



NATIONAL SOCIETY OF BLACK ENGINEERS

**National Committee
Appointment Information Packet**

VERSION 4.0

Sept 2022



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NSBE National Committees

The National Society of Black Engineers consist of 23 National Committees. There are two types of non-voting National committees, Ad-hoc and Standing. The Ad-hoc committee has committee members defined in the National Bylaws and may require a vote for some recommended committee members. The standing committee chairs are elected or appointed to the National Executive Board and serve as chairs for the Standing committees. The standing committee applicants require a vote of the NEB to be approved. Both types of committees are listed below with respective internal committee chairs:

AD HOC COMMITTEES

1. Administrative and Personnel Committee
Chair: National Chairperson
2. Community College Initiative Committee
Chair: National Membership Chairperson
3. Convention Planning Committee
Chair: CPC Chairperson
4. CPC Taskforce Committee
Chair: National Treasurer
5. Document Review Committee
Chair: National Parliamentarian
6. Elections Committee
Chair: National Parliamentarian
7. Engineering Diversity Committee
Chair: National Engineering Diversity Chairperson
8. Funds Management Committee
Chair: National Treasurer
9. National Document and Policy Committee
Chair: National Parliamentarian
10. National Leadership Conference Planning Committee
Chair: National Leadership Institute Chairperson
11. NSBE International Conference Planning Committee
Chair: recommended by the National Chairperson
12. Scholarships and Awards Committee
Chair: National Programs Chair
13. Standards and Ethics Committee
Chair: Member of NAB
14. Programs & Resource Development Committee
Chair: National Programs Chair

STANDING COMMITTEES

1. Academic Excellence Committee
Chair: National Academic Excellence Committee Chairperson
2. Finance Committee
Chair: National Finance Chairperson
3. International Committee
Chair: National International Committee Chairperson
4. Membership Committee
Chair: National Membership Chairperson
5. Pre-Collegiate Initiative Committee
Chair: National PCI Chairperson
6. Public Relations Committee
Chair: National Public Relations Chairperson
7. Publications Committee
Chair: National Publications Chairperson
8. Telecommunications Committee
Chair: National Communications Chairperson
9. TORCH Committee
Chair: National TORCH Chair



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 apply on Jotform at <https://bit.ly/NSBECommittee>
- For any issues/concerns with the application, please contact the **National Parliamentarian** at nebparliamentarian@nsbe.org. Applications will be processed on a first come first serve basis.

Application for Appointment

The *Application for Appointment to a National Committee* is a member's official statement of intent to be appointed to a National Committee. The application should be submitted to the National Parliamentarian via Jotform. 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**
- **NSBE ID**
- **Complete Application Questions**

We are currently accepting applications for the following committees:

- National Academic Excellence Committee
- National Engineering Diversity Committee
- National Finance Committee
- National International Committee
- National Leadership Institute (NLI) Committee
- National Membership Committee
- National Pre-College Initiative (PCI) Committee
- National Public Relations Committee
- National Publications Committee
- National TORCH Committee
- National Programs and Resource Development Committee



National Committee Application Checklist

- Communicate with the Committee Chair on the National Executive Board
- Read the National Constitution and National Bylaws for information on the respective committee (as applicable)
- Contact the **National Parliamentarian** if you have any questions/concerns with preparing or submitting the application, at nebparliamentarian@nsbe.org.
- Submit the **Application for Appointment to a National Committee** on Jotform. Applications will be handled on a **first come first serve basis**.
- Participate in phone or email interviews with NEB members (if requested)

Please contact the National Parliamentarian at nebparliamentarian@nsbe.org for more information on expected committees or positions in future application requests.

For specific questions regarding the different roles on each committee, please contact the referenced committee chair



National Committee Descriptions

National Academic Excellence Committee

(Under the direction of the National Academic Excellence Chairperson – nebaex@nsbe.org)

The purpose of the National Academic Excellence (AEx) Committee is to create and manage the academic programs NSBE provides to its members. The AEx Committee addresses the academic needs of our membership and rewards them for their accomplishments and research. Through creativity and data-driven programming, this committee builds and maintains an ongoing academic support network through NSBE.

Goal(s): The National Academic Excellence Committee’s activities will be guided by the following goals:

- To further develop the Graduate Student Initiative
- To revitalize chapter participation in the Retention Program throughout the Society
- To develop new methods to incentive GPA verification and help make decisions based on said data
- To improve participation in Academic Excellence competitions through new competition development and/or reimagining of current competitions

NSBE Retention Program Chapter Coordinator (x2)

- Shall facilitate monthly calls for participating NSBE Retention program chapters
- Shall serve as a liaison between National Academic Excellence Committee and chapter retention program contacts
- Shall work with the National Academic Excellence Chair to create and implement and strategy for evaluating the effectiveness of the NSBE Retention Program
- Shall coordinate with World Headquarters and the National Academic Excellence Chair to collect and maintain relevant statistics on the NSBE Retention Program
- Shall assist in individual chapter development of NSBE Retention program
- Shall develop objectives and templates for retention forums at FRCs and Convention
- Shall produce an official transition report at the close of office
- **Preferred Qualification(s):** Has implemented Retention Programming at the chapter level in a previous position (Please visit the following to learn about retention programming, <https://www.nsbe.org/collegiate/programs/academic-retention-program>)

Graduate Student Coordinator

- Shall represent the interest of the NSBE graduate student membership on the Academic Excellence Committee (AEC)
- Shall support the Graduate Student Conference Chair to help the success of the events during National Convention
- Shall work with Professionals Special Interest Groups to identify opportunities to engage graduate students
- Shall work with the Academic Excellence Chair on the development of staple academic programs with a graduate student focus
- Shall develop resources for graduate student financial support
- Shall produce an official transition report at the close of office



- **Preferred Qualification(s):** Current or former graduate student in engineering or closely related STEM discipline(s)

Competitions Coordinator

- Shall coordinate the Technical Research Exhibition (TRE) at Annual Convention
- Shall coordinate the Academic Technical Bowl (ATB) at Annual Convention
- Shall work with Regional Academic Excellence Chairs to coordinate competitions at Fall Regional Conferences
- Shall recruit and orient judges for TRE
- Shall develop scoring rubrics and a feedback mechanism for TRE
- Shall assist Regional Academic Excellence Chairs with developing technical questions for ATB
- Shall lead an initiative in developing new, innovative competitions and revamping established competitions at FRC and Annual Convention
- Shall produce an official transition report at the close of office
- **Preferred Qualification(s):** Has participated in an Academic Excellence competition (TRE or ATB) in the past 4 years

GPA Initiative Coordinator

- Shall work with the National Academic Excellence Chair to evaluate current Academic Pyramid of Excellence (APEX) levels and improve incentives for APEX members
- Shall work with the Retention Program Chapter Coordinator to collect course and GPA information from chapters participating in the NSBE Retention Program
- Shall develop initiatives focused on collegiate members with below a 3.0 and GPA improvement
- Shall work with WHQ to improve the GPA verification process for membership
- Shall produce an official transition report at the close of office

PCI Programs Unity Chair

- Will sit on the Academic Excellence Committee to develop NSBE Jr. Opportunities within AEx
- Will sit on the T.O.R.C.H. Committee and create and disseminate volunteer opportunities to NSBE Jr. Students
- Will report to the Engineering Diversity Chair to expose NSBE Jr. Students to the multitude of career options with a STEM degree
- Any other responsibilities assigned by the Programs zone approved by the National PCI Chair
- Shall produce a transition report at the close of the term of office

Scholarship Coordinator

- Shall work with the National Academic Excellence Chair to develop new scholarship opportunities for membership
- Shall work with World Headquarters Staff to communicate information about scholarship opportunities to membership



- Shall aid the Scholarships and Awards Committee in reviewing scholarship and award applications
- Shall refine the application process and judging criteria for emergency scholarship funds
- Shall work with the PCI Programs Unity Chair to aid the National PCI Chair in developing NSBE Jr. scholarships



National Community College Initiative Committee

(Under the direction of the National Membership – nebmembership@nsbe.org)

Community College Initiative Vice Chair

- Shall coordinate meetings and calls of the committee
- Shall liaison with the committee chair about the direction of the committee
- Conducts research of community college STEM accreditations
- Shall develop a plan of action to establish chapters at community colleges
- Shall lead the committee in developing a welcome/informational packet to send to community colleges
- Shall determine the feasibility of the creation of programmatic structure to address the needs of the community college members in conjunction with the National Programs Chair and National Academic Excellence Chair

Outreach Coordinator

- Shall work to establish a point of contact (POC) at identified community colleges
- Shall be responsible for communicating information to community colleges whom may potentially have chapters
- Shall assist all community colleges through the charting process

Membership Coordinator

- Shall liaison with the current community college chapters
- Shall ensure that current community college chapters have all the tools to be successful
- Shall develop a welcoming and informational packet to send to schools



National Documents and Policy Committee

(Under the direction of the National Parliamentarian – nebparliamentarian@nsbe.org)

The purpose of this committee is to be the resource for updates in regard to national documents and policy.

National Historian

- Shall carry on historical research of the Society and promote the importance of Society history and historical documentation to all levels of the organization
- Shall work with the Public Relations chair to develop and update documents that report the history of the Society to its members
- Shall maintain the national historical repository
- Shall submit monthly report to the committee chair
- Shall produce an official transition report at the close of office

Research and Development Chair

- Shall identify areas of opportunity in the National Senate Structure
- Shall work with the National Parliamentarian to coordinate and facilitate the creation of the National Congress Structure
- Shall develop a strategic plan for implementation of the new Congress Structure
- Shall research methods for improved senate communication throughout the year
- Shall submit monthly report to the committee chair
- Shall produce an official transition report at the close of office

National Documents Auditors (2)

- Shall review current regional and national documents for areas of conflict, concerns, or needs for updates
- Shall assist the National Parliamentarian with the Documents and Review Committee administration and management of submissions
- Shall produce an official transition report at the close of office

National Document Consultant

- Shall review current procedures for document control of national documents and provide recommendations for improvement based upon review of similar organizations and national human resource standards.
- Shall produce an official transition report at the close of office

Public Policy Consultant

- Shall provide a recommendation on ways to inform and engage our senate on the public policy issues related to our mission and strategic goal
- Shall produce an official transition report at the close of office



National Engineering Diversity Committee

(Under the direction of the National Engineering Diversity Chairperson – nebdiversity@nsbe.org)

The Engineering Diversity Committee works to create and maintain opportunities for the exploration of career pathways for NSBE membership.

Competitions Coordinator

- Shall be responsible for competition execution at Annual Convention
- Shall be responsible for competition registration and informing participants of rules and regulations
- Shall be responsible for competition agenda (brackets)
- Shall work with National Engineering Diversity Chair to secure competition judges
- Shall work with National Engineering Diversity Chair to determine marketing for communications zone execution

NSBE Marketplace Coordinator

- Shall serve as a liaison to vendors for NSBE Marketplace
- Shall identify potential vendors and collect vendor info for NSBE Marketplace
- Shall work with the Finance Zone to help identify new streams of revenue for the organization
- Shall Maintain NSBE Store
- Shall Serve as a liaison to potential vendors on the NSBE Licensing Committee
- Shall work with Conference Planning Committee on Marketplace location and layout

SIG Representative (x2)

- Shall serve as a resource for SIG programming and operations
- Shall work with National Communications Chair to coordinate website content pertaining to Engineering Diversity
- Shall work with WHQ Representative and Engineering Diversity Chairperson with curating curriculum that encompasses traits from all 11 SIGs



National Finance Committee

(Under the direction of the National Finance Chairperson – nebfinance@nsbe.org)

The National Finance Committee coordinates and supports NSBE's revenue generation and partnership development activities within the bounds given by the National Finance Chair.

Revenue Diversity/Donor Relations Coordinator

- Shall assist in identifying potential revenue generators
- Shall assist in researching grant opportunities to which NSBE is or could be eligible to receive
- Shall assist in maintaining NSBE's relationships with annual donors and individual Givers
- Shall research potential industries that NSBE hasn't solicited or established a presence in (e.g. International, Private Equity)

Career Fair Planning/Execution Task Force Lead

- Shall ensure that proper corporate partner hiring information is gathered (i.e. Citizenship Requirements, GPA, Majors, etc.)
- Shall assist designated liaison in coordination of volunteers for convention and FRC career fairs
- Shall lead team of volunteers to mitigate challenges of convention career fair with incoming corporate relations manager
- Shall work with Regional Finance Chairs to determine BCA partners gifts and other partners form of appreciation



National International Committee

(Under the direction of the National International Chairperson – nebinternational@nsbe.org)

Vice Chair

- Shall preside over the committee meeting or other appropriate functions in the absence of the International Committee Chairperson
- Shall be responsible for managing the committee and their assigned tasks
- Shall follow up with committee members on any missing items or neglected tasks
- Shall maintain contact with the Vice-chairs of the regional International committees
- Develop and evaluate national projects and programs along with the Programs Chairperson
- Shall focus on initiatives and efforts to promote operational efficiency of the committee
- Develop and finalize the Committee meeting agendas
- Shall produce an official transition report at the close of the term of office
- Shall submit weekly updates to the committee
- Shall produce a monthly report and compile the monthly reports of committee
- Shall chair the membership zone of the International Committee

Finance Coordinator

- Shall be responsible for recording all expenditures
- Shall be responsible for maintaining and identifying new committee solicitation and fundraising activities
- Shall pursue ways to finance NSBE international programs and projects
- Shall coordinate with the National Treasurer, National Finance Chair and WHQ to support funding and solicitation efforts
- Shall produce an official transition report at the close of the term of office
- Shall submit weekly updates to the committee
- Shall submit monthly report to the committee Vice-Chairperson

Secretary

- Shall record and produce detailed minutes of all Committee meetings and other meetings deemed necessary and, upon completion, distribute these minutes to the region
- Shall develop an operational calendar of International events
- Shall coordinate with the Regional International Committees Secretary's as well as the National Secretary
- Shall see that all chapters in all regions receive the information and materials they need in order to function efficiently
- Shall develop and maintain the International Directory
- Shall coordinate and evaluate the intra-board and inter-chapter communications
- Shall produce an official transition report at the close of the term of office
- Shall chair the communication zone of the International Committee
- Shall submit weekly updates to the committee
- Shall submit monthly report to the committee's Vice-Chairperson



Publications/Public Relations Coordinator

- Shall produce press releases, compile articles, and submit stories to NSBE publications, web site and other publications
- Shall manage all social media hosted by the committee
- Shall produce an official transition report at the close of the term of office.
- Shall submit weekly updates to the committee
- Shall submit monthly report to the committee's Vice-Chairperson

Membership Coordinator

- Shall compile membership statistics and make them available to the public
- Shall help coordinate chapter charter renewals
- Shall maintain updated rosters of members and chartered chapters
- Shall encourage the creation of new NSBE chapters
- Shall identify potential international chapters to charter within the regions
- Shall produce an official transition report at the close of the term of office
- Shall coordinate to the Regional International Chairs on an as-needed basis
- Shall submit weekly updates to the committee
- Shall submit monthly report to the committee Vice-Chairperson

Consulting Design Olympiad (CDO) Coordinator

- Shall report to programs coordinator
- Shall ensure the CDO toolkit is up-to-date and easy to use
- Shall prepare other necessary documents for CDO
- Shall work with telecommunications to ensure the CDO is on the website
- Shall serve as secondary contact for CDO related inquiries
- Shall produce an official transition report at the close of the term of office
- Assist in organizing and facilitating the pairing of teams
- Shall establish a CDO committee to facilitate CDO development
- Shall submit monthly report to the committee Vice-Chairperson
- Shall chair the communication zone of the International Committee

Programs Coordinator

- Shall design and implement methods by which chapters may learn how to create and maintain programs
- Shall work with the Vice-Chairpersons and National Programs Chairperson in order to develop uniform programs in keeping with the goals of the society
- Shall produce an official transition report at the close of the term of office
- Shall chair the Program zone of the International Committee
- Shall submit monthly report to the committee Vice-Chairperson
- Shall chair the communication zone of the International Committee



NSBE International Conference Planning Committee

- Shall recruit and charter International chapters
- Shall support existing International chapters
- Shall enhance public relations for NSBE
- Shall share the NSBE Vision with stakeholders in other countries
- Shall expose membership to other cultures, ideas, technology, and experience
- Shall establish contact with parties to strengthen the organization and the community
- Shall develop the conference program under the direction of the National Programs Chairperson
- Shall produce an official transition report at the close of the term of office
- Shall submit monthly report to the committee Vice-Chairperson
- Shall chair the communication zone of the International Committee

Telecommunications Coordinator

- Shall coordinate telecommunication with the Secretary
- Shall maintain the international committee's web page and update it with contact information, newsletters, scholarship and job announcements, links to chapters' websites, etc.
- Shall maintain contact with the regional international committees' Telecommunications Chairpersons and assist them in fulfilling their responsibilities
- Shall submit weekly updates to the committee
- Shall submit monthly report to the committee Vice-Chairperson
- Shall chair the communication zone of the International Committee



National Leadership Institute (NLI) Committee

(Under the direction of the National Leadership Institute Chair – nebnli@nsbe.org)

The purpose of the National Leadership Institute committee is to develop and coordinate year-round leadership opportunities across the society. The committee's focus, through curriculum development and leadership recruitment, is to enhance the skills of our leaders at all levels and grow the leadership pipeline of the society.

National Leadership Conference (NLC) Chairperson

- Shall be responsible for the integration of all sponsor or host site events and activities into the conference agenda.
- Shall work with the WHQ Project Manager, Host Site Representative and the NLI Chair to evaluate all agenda facility placements.
- Shall coordinate with the National Vice Chairperson in planning the Opening Session, General Sessions and Closing Session.
- Shall develop all meeting agendas and produce detailed meeting minutes for all Administrative Zone and NLCPC meetings.
- Shall present regular and timely progress reports to the National Executive Board.
- Shall participate in the site selection process.
- SIGNATURE PROJECT: 2023 NLC

Director of Leadership Development

- Oversee operations of the dissemination of training to the regional and national leadership
- Establishes comprehensive on-boarding initiatives for regional and national leaders.
- Works closely with the Regional Leadership Chairs to establish comprehensive support to chapters for leadership development.
- Coordinate marketing strategies for leadership programs, events, and resources.
- SIGNATURE PROJECT: Gary S May Shadow Initiative

Director of Media & Learning Resources

- Oversees the development and archival of training materials for national, regional, and chapter leaders, which includes virtual training materials and tools for collaborative learning.
- Coordinates the publishing of online tools and resources for leadership development.
- Manages the content of the NSBE Leadership section of www.nsbe.org.
- SIGNATURE PROJECT: NSBE Modules

Director of Leadership Recruitment & Sustainability

- Oversees all marketing initiatives for educating NSBE members and current leaders about leadership opportunities (including chapter, regional, and national positions).
- Works closely with the National Parliamentarian to establish recruiting efforts for elections and appointment process throughout the year.
- Coordinate marketing strategies for leadership recruitment.
- Responsible for working with the National Vice-Chairperson and Regional Vice-Chairpersons to help improve the working environment for volunteer leadership in the society.
- Drives efforts to reclaim past leaders who are interested in helping mentor and coach current leadership and coordinate marketing strategies for leadership recognition.



- SIGNATURE PROJECT: NSBE Leadership Recruitment Plan

NLI Support Assistants

- This is a task-oriented role open to multiple people who are interested in supporting the NLI initiatives for NLI Chair and other NLI committee members



National Membership Committee

(Under the direction of the National Membership Chairperson – nebmembership@nsbe.org)

Mentorship Initiative Coordinator

- Shall assist with the development and implementation of the mentorship program across all NSBE demographics
- Shall evaluate mentorship structure and recommend processed to improve the program
- Shall work with National Membership Chair to Develop mentorship program evaluation tools
- Shall manage evaluation data collection
- Shall compile monthly data into an operational summary
- Shall perform any other duties as directed by the National Membership Chair

Chapter Chartering Coordinator

- Shall assist domestic collegiate, professional, and NSBE Jr. Chapters in the re-chartering process
- Shall work with the Regional Chairpersons to identify chapters within their regions that can be re-chartered
- Shall assist National Membership Chair with developing chapter start-up tool kit
- Shall manage metrics of re-chartered chapters
- Shall develop methods to assist with the sustaining of the re-chartered chapters
- Shall assist in follow up with re-chartered chapters from previous year

Research & Statistics Coordinator

- Shall be responsible for helping to create surveys that will provide information and insight on NSBE members
- Shall work with the Membership Zone to ensure that quality data about the membership is being collected and analyzed
- Shall work with the Membership Chair to perform a service capacity assessment to determine the extent of the resources NSBE has to offer
- Shall assess industry statistics to determine if NSBE is fulfilling its mission through industry impact (Engineering Workforce Commission, etc.)

NSBE Jr Development Coordinator

- Co-Manages the NSBE Jr Ambassador Program
- Work with the NLI Chair to create and maintain the NSBE Jr Leadership development Track
- Responsible for coordinating the PCI mentorship Workshops
- Assists National Membership chair with collecting and tracking data related to NSBE Jr and PCI Programing
- Work with the National International Chair to provide resources and help charter NSBE Jr Chapters Abroad
- Any other responsibilities assigned by the National PCI Chair
- Shall produce a transition report at the close of the term of office

Community College Initiative Chair

- Conducts research of community college STEM accreditations
- Shall develop a plan of action to establish chapters at community colleges
- Shall lead the committee in developing a welcome/informational packet to send to community colleges
- Shall assist all community colleges through the charting process
- Shall ensure that current community college chapters have all the tools to be successful



- Shall determine the feasibility of the creation of programmatic structure to address the needs of the community college members in conjunction with the National Programs Chair and National Academic Excellence Chair



National Pre-College Initiative (PCI) Committee

(Under the direction of the National PCI Chairperson – nebpci@nsbe.org)

The purpose of the National Pre-College Initiatives Committee is to support the National PCI objectives for the year. We will engage, develop, and inspire PCI students through programmatic excellence, consistent communication, and proactive support.

National PCI Publications Chair

- 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.
- Develop promotional materials for PCI programs, scholarships and conferences.
- Provide direction on editorial content for The NSBE Bridge with the consultation of the PCI Chairperson, the Publications Chairperson and the NSBE Bridge Editor.
- Evaluate, approve, and finalize the content of The NSBE Bridge with the assistance of the NSBE Bridge Editor.
- Develop and manage Social media platforms for the purpose of networking the NSBE Jr Demographic, following the recommendations of the National Secretary.
- Produce an official transition report at the close of office.

National NSBE Jr Ambassadors (1 per Region)

- Each candidate must meet the following qualifications to be considered for appointment
 - Be a NSBE Jr member in Good Standing according to the NSBE Code of Conduct
 - Be at least 15 years old by December 31st of application year
 - Have at least a 3.0 GPA on a 4.0 Scale
 - Must be able to attend National Convention
 - Submit an application with all required documents to the National PCI Chair
- National NSBE Jr Ambassadors will have the following responsibilities
 - Will serve as the voice for the NSBE Jr demographic on the PCI Committee
 - Will create workshops and events that align with the PCI Vision
 - Will help improve the effectiveness of NSBE Jr Toolkits and information
 - Any other responsibilities assigned by the National PCI Chair or NSBE Jr Development Coordinator
 - Shall produce a group transition report at the close of the term of office
 - Will serve their term until August 31st.

NSBE Jr Advisor Committee Co-Chairs (x3)

- Each candidate must meet the following qualifications to be considered for appointment
 - Must be a NSBE Member in good standing with the NSBE Code of Conduct
 - Must have at least 5 years of Advisor/Chaperone experience with a NSBE Jr Chapter
 - Must be Nominated by the National or Professional PCI Chair and then elected by NSBE Jr Advisor Committee



- Advisor Committee Co-Chairs will have the following responsibilities
 - Chair NSBE Jr Advisor Committee meetings
 - Provide the National PCI Committee with documented communication and feedback from the Advisor Committee
 - Work with WHQ to coordinate SYMI Program curriculum
 - Coordinate Additional advisor support for NSBE Jr. Chapters as assigned by the National or Professionals PCI Chair
 - Assist the CPC PCI Liasson with the PCI Mini-Conference agenda planning
 - Any other tasks assigned by the National or Professionals PCI Chairperson
 - Shall produce a transition report at the close of the term of office
 - Will serve renewable 1-year terms.

NSBE Jr Development Coordinator

- Co-Manages the NSBE Jr Ambassador Program
- Work with the NLI Chair to create and maintain the NSBE Jr Leadership development Track
- Responsible for coordinating the PCI mentorship Workshops
- Assists National Membership chair with collecting and tracking data related to NSBE Jr and PCI Programing
- Work with the National International Chair to provide resources and help charter NSBE Jr Chapters Abroad
- Any other responsibilities assigned by the National PCI Chair
- Shall produce a transition report at the close of the term of office

PCI Programs Unity Chair

- Will sit in on the Academic Excellence Committee to develop NSBE Jr opportunities within AEx
- Will sit on the T.O.R.C.H Committee and create and disseminate volunteer opportunities to NSBE Jr Students
- Will report to the Engineering Diversity chair to expose NSBE Jr students to the multitude of career options with a STEM degree.
- Any other responsibilities assigned by the Programs zone approved by the National PCI Chair
- Shall produce a transition report at the close of the term of office



National Publications Committee

(Under the direction of the National Publications Chairperson – nebpub@nsbe.org)

The Editorial Board shall:

Be composed of the National Publications Chairperson, the NSBE Professionals Publications Chairperson, an Advisory Board member designated by the National Advisory Board Chairperson, and three Members-At-Large designated by the National Publications Chairperson to be approved by the National Executive Board; the Editor, the Publisher, and the Chief Executive Officer who shall serve as ex officio members without vote.

- Review and approve the editorial calendar for each publication prior to the submission of the calendars to the National Executive Board for final approval.
- Develop and oversee all policies concerning editorial content for all Society national publications.

The Policy Board shall:

Be composed of the National Publications Chairperson, WHQ communication/marketing personnel, the National Treasurer, The Regional publication/public relation chairperson(s), and an Advisory Board member designated by the National Advisory Board Chairperson and approved by the National Executive Board, the NSBE Professionals Publications Chairperson; the Publisher, and the Chief Executive Officer who shall all serve as ex officio members without vote.

- Set overall policies of a non-editorial nature. These responsibilities shall include, but not be limited to, the recommendation to the National Executive Board of the budget, advertising rates, personnel requirements, and other administrative issues.
 - Set rules of engagement for content material on publication channels.
 - Develop and/or update crisis management protocol for incidents that harm or involve the integrity of NSBE as an organization and brand.
 - Set content requirements for content material provided by membership to publication channels.
- Set NSBE Journal annual topic(s)
 - Identify Guest editor, Journal reviewers, and journal editor and committee.

The NSBE Bridge Editorial Board shall:

Be composed of the National PCI Publications Chairperson, the PCI Chairperson, the National Publications Chairperson, the Professionals PCI Chairperson, Two NSBE Jr. National Ambassadors appointed by the National PCI Publications Chairperson and approved by the National Executive Board, and two professional educators appointed by the National PCI Publications Chairperson and approved by the National Executive Board and the NSBE Bridge Editor who shall serve as an ex officio member without vote. The Board shall be chaired by the National PCI Publications Chairperson.

- Review and approve the editorial calendar for the NSBE Bridge prior to the submission of the calendar to the National Executive Board for final approval. c. Develop and oversee all policies concerning editorial content for The NSBE Bridge.
- Shadow Editor-in-Chief for NSBE Journal





National TORCH Committee

(Under the direction of the National TORCH Chairperson – nebtorch@nsbe.org)

The purpose of the Technical OutReach and Community Help (TORCH) Committee is to assist the National TORCH Chair in fulfilling the oversight responsibilities relating to developing, implementing, and monitoring TORCH events and programs related to the NSBE 2025 Strategic Plan.

Director of Resources

- Work with committee to ensure that all chapter and regional TORCH resources are current and accessible.
- Collect feedback from membership on existing resources and develop needed resources.
- Work with Director of Strategic Development to develop and maintain resources on TORCH program effectiveness.

Director of Communication

- Work with Chairperson and committee to coordinate all official, external communication regarding TORCH activity
- Work with Chairperson to ensure that TORCH material is prepared for inclusion in
- NSBE publications
- Manage TORCH social media accounts and online content
- Generate TORCH publications
- Maintain metrics and report on public engagement with TORCH through media
- Produce and collect media documentation of TORCH activities
- Work with committee to develop and implement publicity strategies and campaigns

Cultural Engagement Coordinator

- Develop NSBE's disaster response policy and develop and coordinate the TORCH disaster response program
- Develop metrics to measure the effectiveness of the Community Help Initiative.

Director of Community College Engagement

- Determine the feasibility of the creation of programmatic structure to address the needs of the community college members in conjunction with the National TORCH Chair, National Academic Excellence Chair, and National Membership Chair.
- Work to establish a point of contact (POC) at identified community colleges.
- Conducts research of community college STEM accreditations.

Director of RISE Strategic Development

- Work with Chairperson and committee to develop, revise and implement RISE program
- Maintain progress reports on accomplishment of short term, mid-term, and long-range strategic goals.
- Work with the director of partners and resources to identify government, community, industry, nonprofit partnership for TORCH.
- Goal: Standardize RISE

PCI Programs Unity Chair



- Will sit in on the Academic Excellence Committee to develop NSBE Jr opportunities within AEx
- Will sit on the T.O.R.C.H Committee and create and disseminate volunteer opportunities to NSBE Jr Students
- Will report to the Engineering Diversity chair to expose NSBE Jr students to the multitude of career options with a STEM degree.
- Any other responsibilities assigned by the Programs zone approved by the National PCI Chair
- Shall produce a transition report at the close of the term of office



National Programs and Resources Committee

(Under the direction of the National Programs Chairperson – nebprograms@nsbe.org)

The aim of this committee is to develop and identify the best methods of program implementation and resource development for the benefit of our society and communities.

Special Projects Coordinator (x4)

- Assist in developing and coordinating special projects designated by the National Programs Chair
- Provide a detailed report of each project's outline and timeline for completion to the National Programs Chair
- Provide a progress report on the status of each project on a timely basis as specified by the National Programs Chair

Data Analyst

- Assist in developing and coordinating special projects designated by the National Programs Chair
- Provide a detailed report of each project's outline and timeline for completion to the National Programs Chair
- Provide a progress report on the status of each project on a timely basis as specified by the National Programs Chair

Metrics Strategist

- Shall help structure polls and data collection methods used in programs
- Shall create/modify polls as directed by the Programs Chair
- Shall assist the Programs Chair with determining the best ways to measure the impact and effectiveness of NSBE's Programs



National Public Relations Committee

(Under the direction of the National PR Chairperson – nebpr@nsbe.org)

The National Public Relations Committee shall be responsible for the oversight and administration of all national publications regarding the NSBE brand.

Website and Social Media Development Liaison

- Shall work with the National Public Relations Chair to coordinate website content pertaining to the National Executive Board.
- Shall work closely with the National PR Chair to assist in handling any social media related activities while adhering to NSBE social media protocol and NSBE logo policy.
- Shall be responsible for developing engaging Marcomm processes and content, with the help of the National PR Chair.
- Shall be responsible for building partnerships with Regional PR Chairs that will enhance their overall leadership skillset.
- Shall fulfill any additional duties as assigned by the National PR Chair.
- Shall produce an official transition report at the close of the term of office.