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NATIONAL SOCIETY OF BLACK ENGINEERS

NATIONAL EXECUTIVE BOARD CANDIDATE HANDBOOK

January 2023



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Introduction from the National Parliamentarian



Greetings Potential NSBE Leader,

I first would like to congratulate and commend you on your pursuit to become a member of the National Executive Board of the National Society of Black Engineers! The National Executive Board (NEB) is responsible for setting the direction and policies for the organization, overseeing NSBE on a holistic level, and monitoring results to ensure the organization is achieving its mission. Serving the membership as a member of the NEB 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 multi-million dollar annual budget. More

importantly, a commitment to lead is a commitment to serve our members and build upon the legacy of other servant leaders.

To ensure you are prepared for your future leadership role, we have developed a National Candidate certification process, the requirements of which are outlined in this handbook. All NEB Declaration of Intent applications will be reviewed on a rolling basis. Please contact the National Parliamentarian to determine the status of your application.

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

Godspeed,

Jorge R. Zamudio

2022 – 2023 National Parliamentarian

nebparliamentarian@nsbe.org



National Candidacy Eligibility

ELECTED NEB POSITION

In order to be eligible as a candidate for an **ELECTED** National position, you must:

1. Be a Member in good standing
 - The term Member is defined in National Constitution Article III, Section 3 (a)
 - Good standing is determined by your academic status at your college/university
2. Have a **minimum classification of junior** undergraduate status or the equivalent for the elected term.
 - Be registered as a **FULL-TIME** student the academic semester prior to the beginning of the elected term (Spring 2023) and must not have a graduation date sooner than December 2023.
 - Must be working towards a **degree in engineering, engineering technology, or applied/physical science** in an accredited program
3. Complete all requirements outlined in this document by the designated deadlines

APPOINTED NEB POSITION

In order to be eligible as a candidate for an **APPOINTED** National position, you must:

1. 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)
 - Good standing is determined by your academic status at your college/university.



National Executive Board Elected and Appointed Positions

Applications for the following positions are currently being accepted:

Elected National Executive Board Positions

National Chairperson
National Vice-Chairperson
National Secretary
National Treasurer
National Programs Chairperson
National Membership Chairperson
International Committee Chairperson
National Communications Chairperson
National Public Relations Chairperson
National Publications Chairperson
National Finance Chairperson
National Academic Excellence Chairperson
National Pre-College Initiative Chairperson
National TORCH Chair

Appointed National Executive Board Positions

National Parliamentarian
National Financial Controller
National Assistant Treasurer of Special Projects
National Engineering Diversity Chairperson
National Leadership Institute Chairperson
National Technology Chairperson

For more information on these positions, please refer to the National Constitution and National Bylaws (<https://www.nsbe.org/about-us/official-downloads>)



National Candidate Certification Process

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

In order to be certified as a National Candidate, you must complete the following:

PHASE 1: Application

Initial application will be reviewed on a rolling basis, but must be submitted by the previously stated deadlines [online](#), and includes the following:

1) LEADERSHIP VERIFICATION

a) Undergraduate Students/Graduate Students

- i) Must be a paid collegiate or professional member (only for Graduate students seeking an appointed position)
- ii) Must submit an official (or unofficial) transcript/document directly from the institution in which you are currently enrolled that contains an official university seal/logo with the following information
 - (1) Your Full Name
 - (2) Your current 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 (i.e. College of engineering, college of computing, etc.)
 - (5) Your specific **major** under that college/school
 - (6) Classification (i.e. junior, senior, graduate student)
 - (7) Expected graduation date

Note: If candidate expects to graduate before September 15, they must show evidence of acceptance for enrollment in a graduate school full-time and must then be enrolled in graduate school full-time for the elected term of office.

If a graduate student's degree is not in an engineering, engineering technology, applied/physical science field, they must also provide a copy of their undergraduate transcript or diploma indicating your previous degree fell within one of the aforementioned categories and the name of the college/school within your institution.

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

**b) Professionals (Non-Students)**

- i) Must be a paid professional member
- ii) Must submit an official proof of degree; can be a transcript showing degree completion or a copy of your degree received indicating:
 - (1) Your full name
 - (2) Name of your college or university
 - (3) Your specific degree awarded within that college or university

2) ONE (1) RECOMMENDATION LETTER FROM AN ACTIVE NSBE MEMBER

The purpose of the recommendation is to provide perspective regarding your character, work ethic and commitment to the NSBE mission. You should select a NSBE member who can speak directly to your character, work ethic and accomplishments and potential as a NSBE leader. The recommendation will be posted with your profile in the National Candidate's Preview for elected positions and available to the NEB Elect for appointed positions. There are no restrictions on the recommender.

3) CANDIDATE LEADERSHIP RESUME

This document should not exceed 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 National Candidate's Preview for elected positions and available to the NEB Elect for appointed positions.

4) CANDIDATE STATEMENT: ESSAY RESPONSES

Essay Question 1 (500 word or less):

In reference to [NSBE's 2025 Strategic Plan](#) (Ready, Set, Go, Brand, Grow), if elected/appointed how do you plan to utilize your position to help NSBE achieve a goal in two of the listed areas? Please dedicate equal thought to each of your chosen areas.

Essay Question 2 (150 words or less):

As NSBE approaches it's 50th anniversary, it is critical to transform our value proposition to be reflective of an outstanding legacy and a brilliant future. How would you re-define NSBE's value proposition for 1) NSBE members and 2) society at-large?

This information will be posted with your profile in the National Candidate's Preview for elected positions and available to the NEB Elect for appointed positions.



- 5) Read the [National Campaign Practices Code](#) and electronically sign on your application form.

PHASE 2: NSBE Business Events and Leadership Training

After successfully completing Phase 1 of the application, National Parliamentarian will contact you regarding next steps in your application process. If verified, your initial training begins! All candidates must participate in the required events for convention and attend/perform all required leadership training tasks.

- 1) All elected position candidates must make strong effort attempts to participate in the National Leadership Orientation (NLO) on **TBA**.
 - a) Must be available to participate in the *National Candidates Q&A* to be held on **TBA**.
 - b) If elected or appointed, must be available to participate in the National Transition Meeting (NTM) hosted hybrid **TBA**.
 - c) If elected or appointed, must be available to travel to and participate in the *National Leadership Conference (NLC)* **TBA**.
 - i) Complete all NLC on line trainings



NEB CANDIDATE DECLARATION OF INTENT

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

1. National Candidate Application Form
2. Full Name (as it should appear on all materials)
 - a. University/College attending or Employer Name
 - b. Major or Degree
 - c. Classification (i.e. junior, senior, graduate student, professional)
 - d. Email Address & Phone Number (*not shared publicly*)
 - e. Professional Headshot Photo (*350 X 350 pixels*)
 - f. Candidate Leadership Resume
 - g. One (1) Letter of Recommendation
 - h. Verification Document(s) – *see National Certification Process section for details*
3. Responses to Essay Questions
4. Read and electronically sign the [National Campaign Practices Code](#)

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 deadline to submit these items is February 28, 2023 11:59 PM ET for elected positions and April 16, 2023 11:59 PM ET for appointed positions.

Please contact the National Parliamentarian to determine the status of your application.

All questions/concerns regarding National Executive Board verifications should be sent to nebparliamentarian@nsbe.org.

All questions/concerns regarding Professional Executive Board verification should be sent to pebparliamentarian@nsbe.org.