



National Society of Black Engineers®

2009 National Committees Information Packet

TABLE OF CONTENTS

TABLE OF CONTENTS	1
Qualifications for appointment to a National Committee.....	2
Application for Appointment	2
National Committee Responsibilities	3
2009 Application for Appointment to a National Committee Checklist.....	11



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 by Monday June 8, 2009 to the **National Parliamentarian** at NebParliamentarian@nsbe.org

Application for Appointment

The **2009 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. 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 250 words or less, please provide a summary of your NSBE and functional area experience and 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.***

Please provide the aforementioned items in a text document and submit them to Jeff Lamothe at NebParliamentarian@nsbe.org



National Committee Responsibilities

National Committees are volunteers that support the National Executive Board to implement the National Directives by...

- Researching and developing strategies for implementing and improving programs and services
- Managing the implementation of operations

General Help

(Under the direction of the National Vice-Chairperson – NEBViceChair@NSBE.org)

Executive Assistant

- Coordinate schedules, traveling, conference calls, other administrative duties
- Assist with membership zone activities

National Programs Committee

(currently under the direction of the National Programs Chair – NEBprograms@NSBE.org)

A Walk for Education (AWFE)/ Technical Outreach Community Help (TORCH) Assistant Chair

- Work to integrate AWFE communities to CTC sites
- Assist in the AWFE migration from the National to Chapter level
- Coordinate and manage Chapter Walks of Education

Assistant Programs Chair - Implementation

- Aid Regional Program Chairs with FRC programming implementation
- Work to facilitate program transferability to remote chapters
- Assist in the development of metrics behind programming areas
- Drive document repository on toolkits and guidelines regarding existing NSBE programs

Institute for Chapter Development Chair

- Assist Chapters with the ICD process
- Develop a training module for the ICD process
- Identify target Chapters that can be utilized to develop programming.

Graduate Programs Developer

- Develop and manage graduate level programs & activities
- Work with Graduate School Conference Chair to discover potential needs within graduate demographic

National Pre-College Initiative (PCI) Committee

(currently under the direction of the National PCI Chair – NEBpci@NSBE.org)

Communications Coordinator

- 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



- Lead the development of promotional materials for PCI, NSBE Jr., PCI programs, scholarships and conferences
- Manage the collection of PCI related articles and content for NSBE magazine and NSBE Bridge

Finance Coordinator

- Provide fundraising guidelines and resources for NSBE Jr. chapters
- Create a clearinghouse list of grant and foundation funding opportunities
- Lead the submission of funding applications for the year in coordination with National Finance Chair (bimonthly submission goal)

NSBE Jr. Membership Coordinator

- Maintain up to date contact information for ALL listed NSBE Jr. chapters
- Perform demographic studies of US to determine best targets for PCI expansion
- Develop a list of target school systems and national community based organizations
- Implement PCI specific portion of membership recruitment campaign
- Perform a member development tracking study following a cohort of students throughout the programming year
- Any additional duties as assigned by the National Membership Committee

PCI International Relations Coordinator

- Serve as a resource for international NSBE chapters and NSBE Jr. chapters
- Coordinate alternative application processing methods for technologically lacking areas
- Oversee the delivery of necessary materials, information, and resources for international chapters
- Expand and manage the PCI Ambassadors program

Academic Development Coordinator

- Develop local level academic excellence programming for chapters
- Develop NSBE Jr. Achievers scorecard for tracking academic excellence
- Implement standardized batch GPA collections methods
- Manage the collection of SAT/ACT data from NSBE members
- Develop judging criteria for PCI scholarships and awards
- Manage and facilitate Try-Math-A-Lon competition in conjunction with TMAL Coordinator

Technical Development Coordinator

- Oversee the implementation of the Engineering Design Competition
- Develop new challenges for the Engineering Design Competition
- Investigate the development of an online NSBE published technical journal for NSBE Jr members
- Plan and facilitate Science and Engineering Fair
- Develop technical content for conferences

Leadership Development Coordinator

- Facilitate implementation of NSBE Jr. programming at Regional Leadership Conference
- Manage the participation of NSBE Jr. members in the Leadership Challenge along with the NLI Chair and the National Programs Chair
- Develop year-round online/paper NSBE Jr. leadership training and certification



- Coordinate the implementation of regional PCI Committees
- Maintain a database of NSBE Jr. chapter monthly reports
- Disseminate and collect NSBE Jr. chapter scorecard along with monthly reports to track chapter development and progress

National Membership Committee

(currently under the direction of the National Membership Chairperson – NEBViceChair@NSBE.org)

Community College Initiatives (CCI) Chair

- Work to establish a point of contact (POC) at the community colleges.
- Develop a welcoming and informational packet to send to schools.
- Develop a plan of action to establish chapters at community colleges.

Chapter Chartering Coordinator

- Assist chapters in the re-chartering process.
- Set up new-charter chapters in NOL.
- Develop a new comprehensive process for petitioning for a new chapter.
- Develop criteria for chapter deletion from NOL and report chapters that need to be deleted.

NSBE Jr. Membership Chair

- Work with PCI Chair to determine duties that fall under membership.
- Develop training modules and material for chapter advisors.
- Address issues that pertain to the NSBE Jr. membership.
- Serve on the PCI Committee and perform duties as outlined in the PCI Committee description.

Research & Statistics Coordinator

- Responsible for helping to create surveys that will provide information and insight on NSBE Members.
- Work with the Membership Zone to ensure that they collect and analyze quality data about the membership.
- Work with the Membership Chair to perform a service capacity assessment to determine the extent of the resources NSBE has to offer.

Graduate Student Coordinator

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



HBCU Coordinator

- Develop comparative analysis between NSBE's penetration rates on HBCU campuses and NSBE's penetration rate at traditionally white institutions
 - Dissect issue with poor penetration rates on the campuses of HBCUs
- Identify the needs of black engineers at historically black colleges and universities
- Identify the best practices of thriving historically black colleges and universities
- Determine what methods we should employ to increase NSBE penetration rate at historically black colleges and universities

International Chapter Chartering Coordinator

- Facilitate the international chapter chartering process
- Work with the Chapter Chartering Coordinator to address the intricacies of chartering international chapters
- Work closely with the Membership Coordinator on the International Committee to address chapters brewing in affinity regions
- Determine the similarities and differences in the creation of national and international chapters

National Academic Excellence Committee

(currently under the direction of the National Academic Excellence Chair - NEBaex@NSBE.org)

Communications Coordinator

- Shall work with HQ and National Communications Chairperson in development and maintenance of AEx Website
- Take meeting minutes of all AEx Committee conference calls
- Maintain archive of AEx documents including toolkits, monthly reports, presentations, etc
- Work with the National Communication Zone and the National International Committee on the development of promotional materials for Academic Excellence programs and scholarships
- Develop and manage the National Academic Excellence Newsletter (including international monthly highlights)
- Responsible for educating members on the cultural relevance of Blacks in engineering through AEx website and regional conferences

Academic Technical Bowl Coordinator

- Responsible for implementation of National Academic Technical Bowl
- Serves as a resource for all Regional Chairs and general members about ATB and relevant Academic Programs
- Will collect relevant information and statistics to help enhance the current Academic Programming
- Work with the National chair on creation and implementation of new academic programs
- Ensure that members have a clear understanding of the purpose and benefits of Academic programs
- Better educate members about the purpose of ATB (EIT Exam Training)

Achievers Plus Coordinator



- Work to successfully integrate tutoring and mentoring component into Achievers Plus program
- Work to successfully integrate the umbrella program Guaranteed 4.0
- Assist chair in establishing vision, curriculum and guidelines for achievers plus
- Work with National PCI Committee to encourage and advise minority youth in their pursuit of an engineering career (PCI to PhD)
- Develop and manage a list of outside scholarships
- Gathering statistics and relevant survey information on current blacks in engineering

Research & Technical Development Coordinator

- Responsible for researching and maintaining an internship and research opportunity database for opportunities in industry and academia.
- Work on new and innovative ways to market and promote NSBE Scholarships
- Develop and manage a list of Research Experiences for Undergraduates
- Keep track of innovative programs for technical development of members
- Coordinate USTR competition to increase the number of students that participate in undergraduate research

Online Learning & Technology Coordinator

- Work with Alumni to develop and implement Cybermentoring component technical layout
- Develop the online implementation and delivery of academic excellence programming modules and tools
- Work with TORCH chair to develop ways to include the cultural responsibility portion of the mission into Academic Excellence activities
- Develop a database to search for Research Experiences for Undergraduates and Scholarships
- Work with NSF Life Resources to develop and implement NSBE academic survey system to do “market research” on students, members, and alumni for future program development and advertising

Academic Resource Diversity

- Responsible for identifying community and institutional resources that can be used to enhance academic success
- Utilizing existing alliances and seeking out new ones for the purpose of accomplishing Academic Excellence committee objectives
- Identify academically challenged institutions and help to set up programs for improvement
- Document educational resources in specific regions and communities and distribute relevant information to the NEB and membership
- Work with Alumni/Graduate Student SIG's to classify their technical and educational needs; will help identify resources and training available to them
- Increase member participation in partner technical organizations

International Committee (IC)

(currently under the direction of the International Chair – NEBinternational@NSBE.org)

Vice Chairperson Internal

- Supports the Chairperson in administering the International Committee.



- Administers Committee conference calls and meetings
- Participates in NEB proceedings in the Chair's absence
- Coordinates the leadership certification training for appointed committee members throughout the year.

Vice Chairperson External

- Supports the Chairperson in administering the International Committee 2009-10 Strategic Working Groups (Special Projects, International Web Presence, Expansion Challenges, Program Development, Chapter Support and Global Impact Research) and assists in identifying working group coordinators and volunteers.

Secretary

- Maintains records of all Committee proceedings
- Maintains contact list for the Committee
- Distributes meeting minutes, and other forms of documentation.
- Compiles the annual report, presentations and transition reports.

Finance Coordinator

- Pursues ways to finance NSBE international programs and projects.
- Coordinates with the National Treasurer, National Finance Chair and WHQ to support funding and solicitation efforts.

Membership Coordinator

- Addresses issues related to intake and registration of members
- Assists WHQ in providing membership services to international members
- Interfaces with the regional charter membership chairs to assist them in addressing the needs of international chapters in their respective region

Affinity Regions Coordinator

- Coordinates with the regional international chairs to represent the interests of the international chapters located in the respective affinity region, and facilitate increased interaction and cooperation within the respective region.
- Provides ongoing recruitment and support for chapter development efforts within an international zone
- Manages the NSBE International Ambassadors Initiative

Programs Coordinator

- Manages, plans and coordinates NSBE International programs such as Technology Transfer initiatives, scholarships and awards
- Supports the creation, development and implementation of internal and external NSBE programs designed to integrate international chapters and build strategic relationships with the international community.

Telecommunications Coordinator

- Manages the NSBE International web site and computer based communications.

Publications/Public Relations Coordinator

- Produces press releases, compiles articles, and submits stories to NSBE publications, web site and other publications.



Ambassadors

- Responsible for relaying correct information and giving prudent advice to designated country/chapter.
- Liaison between assigned chapter/country and the International Committee
- Assist with tasks as assigned.

Historical Committee

(Under the direction of the National Parliamentarian – NEBparliamentarian@NSBE.org)

National Historian

- Coordinate the activities of the Historical Committee
- Maintain and secure the historical sections of the National Archives
- Promote the importance of Society history to all levels of the organization
- Identify and promote important anniversaries of the Society

Historical Committee members

- Encourage and carry on historical research of the Society
- Develop and update documents that report the history of the Society to its members
- Promote the importance of historical documentation on all levels of the Society
- Maintain and record lists of all members receiving national and regional awards
- Maintain a list and pictorial record of all national and regional boards and officers

House of Senate

(Under the direction of the National Parliamentarian – NEBparliamentarian@NSBE.org)

Senate Speaker

- Serve as a representative of the NSBE Senate during all Senate Meetings at the annual National Convention.
- Possess a thorough knowledge of NSBE Governing Documents, which includes the NSBE Constitution and NSBE By-laws.
- Attend all National Senate meetings.
- Form committees of the NSBE Senate which will research and provide suggestions to the NSBE's governing document and policies.
- Recommend Senate members to be Senate Committee Chairpersons

House Clerk

- Supervise communication within the NSBE Senate.
- Be responsible for the record-keeping of all National Senate meetings
- Distribute National Senate information to the National Secretary.
- Attend all National Senate meetings

National Publications Committee

(Under the direction of the National Publications Chairperson – NEBpub@NSBE.org)

Publications Assistant

- Edits articles
- Assists the National Publications Chairperson with compiling articles



National Leadership Institute Committee

(under the direction of the National Leadership Institute Chairperson - nlichair@nsbe.org)

Training and Transitioning Coordinator

- Coordinate the planning of Regional Transition Meetings
- Work with Regional Chair Emeritus to develop year-long leadership development training for Regional Executive Boards

Communications Coordinator

- Manage the NSBE Leadership web site
- Coordinate the publishing of online tools and resources for leadership development
- Coordinate marketing strategies for leadership programs, events, and resources
- Coordinate marketing strategies for leadership recruitment and recognition

National Finance Committee

(under the direction of the National Treasurer – NEBTreasurer@NSBE.org)

Financial Requests Coordinator

- Responsible for verifying budget compliance of check and AMEX requests and intent of expenditure forms
- Will assist Assistant Treasurer of Financial Control in request processing
- Will assist in the implementation of web-based request verification program

Revenue Diversity Coordinator

- Responsible for identifying potential revenue generators
- Will assist Assistant Treasurer of Special Projects in identifying potential of revenue generation within WHQ functional groups
- Will assist in researching grant opportunities to which NSBE is or could be eligible



2009 Application for Appointment to a National Committee Checklist

- Research your desired position. Read the National Constitution and National Bylaws for information. Communicate with the person overseeing the committee.
- Submit the **2009 Application for Appointment to a National Committee** to the National Parliamentarian by Monday June 8, 2009.
- Participate in phone or email interviews with NEB members (if requested)