

Think Green! Please do not print unless absolutely necessary

**National Committee**

**VERSION 1.0**

**Appointment Information Packet August 2023**

Table of Contents

[Table of Contents 2](#_Toc15937552)

[NSBE National Committees 3](#_Toc15937553)

[Qualifications for Appointment to a National Committee 4](#_Toc15937554)

[Application for Appointment 4](#_Toc15937555)

[National Committee Application Checklist 5](#_Toc15937556)

[National Committee Descriptions 6](#_Toc15937557)

[National Academic Excellence Committee 6](#_Toc15937558)

[National Community College Initiative Committee 8](#_Toc15937559)

[National Documents and Policy Committee 9](#_Toc15937560)

[National Engineering Diversity Committee 10](#_Toc15937561)

[National Finance Committee 11](#_Toc15937562)

[National International Committee 12](#_Toc15937563)

[National Leadership Institute (NLI) Committee 15](#_Toc15937564)

[National Membership Committee 17](#_Toc15937565)

[National Pre-College Initiative (PCI) Committee 18](#_Toc15937566)

[National Programs and Resources Committee 21](#_Toc15937567)

[National Publications Committee 22](#_Toc15937568)

[National TORCH Committee 23](#_Toc15937569)

# **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 (CPC)

*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 Institute 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 Chairperson*

13. Standards and Ethics Committee

*Chair: Member of NAB*

14. Programs & Resource Development Committee

*Chair: National Programs Chairperson*

 **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 the NSBE website at [APPLICATION LINK TO BE INSERTED HERE]
* 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 the NSBE website. 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 Community College Initiative Committee
* National Document and Policy 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 Telecommunications 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 the NSBE website. 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.

### NSBE Retention Program Chapter Coordinator

* 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

### Graduate Student Coordinator

* Shall represent the interest of the NSBE graduate student membership on the Academic Excellence Committee (AEC)
* Shall work with the Retention Program Chapter Coordinator to implement the Graduate Retention Program
* 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

### 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 innovative competitions at FRC and Annual Convention
* Shall produce an official transition report at the close of office

### Communications Coordinator

* Shall record and distribute meeting minutes of all AEC meetings/conference calls.
* Shall maintain archives of all AEC documents
* Shall work with the National Communications Chair on the maintenance of the AEx website
* Shall educate membership on activities of the AEC and facilitating AEx discussion among leaders and members at regional conferences, annual convention and through various media as determined by the National Academic Excellence Chair
* Shall work with the Communications Zone and International Committee on the development and distribution of promotional materials for academic excellence programs and scholarships
* Shall work with the National Academic Excellence Chair and GPA Initiative Coordinator to develop academic data sharing tools for society.
* Shall work with GPA Initiative Coordinator to disseminate GPA verification information
* Shall produce an official transition report at the close of office

### 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 colligate members with below a 3.0 and GPA improvement
* Shall work with WHQ to improve the GPA verification process for membership
* Shall work with the Communications Coordinator to disseminate GPA verification information
* Shall produce an official transition report at the close of office

### Research, Technical Development, and Academic Resource Coordinator

* Shall work with the National Academic Excellence Chair on the creation/implementation of academic programs
* Shall support the Retention Chapter Coordinator in the development of content and workshops to support study skill development
* Shall maintain and develop a library of resources for academic success.
* Shall document educational resources in specific regions and communities and distribute relevant information to the NEB and membership
* Shall be responsible for researching and maintaining an internship and research opportunity database for opportunities in industry and academia
* Shall keep track of/promote innovative programs for the technical development of members
* Shall work to increase member participation in partner technical organizations
* Shall develop learning-based programming to develop members’ technical and research skills
* Shall produce an official transition report at the close of office

## **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

### Workshop Development Coordinator

* Shall be responsible for developing engaging workshops representing career pathways within engineering
* Shall be responsible for bringing workshop agendas and topics to the National Engineering Diversity Committee for discussion
* Shall be responsible for building partnerships that will enhance workshop content for the NSBE membership, as a whole
* Shall work with National Engineering Diversity Chair to connect NSBE SIGs to present at Fall Regional Conferences

### Entrepreneurship Resource Coordinator

* Shall aid in evaluating current business plan learning modules
* Shall help locate African American Owned Businesses in STEM and maintain a directory of listings
* Shall serve as member of the Entrepreneurship Special Interest Group (SIG)
* Shall be responsible for development and management of NSBE Entrepreneur Resource Guide

### Engineering Diversity Resource Coordinator

* Shall develop content to aid members pursuing nontraditional engineering career paths (medicine, law, business, etc.).
* Shall work with the NSBE SIGs Directors to identify resources to aid members pursuing such career paths
* Shall work with Communications Zone to present content in an easily accessible way for the membership

### Business Diversity Coordinator

* 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

### 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 Conference Planning Committee on Marketplace location and layout

## **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 assist donors and givers in maximizing the appreciation of their contributions

### 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 distribute BCA partner gifts
* Shall assist in the distribution of refreshments and other conveniences to corporate partners

### Liaison for Chapter Fundraising

* Shall actively help Chapters in identifying fundraising strategy based on need in collaboration with Regional Finance Zones
* Shall assist in partnering Chapters with funding opportunities from corporate supporters in the local community

## **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: 2020 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: NSBE Fellows**

### 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**

## **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.)

## **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.

### PCI Leadership Development Chair

* Coordinate all programs established within the PCI Leadership Development Track under the management and direction of both the NEB PCI Chairperson and PEB PCI Chairperson.
* Develop standard procedures and guidelines for mentoring programs of pre-college students.
* Work with National NLI Chair/Committee to develop leadership development curriculum for pre-college demographic.
* Establish and maintain tracking database which monitors student participation within
* Leadership Development.
* Develop and distribute resources related to PCI Leadership Development to Regional
* Counterparts.
* Work with Regional Counterparts and National NLI Chair/Committee to implement NSBE Jr. Leadership Training at Regional FRCs.
* Produce an official transition report at the close of office.

### PCI Academic Development Chair

* Coordinate all programs established within the PCI Academic Development Track under
* the management and direction of both the PCI Chairperson and Professional PCI Chairperson.
* Work with National AEx Chair/Committee to develop PCI academic support program.
* Develop standard procedures and guidelines for mentoring and/or tutoring programs of pre-college students.
* Develop and modify judging criteria for PCI scholarships and awards.
* Advise and inform regional PCI Chairs of SAT/ACT testing dates, deadlines, and strategies, in order that information may be disseminated to pre-college students.
* Establish and maintain tracking database which monitors student participation within
* Academic Development.
* Produce an official transition report at the close of office.

### 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.

### PCI Competitions Logistics Coordinator

* Serve as primary point of contact for questions concerning Science Fair and other PCI Mini Conference Competitions
* Oversee the delivery of necessary materials, information, and resources for Science Fair and other PCI Mini Conference Competitions
* Oversee all operations and measures pertaining to the Science Fair and other PCI Mini
* Conference Competitions
* Produce an official transition report at the close of office.

### NSBE Jr. Chapter Development Coordinator

* Manage and coordinate the chartering and renewal of NSBE Jr chapters.
* Maintain and distribute the NSBE Jr. Toolkit and NSBE Jr. Chartering Packet for Implementation. These documents contain the necessary information for the development and operation of a NSBE Jr chapter.
* Work with National Membership Chair/Committee on membership recruitment/development efforts as the representative of the pre-college demographic.
* Develop and distribute FRC PCI Toolkits to Regional Counterparts.
* Produce an official transition report at the close of office.

### Technical Development Coordinator

* Coordinate all programs established within the PCI Technical and Development Track
* under the management and direction of both the PCI Chairperson and Professional PCI Chairperson.
* Coordinate standard regional science and design competitions for conferences.
* Establish and maintain tracking database which monitors student participation within
* Technical Development.
* Develop and distribute resources related to PCI Technical Development to Regional
* Counterparts.
* Produce an official transition report at the close of office.

### PCI Logistics Coordinator

* Assist the National PCI Chair with the implementation of National PCI Programs.
* Oversees administration of committee.
* Any additional duties as assigned by the National PCI Chair, including acting in place of missing committee position.
* Produce an official transition report at the close of office.

### PCI Advisor Liaison

* Assist the National PCI Chair and WHQ with communication coordination between
* committee and NSBE Jr. advisors
* Coordinate monthly meetings with advisors and NSBE Jr. members
* Work with WHQ to coordinate SYMI Program curriculum.
* Document communication and feedback from NSBE Jr. advisors and
* Coordinate additional advisor support for NSBE Jr. chapters as assigned by National PCI Chair.

### Website and Social Media Development Liaison

* Work with National Communications Chair to coordinate website content pertaining to PCI demographic.
* Coordinate content distribution with National PCI Publications Chair and other PCI committee members.
* Will be in charge of all PCI social media platforms and will be responsible for content related updating.
* Work closely with the PR chair to handle any PCI social media related activities and adhere to NSBE social media protocol.
* Any additional duties as assigned by the National PCI Chair.

### PCI Chair Emeritus

* Will be present for PCI team calls except on request of PCI Chair to be absent.
* Will act as the PCI chair representative if PCI Chair is not present during PCI committee calls.
* Assist National PCI chair in selection of committee members.
* Any additional duties as assigned by the National PCI Chair.

## **National Publications Committee**

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

### Vice Chair

* Shall preside over the committee meeting or other appropriate functions in the absence of the Publications 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

## **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 Strategic Development**

* Work with Chairperson and committee to develop, revise and implement TORCH strategic plan.
* Maintain progress reports on accomplishment of short term, mid-term and long-range strategic goals.
* Work with the director of partnership and resources to develop metrics to measure success of strategic goal.
* Work with the director of partners and resources to identify government, community, industry, nonprofit partnership for TORCH.

### Director of Partnership

* Work with the Chairperson and the committee to identify, develop and maintain partnerships for TORCH programming at the national level
* Work with Director of Strategic Development to identify government, community, industry, nonprofit partnerships for TORCH.
* Support chapters and regions in developing local TORCH partnerships

### 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.

## **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

* 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