONAL EXECUTIVE BOARD
CANDIDATE HANDBOOK**

February 2024



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; you will be responsible for the development of thousands of members and a multi-million dollar annual budget. 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 Declaration of Intent applications will be reviewed on a rolling basis; however, campaigning will only be allowed once the application closes, all candidates have been verified, and you have received the greenlight from me.

A new addition in the form of a certification exam has been added as part of this year's elections process to assess your NSBE knowledge. As it is new, 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 an NEB office.

Please contact me if you have any questions or concerns.

Good Luck,

Obum Egolum

2023 – 2024 National Parliamentarian

nebparliamentarian@nsbe.org



National Candidacy Eligibility

ELECTED NEB POSITION

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

1. Be a Member in good standing
 - The term Member is defined in National Constitution Article III, Section 3 (a)
 - Good standing is determined by your academic status at your college/university

2. Have a **minimum classification of junior** undergraduate status or the equivalent for the elected term.
 - Be registered as a **FULL-TIME** student the academic semester prior to the beginning of the elected term (Spring 2024) and must not have a graduation date sooner than December 2024.
 - Must be working towards an **undergraduate or graduate degree in engineering, engineering technology, or applied/physical science** in an accredited program
 - A graduate student who has received an **undergraduate 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 POSITION

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

1. Be a Member or Professionals member in good standing (as defined per National Constitution Article III, Section 3(a) & (d))
 - The term Member is defined per National Constitution Article III, Section 3(a)
 - Good standing is determined by your academic status at your college/university.



National Executive Board Elected and Appointed Positions

Applications for the following positions are currently being accepted:

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 TORCH Chairperson

Appointed National Executive Board Positions

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

For more information on these positions, please refer to the National

Constitution and National Bylaws (<https://www.nsbe.org/about-us/official-downloads>)



National Candidate Certification Process

There is a two-phase (three-phase for elected positions) process to apply for a National position. Phase 1 is the submission of your Declaration of Intent for a desired National position. Phase 2 is completion of the certification exam with a score of 80% or above. 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 previously stated deadlines [online](#), and includes the following:

1) LEADERSHIP VERIFICATION

a) Undergraduate Students/Graduate Students

- i) Must be a paid collegiate or professional member (only for Graduate students seeking an appointed position)
- 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) Your current status of “**full-time**” with your institution
 - (3) Your status of “**good standing**” with your institution
 - (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 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, applied/physical science field, they must also provide a copy of their undergraduate transcript or diploma indicating your previous 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 and accomplishments and potential as a NSBE leader. The recommendation will be posted with your profile in the National Candidate's Preview for elected positions and available to the NEB Elect for appointed positions. There are no restrictions on the recommender.

3) CANDIDATE LEADERSHIP RESUME

This document should not exceed two (2) pages and be developed in a resume format to highlight all of your NSBE leadership and/or relevant leadership or management experience outside of NSBE. This resume will be posted with your profile in the National Candidate's Preview for elected positions and available to the NEB Elect for appointed positions.

4) CANDIDATE STATEMENTS:

Essay Questions (500 words or less):

Question 1: The next 50 years will bring new trends and challenges. How do you propose to adapt, modify, or reshape [NSBE's 2025 Strategic Plan](#) (Ready, Set, Go, Brand, Grow) to proactively address emerging trends and challenges in the engineering landscape? Outline your approach to ensuring the strategic plan remains agile and responsive to the evolving needs of NSBE and its members over the coming decades.

Question 2: Considering both successful achievement and potential challenges in meeting the 2025 Strategic Plan goals, how would you strategically approach NSBE's post-2025 landscape? If goals are met, how do you envision building upon this success and introducing new strategic priorities? Conversely, if goals are not fully realized, discuss your approach to adapting the strategic vision, including adjustments or new strategies to address unmet objectives and ensure continued progress and growth for NSBE.



National Chairperson Questions:

Question 1 (600 words or less): As a candidate for National Chair, what are the top three elements that make up the core of your platform? Outline your strategic vision and priorities, as well as initial execution steps, that you plan to focus on during your tenure, emphasizing the key areas where you believe NSBE should make significant advancements

Question 2 (150 words or less): Do you believe your above platform aligns with the direction of the Society? Why or why not?

Short Essay Questions (150 words or less):

Question 1: As NSBE approaches its 50th anniversary, recognizing the paramount importance of enhancing the value proposition for members, how do you plan to leverage the evolving technological landscapes to provide members with cutting-edge opportunities and experiences that contribute to their personal and professional growth? Share strategies for ensuring NSBE's value proposition resonates deeply with members, offering them meaningful benefits, while positioning NSBE as a dynamic and forward-thinking force in engineering.

Question 2: NSBE's impact should reach engineers across the nation. How do you plan to expand NSBE's outreach and increase membership on a nationwide scale, ensuring that the benefits and opportunities provided by the organization are accessible to a broader audience of Black engineers throughout the country?

Social Media Prompts* (150 letters or less):

Prompt 1: Write a short introduction biography.

Prompt 2: Write a short blurb detailing why you are the best fit for your selected role.

This information will be posted with your profile in the Annual Convention Handbook for elected positions and available to the NEB Elect for appointed positions.

**This information will not be posted with your profile in the Annual Convention Handbook, but may be used in NSBE sponsored social media campaigns.*

- 5) Read the [National Campaign Practices Code](#) and electronically indicate you have read it on your application form.



PHASE 2: Certification Exam (for Elected positions only)

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

- 1) Candidates must complete the exam with an 80% or above to be placed in the Annual Convention Handbook and qualify for NSBE sponsored campaign events.
- 2) The certification exam can be taken an unlimited amount of times until a score of 80% or above is achieved.
- 3) The certification exam will be open resources and a resource kit will be provided for your assistance.
- 4) Certification exam scores will be included with the candidate's profile in the Annual Convention Handbook.
- 5) Candidates will have until **Sunday, March 10th, 2024 11:59 ET** to complete the exam.
- 6) Candidates that fail to complete the exam will not be eligible to be placed in the Annual Convention Handbook or participate in NSBE sponsored campaign events prior to Annual Convention, but 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 process, 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) All elected position candidates *must* make strong efforts to participate in the National Leadership Orientation (NLO) on **TBA**.
 - a) Must be available to participate in the *National Candidates Q&A* to be held on **Friday, March 22nd, 2024 from 11:00 AM - 4:00 PM**.
 - b) If elected or appointed, must be available to participate in the National Transition Meeting (NTM) hosted **April 25th - 28th, 2024**.
 - c) If elected or appointed, must be available to travel to and participate in the *National Leadership Conference (NLC)* hosted **June 26th - 30th, 2024**.
 - i) Complete all NLC online trainings



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 a National position. The information in the **National Candidate Application** will be presented to the Senate prior to Convention for elected positions. The Declaration of Intent should be submitted online ([HERE](#)) 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 and Social Media Prompts
4. Read and electronically sign the [National Campaign Practices Code](#)

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 **March 3rd, 2024 11:59 PM ET** for elected positions and **April 14th, 2024 11:59 PM ET** for appointed positions.

5. Complete the certification exam with a score of 80% or above by **Sunday, March 10th, 2024 11:59 ET** to be added to the Annual Convention Handbook and eligible for NSBE sponsored campaign events.

Please contact the National Parliamentarian to determine the status of your application.

All questions/concerns regarding National Executive Board verification should be sent to nebparliamentarian@nsbe.org.

All questions/concerns regarding Professionals Executive Board verification should be sent to pebparliamentarian@nsbe.org.