



NATIONAL SOCIETY OF BLACK ENGINEERS

**2017 - 2018 REGION I EXECUTIVE BOARD
CANDIDATES' HANDBOOK**

Version 1.0

January 2017





2017-2018 Regional Candidates' Handbook

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Any questions concerning this handbook and any information it contains should be directed to the Regional Parliamentarian at r1parliamentarian@nsbe.org



INTRODUCTION FROM THE REGION I PARLIAMENTARIAN

Greetings Region 1 Executive Board Applicants,

Thank you for your interest in being a servant-leader to our membership by being an active member of the Region 1 Executive Board!

Throughout the year, the REB determines, with input from our membership, the goals of the region and establishes plans for its strategic implementation. These goals and objectives, in conjunction with the National Directives, set the direction of NSBE programming and activities for the year on the zone/chapter level.

We look forward to visionary and dedicated members pushing Region 1 to fulfill the mission/vision and develop programs and activities that build upon the rich history of positively transforming NSBE by being “F1rst”.

Applications for all position are being accepted, provided that they are completed by the predetermined deadlines:

- Applications for elected positions must be received by **Friday, March 10th, 2017 at 11:59 pm (EST)**
- Applications for appointed positions must be received by **Wednesday, March 15th, 2017 at 11:59 pm (EST)**

Thank you for your willingness to serve our membership and gain valuable leadership skills/expand one’s personal and professional network by joining the Region 1 Executive Board!

Respectfully, with F1yah,

Ryan D. Lawrence

2016-2017 Regional Parliamentarian
r1parliamentarian@nsbe.org



REGIONAL CANDIDACY ELIGIBILITY

ELECTED REB POSITION

-
- | | |
|----------------------------|--------------------------------|
| ▪ Chairperson | ▪ Vice Chairperson |
| ▪ Treasurer | ▪ Secretary |
| ▪ Programs Chairperson | ▪ New England Zone Chairperson |
| ▪ Upstate Zone Chairperson | ▪ New Jersey Zone Chairperson |
| ▪ Metro-LI Zone Person | ▪ East Canada Zone Chairperson |
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In order to be eligible as a candidate for an **ELECTED** Regional position, you must:

1. Must be a Member in good standing.
 - The term Member is defined per National Constitution Article III, Section 3(a)
 - Good standing is determined by your student status academically at your college/university.
1. Must have a minimum classification of sophomore undergraduate status or the equivalent for the elected term.
2. Must be registered as a full-time student the academic semester prior to the beginning of the elected term (Spring 2017) and must maintain student status throughout the elected term.
 - Must be working towards a degree in engineering, engineering technology, or applied/physical science in an accredited program. All accepted programs are outlined in the NSBE Leadership Verification Policy.
3. Must complete all requirements outlined in this documented by the designated deadlines.



REGIONAL CANDIDACY ELIGIBILITY (CONT'D)

APPOINTED REB POSITIONS

- Parliamentarian
 - Assistant Treasurer
 - Fall Regional Conference (FRC) Conference Planning Committee (CPC) Chairperson
 - Pre-College Initiative (PCI) CPC Chairperson
 - Spring Business Meeting (SBM) CPC Chairperson
 - Regional Leadership Conference (RLC) (CPC) Chairperson
 - Finance Chairperson
 - Telecommunications Chairperson
 - Academic Excellence Chairperson
 - TORCH Chairperson
 - Pre-College Initiative Chairperson
 - International Committee Chairperson / West Africa Zone Chairperson
 - Zone Chairperson/ Business Diversity Chairperson
 - Zone Chairperson/ Membership Chairperson
 - Zone Chairperson/ Public Relations Chairperson
 - Zone Chairperson/ Publications Chairperson
 - Zone Chairperson/Telecommunications Chairperson
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In order to be eligible as a candidate for an appointed Regional position (with the exception of the Regional Leadership Conference (RLC) Conference Planning Committee Chairperson and the Fall Regional Conference (FRC) Conference Planning Committee Chairperson), you must:

1. Must be a Member or Professionals Member in good standing.
 - The term Member is defined per National Constitution Article III, Section 3(a) & (d)
 - Good standing is determined by your student status academically at your college/university.
2. The RLC and FRC Conference Planning Committee Chairperson, while appointed positions, interested candidate must be a Member in good standing.
 - The term Member is defined per National Constitution Article III, Section 3(a)
 - Good standing is determined by your student status academically at your college/university.



REGIONAL CANDIDATE CERTIFICATION PROCESS

This year, there is a two-phase process to apply for a Regional position. Phase 1 entails the submission of your Declaration of Intent for a desired Regional position. Phase 2 is the beginning of your training as a potential Regional Leader. If elected, there will be continued training to ensure you're equipped to be successful in your position.

PHASE 1: Initial applications will be reviewed on a rolling basis, and includes the following:

1. LEADERSHIP VERIFICATION

▪ ***Undergraduate Students***

An Official Transcript and Register Enrollment Verification from your university indicating ALL of the following for the **Spring 2017** semester:

1. Your status of "***full-time***" with your institution.
2. Your status of "***good standing***" with your institution.
3. The name of your college/school within your institution.
4. Your specific **major** under that college/school.
5. Class standing (e.g. junior, senior).
6. Expected graduation date.

Note: If candidate expects to graduate before September 15, must show evidence of expected graduate school full-time enrollment.

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

▪ ***Graduate Students***

An Official Transcript and Register Enrollment Verification from your university indicating ALL of the following for the **Spring 2017** semester:

1. Your status of "***full-time***" with your institution.
2. Your status of "***good standing***" with your institution.
3. The name of your college/school within your institution.
4. Your specific **major** under that college/school.
5. Expected graduation date.

If your graduate degree is not in an engineering, engineering technology, applied/physical science field, you must also produce a copy of your undergraduate transcript or diploma indicating your previous degree and the name of the college/school within your institution.



- **Professionals (Non-Students)**
 1. Proof of degree; can be a transcript or copy of your diploma indicating:
 - Name of your college or university.
 - Your specific major under 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 and work ethic. You should select a NSBE member who can speak directly to your character, work ethic and potential as a NSBE leader. The recommendation will be posted with your profile in the Regional Candidate's Preview for elected positions. There are no restrictions on the recommender.*

3. SHORT ESSAY RESPONSE

Essay Questions:

This information will be posted with your profile in the Regional Candidate's Preview for elected positions and available to the 2017-2018 REB Elect for Appointed Positions.

- Administrative Zone Applicants (Chair, Vice Chair, Secretary, Programs Chair, Treasurer, Parliamentarian)
 - Describe a time when you made use of your communication skills to resolve an issue with the general membership.
 - Describe the methods you would use and or develop in order to stay in tune with the membership.
 - What steps will you take as a member of the administrative team to move the region forward with the regional and national goals in mind?
 - Describe a personal trait that differentiates you as a leader from others who would consider themselves leaders. Please provide an explanation for your selection.
- Communications Zone Applicants (Telecommunications Chairperson)
 - What role does the Communications Zone play in protecting the National Society of Black Engineers brand?
 - What are some of the ways you would explore the Regional Website in order to improve traffic to the webpage?
 - In your opinion, what would be the best way to conduct a performance assessment of the tools used to distribute information to the regional membership?
- Finance Zone Applicants (Assistant Treasurer, Finance Chairperson)
 - Explain what stewardship means to you and how this approach will be evident in your leadership approach for 2017-2018.



- What is National Society of Black Engineers' main product and why do companies invest in it?
- What are some of your ideas to best assist chapters with establishing their financial development & stability?
- Programs Zone (Pre-College Initiative Chairperson, Academic Excellence Chairperson, TORCH Chairperson)
 - Have you planned an event for a group of people? What was the event? What were the expected outcomes (deliverables) in terms of participation? Did you meet your deliverables?
 - What is the purpose of the communications zone, membership zone and finance zone, relative to planning programs and events?
 - When creating a new program, or executing an existing program, how would you identify which content is relevant? (Please keep in mind: a Program is a planned series of future events, items, or performances and an event is a single occurrence)
- Membership Zone (Zone Chairperson, International Committee Chairperson/West Africa Zone Chairperson)
 - What topics would you emphasize in developing the members' knowledge, skills, and abilities? Please detail how would you engage the membership year-around in that development.
 - Why should a non-National Society of Black Engineers member purchase a membership, if they have everything National Society of Black Engineers has to offer?
 - If you are applying for a zone chair position please indicate which dual position you would prefer, why you prefer that position and why you should be appointed to that dual position. What strategies would you use to manage serving in two roles on the REB? (NOTE: The dual positions are Membership Chairperson, Public Relations Chairperson, Publications Chairperson, Business Diversity Chairperson)
- Programs & Finance Zones (Fall Regional Conference CPC, Regional Leadership Conference CPC, Pre-College Initiative CPC, Spring Regional Conference CPC)
 - Have you planned an event for a group of people? What was the event? What were the expected outcomes (deliverables) in terms of participation? Did you meet your deliverables?
 - Explain what stewardship means to you and how this approach will be evident in your leadership approach for 2017-2018.
 - What are some strategies you would use to construct your conference planning committee?



- What is the purpose of the communications zone, membership zone and finance zone, relative to planning programs and events? (Please keep in mind: a Program is a planned series of future events, items, or performances and an event is a single occurrence)

4. CANDIDATE STATEMENT

Addressing the following prompt:

Please explain why you are running for the position, what skills you bring, and how you plan to serve.

- *This information will be posted with your profile in the Regional Candidate's Preview for elected positions and available to the 2017-2018 REB Elect for Appointed Positions.*
- *Basic demographic and school information will be provided in your profile so you do not need to mention it in your statement. (350 words or less)*

5. ADVISORY REQUIREMENT

It is required for all applicants to contact the Region 1 Chairperson and their "potential" Advisor. Please Fill in INC. (incomplete) as a place holder for the questions you cannot answer at this time.

- By what date will you contact the Regional Chairperson to assign an advisor to complete this application?
- Who is the 2016-2017 Region I Advisory Board Chairperson?
- Who is your "potential" 2017-2018 Advisor? (Who did the Chairperson tell you to contact)?
- Have you contacted your "potential" 2017-2018 advisor? (A confirmation email must be sent from the advisor to the R1 Parliamentarian and Chair)
- Have you spoken with any advisor and/or previous position holder?



PHASE 2: Leadership Training

After successfully completing Phase 1 of the application you will be contacted by the Acting Regional Parliamentarian about next steps in your appointment process. If elected or appointed, your initial training begins immediately!

1. If elected, must be available to participate in the *Regional Leadership Orientation (RLO)* at **10:00AM on Saturday, April 1st, 2017** at the 2017 National Convention in Kansas City, MO.
2. If elected or appointed, must be available to travel to and participate in the *Regional Transition Meeting (RTM)* **dates TBD at location TBD**.
3. If elected or appointed, must be available to travel to and participate in the *National Leadership Conference (NLC)* tentatively scheduled for **June 8th – 11th, 2017** in Blacksburg, VA.



2017-2018 REB CANDIDATE DECLARATION OF INTENT

The *2017-2018 Region I Executive Board Candidate Declaration of Intent* is a member's official statement of their intent to run/apply for a Regional position. The information in the **Regional Candidate Application** will be presented to the Senate prior to Convention for elected positions (or to the REB-elect for appointed positions). The Declaration of Intent should be submitted online ([HERE](#)) and includes all the items listed below:

- **Regional Candidate Application Form*** - Submitted by applicant [online](#)
 - Full Name (*as it should appear on all materials*)
 - University/College attending or Employer Name
 - Major or degree
 - Classification (i.e. junior, senior, graduate student etc.)
 - Email Address & Phone Number
 - Headshot Photo (*350 X 350 pixels*)
 - One (1) Letter of Recommendation
 - Advisory Requirement
 - Verification Document(s) – *see Regional Certification Process section for details.*
 - Short Essay Answers to the desired Position:
 - See Phase 1 Section 3 (*150 words or less*)
 - Candidate Statement addressing the following prompt:
 - Please explain why you are running for the position, what skills you bring, and how you plan to serve.
 - See Phase 1 Section 4 (*350 words or less*)

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 applications will be reviewed on a rolling basis. Please contact the Regional Parliamentarian to determine the status of your position of interest.



2017-2018 REGIONAL EXECUTIVE BOARD CANDIDATE CHECKLIST

- For more information on your desired position, please refer to the [Regional Bylaws](#). Also, research your position by reading the National Constitution/ National Bylaws and communicate with the person currently in the position.
- For **Elected** Positions Submit the *2017-2018 Regional Executive Board Candidate Declaration of Intent* online by **Friday, March 10th, 2017 at 11:59pm EST**.
- For **Appointed** Positions Submit the *2017-2018 Regional Executive Board Candidate Declaration of Intent* online by **Wednesday, April 6th, 2016 at 11:59pm EST**.
- If elected or appointed, must be available to travel to and participate in the *Regional Transition Meeting (RTM)* **dates TBD at location TBD**.
- If elected or appointed, must be available to travel to and participate in the *National Leadership Conference (NLC)* scheduled for **June 8th – 11th, 2017** in Blacksburg, VA.
- If elected or appointed, **must renew membership** no later than **July 31, 2017**.



2017-2018 Regional Executive Board Calendar

Regional Executive Board Members are expected to be in attendance at all of the meetings & conferences listed below. Please note the general timeframes for the events and the dates of expected attendance. Specific dates for all meetings will be provided during your term in office. Travel and accommodations will be provided where necessary based on performance.

- **Regional Transition Meeting (RTM)**
 - May/June 2017
 - Thursday – Sunday
 - Location TBD
- **National Leadership Conference (NLC)**
 - Tentatively: June 8th – 11th, 2017
 - Virginia Tech, Blacksburg, VA
- **Summer Meeting (Pre-RLC)**
 - Tentative July 2017
 - Friday – Sunday
 - Location TBD
- **Regional Leadership Conference (RLC)**
 - Tentative August 2017
 - Wednesday – Sunday
 - Location TBD
- **Fall Meeting (Pre-FRC)**
 - September/October 2017
 - Friday – Sunday
 - Location TBD
- **Zone Conferences**
 - Vary by Geographical Zone
- **Fall Regional Conference (FRC)**
 - November 2017
 - Wednesday – Sunday
 - Location TBD
- **Spring Business Meeting (SBM)**
 - February 2018
 - Saturday
 - Location TBD
- **2018 Annual Convention**
 - March 2018
 - Wednesday – Sunday
 - Pittsburg, PA