



NATIONAL SOCIETY OF BLACK ENGINEERS

**2020 -2021 REGION VI EXECUTIVE
BOARD CANDIDATES' HANDBOOK**

Version 1.0

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2020-2021 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 r6parliamentarian@nsbe.org



Introduction from the Region VI Parliamentarian

Greetings NSBE leader,

I would like to thank you for your interest in the 2020-2021 Region VI Executive Board (REB). The REB guides, oversees, connects, and engages with NSBE on the West Coast. The Regional Executive Board (REB) is responsible for setting direction and policy for the organization as well as overseeing NSBE and on a holistic level and monitoring results to ensure the organization is achieving our mission. Serving the membership on the REB 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 budget in millions of dollars.

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

I commend your initiative to further our mission by seeking a position at the highest level of this organization and good luck in your pursuit of a REB position. Feel free to contact me if you have any questions or concerns.

Warm Regards,

Bolaji Makinde

2019-20 Regional Parliamentarian
r6parliamentarian@nsbe.org



Regional Candidacy Eligibility

ELECTED REB POSITION

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.
2. Must have a minimum classification of junior undergraduate status or the equivalent for the elected term.
3. Must be registered as a full-time student the academic semester prior to the beginning of the elected term (Spring 2020) 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.
4. Must complete all requirements outlined in this document by the designated deadlines.

APPOINTED REB POSITION

In order to be eligible as a candidate for an appointed Regional position, you must:

1. Must 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) & (d)
 - Good standing is determined by your student status academically at your college/university.
2. The FRC or RLC Planning Committee Planning Chairperson, while an appointed position must:
 - 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.



Region VI Executive Board Elected and Appointed Positions

Applications for the following ELECTED and APPOINTED positions are currently being accepted:

- **ELECTED REGIONAL EXECUTIVE BOARD POSITON(S)**
 - Chairperson
 - Vice Chairperson
 - Secretary
 - Treasurer
 - Programs Chairperson
 - Membership Chairperson
 - Finance Chairperson
 - PCI Chairperson
 - T.O.R.C.H Chairperson
 - Academic Excellence Chairperson
 - Pre-College Initiative Chairperson
 - Zone Chairpersons
 - Telecommunications Chairperson
 - Public Relations/Publications Chairperson

- **APPOINTED REGIONAL EXECUTIVE BOARD POSITON(S)**
 - Chairperson Emeritus
 - Parliamentarian
 - Assistant Treasurer
 - Engineering Diversity Chairperson
 - Regional Leadership Conference Chairperson
 - Fall Regional Conference Chairperson



- Applications for Appointed Positions are currently being accepted, but will have a deadline one (1) week following 2020 Annual Convention on Sunday April 5, 2020 11:59PM PST.
- For more information on these positions, please refer to the Regional Bylaws (https://www.nsbe.org/getattachment/Regions/Region6/REB-Elections/Apply-Now/Region-VI-Bylaws_03_2019.pdf.aspx)



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 application 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 2020** semester:

1. Your Full Name
2. Your 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.
5. Your specific **major** under that college/school.
6. Class standing (e.g. junior, senior).
7. 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 2020** 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. CANDIDATE LEADERSHIP RESUME

- *This document should a maximum of 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 Regional Candidate's Preview for elected positions and available to the 2020-21 REB Elect for Appointed Positions.*

3. SHORT ESSAY RESPONSE

Essay Question:

- *This information will be posted with your profile in the Regional Candidate's Preview for elected positions and available to the 2020-21 REB Elect for Appointed Positions.*

PHASE 2: Certification Exam and Leadership Training

After successfully completing Phase 1 of the application you will be contacted by the Regional Parliamentarian about next steps in your appointment process. If appointed, your initial training begins! All candidates must participate in the required events for convention and attend all required leadership trainings.

1. Must be available to participate in the Regional Candidates Q&A to be held on **TBD**.
2. If elected or appointed, must be available to travel to and participate in the *Regional Transition Meeting (RTM)* ~**May 1st, 2020** in San Ramon, CA.
3. If elected or appointed, must be available to travel to and participate in the *Regional Leadership Conference (RLC)*.



2020-21 REB CANDIDATE DECLARATION OF INTENT

The *2020-21 Region VI 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. The Declaration of Intent should be submitted online with your Regional Candidate Application Form and includes all the items listed below:

- **Regional Candidate Application Form*** - Submitted by applicant [online](#)
 - Full Name (*as it should appear on all material*)
 - 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*)
 - Candidate Leadership Resume

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.



2020 Regional Executive Board Candidate Checklist

- Research your desired position. Read the National Constitution and National Bylaws for information. Communicate with the person currently in the position.

- Submit the *2020 Regional Executive Board Candidate Declaration of Intent* by **Sunday March 29th, 2020 at 11:59pm PST**.

- If able, must be available to participate in the Regional Candidates Q&A to be held on TBD at the Annual Convention.

- If appointed, must be available to travel to and participate in the *Regional Transition Meeting (RTM)* ~ **May 1st, 2020** at San Ramon, CA.

- If elected or appointed, **must renew membership** no later than **July 31, 2020**.