



REGION V ORGANIZATIONAL STRUCTURE

Regional Executive Council (REC)

The REC is the collective administrative body that plans and directs the operations and programs of the entire region. It is co-chaired by the Regional Chairperson, Regional Professionals Chairperson and Regional Advisory Co-Chairpersons. It is comprised of the Regional Executive Board (REB), Regional Professionals Executive Board (RPEB), and Regional Advisory Board (RAB). These boards consist of the student leaders, professional leaders and corporate/academic advisors, respectively. Its purpose is to bring together the resources of the different groups in order to best develop and conduct the programs that will help to achieve NSBE's mission in the region.

Regional Executive Board (REB)

The REB is the regional administrative body that develops, directs, coordinates and monitors all regional operations and programs. It is comprised of five officers, thirteen committee chairpersons, and four Assistant Vice-Chairs (AVC) representing each of the four zones. All REB members are elected by the student chapters except for the Regional Chair Emeritus and Parliamentarian. The Chair Emeritus, who is the immediate past Regional Chair, is appointed by the incoming Regional Chair and approved by the REB to serve as parliamentarian.

REGIONAL EXECUTIVE BOARD (REB) POSITIONS

Executive Officers

Chairperson
Vice-Chairperson
Programs Chairperson
Treasurer
Secretary
Professionals Chairperson
Chairperson Emeritus
Parliamentarian

Committee Chairpersons

Finance Chairperson
Regional Leadership Chairperson
Fall Regional Conference Planning Chairperson
Academic Excellence Chairperson
Pre-College Initiative (PCI) Chairperson
Business Diversity Chairperson
TORCH Chairperson
Telecommunications Chairperson
Publications/Public Relations Chairperson
Charter Membership Chairperson
International Committee Chair

Assistant Vice-Chairs

AVC for Louisiana Zone
AVC for Missouri Zone
AVC for Oklahoma Zone
AVC for Texas Zone

REGIONAL EXECUTIVE BOARD POSITION DESCRIPTIONS

Excerpt from the Region V By-Laws:

ARTICLE V – REGIONAL BOARD ZONE STRUCTURE

Regional Executive Board (REB): The Regional Board shall be divided into operating zones to facilitate discussion among the board as well as allow business to be handled more efficiently.

1. The Administrative Zone consists of the Chairperson, Vice-Chairperson, Treasurer, Secretary, Programs Chairperson, and Professionals Chairperson. The Parliamentarian shall also work with this zone as an advisory member. Members of this zone shall oversee all other zones. The Chair shall coordinate the work of this zone.
2. Membership Zone consists of the Vice-Chair, Membership Chairperson, International Chairperson and the Assistant Vice Chairpersons of the Louisiana, Missouri, Oklahoma, and Texas Zones. The Vice-Chairperson shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. He/she shall also present regular reports of zone activities to the Chairperson.
3. Communications Zone consists of the Secretary, Telecommunications Chairperson, and Publications/Public Relations Chairperson. The Secretary shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. He/she shall also present regular reports of zone activities to the Chairperson.
4. Finance Zone consists of the Treasurer, Finance Chairperson, and the Fall Regional Conference Planning Chairperson. The Treasurer shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. She/he shall also present regular reports of zone activities to the Chairperson.
5. Programs Zone consists of the Programs Chairperson, Pre-College Initiative (PCI) Chairperson, Academic Excellence Chairperson, TORCH Chairperson, and Regional Leadership Chairperson. The Programs Chairperson shall manage the work of the zone, and provide zone members with the resources they need in order to function effectively. He/she shall also present regular reports of zone activities to the Chairperson.

Regional Executive Officers (REO): The REO is comprised of the Chairperson, Vice-Chairperson, Secretary, Treasurer, and Programs Chairperson. Each zone leader will be responsible for the following:

1. Regularly contacting each board member in the zone for updates.
2. Reporting and relaying information to the Regional Chair.
3. Ensuring that all zone members are functioning their assigned duties and provide them with the support to perform their job effectively.

ARTICLE VI - DUTIES OF OFFICERS

Section I - Duties of Elected Positions

The following officers shall be elected to the Region V Executive Board and hold a vote in REB meetings (excluding the Regional Professionals Chair).

Regional Chairperson

1. Shall coordinate the activities of the Regional Executive Board to ensure implementation of all internal and external tasks and steady communications while avoiding duplications of effort.
2. Shall report directly to the National Vice-Chairperson in the Regional Zone of the National Executive Board.
3. Shall chair the Administrative Zone which coordinates the other zones.
4. Shall produce a monthly report to be distributed to the Region V Executive Board that is based upon zone reports and details the status of the organization.
5. Shall make verbal and written statements to the public concerning NSBE policy, goals, and objectives.
6. Shall appoint members of special committees on an as-needed basis.
7. Shall appoint new board members to vacant board positions with the consent of the remaining board members.
8. Shall appoint the Regional Parliamentarian/ Chair Emeritus for a one-year term with the consent of the board.
9. Shall communicate with the Regional Advisory Board Chairperson on an as-needed basis.
10. Shall produce an official transition report at the close of the term of office.

Regional Vice Chairperson

1. Shall preside over the Regional Executive Board meeting or other appropriate functions in the absence of the Regional Chairperson.
2. Shall chair the Membership Zone and present periodic zone reports to the Regional Chairperson.
3. Shall develop and evaluate national projects and programs along with the Programs Chairperson.
4. Shall develop and finalize the Regional Executive Board meeting agendas.
5. Shall monitor the development of national programs & objectives and the national directives of the society.
6. Shall coordinate and evaluate the intra-board communications.
7. Shall monitor, update, and report to the Region the progress in meetings the strategies as outlined in the Long Range Strategic Plan.
8. Shall produce an official transition report at the close of the term of office.

Regional Treasurer

1. Shall maintain the region's financial account.
2. Shall determine, together with the other national and regional officers, the allocation of NSBE financial resources to allow for steady cash flow.
3. Shall design, implement, and monitor a financial policy related to the expenditures and cash flow for the board for the coming year with the approval of the Regional Executive Board.
4. Shall design an annual Regional Budget.
5. Shall provide financial reports at Regional Executive Board meetings.
6. Shall chair the Finance Zone and present periodic reports to the Regional Chair.
7. Shall report to the National Assistant Treasurer on an as-needed basis.
8. Shall produce an official transition report at the close of the term of office.

Regional Secretary

1. Shall record and produce detailed minutes of all REB meetings and other meetings deemed necessary and, upon completion, distribute these minutes to the region.
2. Shall chair the Communications zone and present periodic reports to the Regional Chair
3. Shall develop an operational calendar of Regional events.
4. Shall see that all chapters in the region receive the information and materials they need in order to function efficiently.
5. Shall develop and maintain the Regional Directory.
6. Shall report to the National Secretary on an as-needed basis.
7. Shall produce an official transition report at the close of the term of office.

Regional Programs Chairperson

1. Shall design and implement methods by which chapters may learn how to create and maintain programs.
2. Shall be responsible for the implementation of regional and national programs.
3. Shall work with the Vice-Chairperson and National Programs Chairperson in order to develop uniform programs in keeping with the goals of the society.
4. Shall chair the Programs Zone and present periodic reports to the Regional Chair.
5. Shall report to the National Programs Chairperson on an as-needed basis.
6. Shall produce an official transition report at the close of the term of office.

Regional Publications/Public Relations Chairperson

1. Shall approve all regional publications (newsletter, brochures, presentations, letters, etc.).
2. Shall evaluate, approve, and finalize the general content of the regional newsletter.
3. Shall evaluate publication alternatives and maintain regional publications liaisons.
4. Shall prepare and submit articles affecting the public image of NSBE to other publications.
5. Shall distribute information about NSBE to NSBE chapters, other organizations, corporations and the general public.
6. Shall design and have published informational brochures all carrying the NSBE logo and name, to distribute to NSBE chapters, high schools and the general public.
7. Shall be responsible for enforcing the proper use of the NSBE logo by the region, the chapters, and corporate affiliates within the region.
8. Shall make official statements for the organization with the approval of the Regional Chairperson.
9. Shall identify other black engineering student/professional organizations for the purpose of collaboration and/or support.
10. Shall report to the National Publications Chairperson and the National Public Relations Chairperson on an as-needed basis.
11. Shall reside in the Communications Zone and present periodic reports to the Regional Secretary.
12. Shall produce an official transitional report at the close of the term of office.

Regional Finance Chairperson

1. Shall identify and contact regional funding sources.
2. Shall prepare and finalize solicitation packets for submission to corporations and foundations on behalf of NSBE Region V.
3. Shall assist chapter finance chairs in developing solicitation strategies.
4. Shall ensure the distribution of regional benefits.
5. Shall reside in the Finance Zone and present periodic reports to the Regional Treasurer.
6. Shall report to the National Finance Chairperson on an as-needed basis.
7. Shall produce an official transition report at the close of the term of office.

Regional Charter/Membership Chairperson

1. Shall compile membership statistics and make them available to the public.
2. Shall help coordinate chapter charter renewals.
3. Shall maintain updated rosters of members and chartered chapters.
4. Shall encourage the creation of new NSBE chapters.
5. Shall identify potential chapters to charter within the region.
6. Shall reside in the Membership Zone and present periodic reports to the Regional Vice-Chairperson.
7. Shall report to the National Charter/Membership chairperson on an as-needed basis.
8. Shall produce an official transition report at the close of the term of office.

Regional International Committee Chairperson

1. Shall coordinate the activities of the Regional International Committee.
2. Shall identify potential chapters to charter internationally.
3. Shall see that all international chapters receive the information and materials they need in order to function properly.
4. Shall report to the National International Committee Chairperson on an as-needed basis.
5. Shall produce an official transition report at the close of the term of office.

Regional Professionals Chairperson

1. Shall oversee all activities of the Professionals.
2. Shall serve as a member of the REB and Administrative Zone, and representative of the NSBE Region V Professionals.
3. Shall coordinate the activities of the Professionals Executive Board.
4. Shall approve in advance all official communications sent out in the name of NSBE Region V Professionals.
5. Shall make public statements concerning the Professionals.
6. Shall ensure Professionals activities are consistent with the approved Alumni Interface Guidelines, Alumni Operational Guidelines and NSBE Constitution.
7. Shall develop resources in order to finance Professionals programs and operations.

Regional Pre-College Initiative (PCI) Chairperson

1. Shall assist Chapter and Alumni Pre-College Initiative representatives on an as-needed basis.
2. Shall supervise, advise, and assist in the coordination of the activities of the PCI- mini conferences along with the conference planning committee.
3. Shall supervise, advise, and assist in the coordination of the Summer Camping Conference along with the conference planning committee.
4. Shall ensure the implementation of PCI programs.
5. Shall report to the National PCI Chairperson on an as-needed basis.
6. Shall reside in the Programs Zone and present periodic reports to the Programs Chairperson.
7. Shall produce an official transition report at the close of the term of office.

Regional Academic Excellence Chairperson

1. Shall assist Chapter and Alumni Academic Excellence Chairpersons on an as-needed basis.
2. Shall oversee the research, development and implementation of academic excellence programs that meet the membership's needs.
3. Shall provide academic support service to the members.
4. Shall coordinate the Regional Academic Technical Bowl.
5. Shall encourage members to consider graduate studies.

6. Shall chair the Region 5 Awards Committee
7. Shall reside in the Programs Zone and present periodic reports to the Programs Chairperson.
8. Shall report to the National Academic Excellence Chairperson on an as-needed basis.
9. Shall produce an official transition report at the close of the term of office.

Regional Telecommunications Chairperson

1. Shall coordinate and develop the Region V Web Site.
2. Shall serve as administrator of all Region V listservs.
3. Shall develop Telecommunications Policies and Programs.
4. Shall develop Web Communications Policies with Chapter Communications Chairperson.
5. Shall reside in the Communications Zone and present periodic reports to the Regional Secretary.
6. Shall report to the National Telecommunications Chairperson on an as-needed basis.
7. Shall produce an official transition report at the close of the term of office.

Regional Assistant Vice-Chairpersons of the Texas, Oklahoma, Louisiana, and Missouri Zone

1. Shall develop an operational calendar of zone events.
2. Shall see that chapters in the zone receive the information and materials they need in order to function effectively.
3. Shall assist chapters on an as needed basis.
4. Shall develop and maintain a zone directory.
5. Shall reside in the Membership Zone and present periodic reports to the Vice Chairperson.
6. Shall produce an official transition report at the close of the term of office.

Regional TORCH Chairperson

1. Shall organize a community service activity for every regional conference.
2. Shall lead the region's efforts in the development of the Technical OutReach Community Help (T.O.R.C.H.) Program in support of the national effort to bridge the digital divide.
3. Shall be responsible for all regional community service programs.
4. Shall report to the National T.O.R.C.H. Coordinator on an as-needed basis.
5. Shall reside in the Programs Zone and present periodic reports to the Regional Programs Chair.
6. Shall produce an official transitional report at the close of the term of office.

Section II – Appointed Positions

A. Term of Office

1. The term of office shall end for each appointed position (except for Conference Planning Chairpersons) either when a successor is chosen or one year from the date of appointment, whichever comes first.
2. The term of office for Conference Planning Chairpersons shall end exactly one month after the conclusion of the conference for which they were appointed.

B. Duties – Ad Hoc Regional Executive Board members

1. **Regional Leadership Chairperson**
 - a. Shall develop and coordinate the activities of the Regional Leadership Conference (RLC) under the direction of the National Leadership Institute Chairperson.

- b. Shall organize cost efficient travel and accommodations for all RLC participants.
 - c. Shall compile a post-conference report and submit it to the Programs Chairperson and Treasurer.
 - d. Shall promote leadership skills to REB and Chapter Executive Board (CEB) members throughout the year.
 - e. Shall host a leadership workshop at FRC for REB and CEB members.
 - f. Shall reside in the Programs Zone and present periodic reports to the Programs Chairperson.
2. **Fall Regional Conference Planning Chairperson**
 - a. Shall coordinate the activities of the Fall Regional Conference.
 - b. Shall organize cost efficient travel and accommodations for all participants.
 - c. Shall reside in the Finance Zone and present periodic reports to the Treasurer.
 - d. Shall compile a post-conference report.
3. **Regional Business Diversity Chairperson**
 - a. Shall create a formal vehicle to support the development of members in their pursuit to become entrepreneurs.
 - b. Shall serve as a support mechanism for businesses owned by NSBE members.
 - c. Shall promote the utilization of African-American Owned Businesses, (AAOB), by members and also the National organization for all budgetary expenditures.
 - d. Shall coordinate the NSBE Marketplace held at regional conferences.
 - e. Shall serve as a resource for identifying workshop speakers for Business, Entrepreneurial, and Professional Development related workshop tracks and programs.
 - f. Shall serve as liaison between current business owners and potential business owners in NSBE.
 - g. Shall report to the National Business Diversity Committee Chairperson on an as-needed basis.
 - h. Shall reside in the Programs Zone and report to the Regional Programs Chair.
 - i. Shall produce an official transition report at the close of the term of office.
4. **Parliamentarian**
 - a. Shall serve as a resource on the governing documents of the National Society.
 - b. Shall serve as a resource on proper parliamentary procedure.
 - c. Shall coordinate the regional elections procedures at the National Convention.
 - d. Shall oversee the activities of the Regional Senate.
 - e. Shall oversee the election of a Senate Speaker and Senate Clerk.
 - f. Shall reside in the Administrative Zone and report to the Regional Chair.
 - g. Shall produce an official transition report at the close of the term of office.
5. **Chair Emeritus**
 - a. Shall serve as an advisor to the Regional Chairperson.
 - b. Shall serve as an ex-officio member of the Regional Advisory Board (RAB).
 - c. Shall serve as a resource to the Region by providing continuity to the Regional Executive Board (REB).
 - d. Shall reside in the Administrative Zone and report to the Regional Chair.
 - e. Shall assist the Chairperson and Chairperson-Elect in the planning of the Regional Transition Meeting.