**National Society of Black Engineers**

Texas A&M University, Zachry Engineering Education Complex, Room 450N, 125 Spence St, College Station, TX 77843

March 3rd, 2019

Howdy!

I applaud you for your clear desire to serve your fellow NSBE members, and I also would like to congratulate you on taking the initiative to become a part of the 2019-2020 Chapter Executive Board. Next semester is bringing a number of challenges, new and old alike, for our chapter to face. However, I am confident that we will succeed in meeting each and every one of them and fulfilling the NSBE mission if we work together and do our best to honor our individual responsibilities. In the next few pages you will find the CEB Application and definitions of each position you are choosing to apply for. I ask that you complete this application ASAP and submit it by:

**Monday, April 1st, 2019 at 11:59 p.m. CST**

You can submit this application via email to your Texas A&M University NSBE Chapter Chair, Brittney Nelson .

tamunsbe.chair71@gmail.com

**"The greatest results in life are usually attained by simple means and the exercise of ordinary qualities. These may for the most part be summed up in these two-common sense and perseverance.”**

**-Owen Feltham**

Thanks & Gig’em!

R’riel Smith

NSBE Chair 2018-2019

 ADMINISTRATIVE ZONE

**SEC Representative**

1. Shall reside in the Administrative Zone and report to the Chairperson.
2. Shall present the CEB with information from SEC meeting within 24 hours of meetings.
3. Shall keep NSBE members informed of upcoming SEC events.
4. Shall apply for SEC funding on behalf of NSBE.
5. Shall attend all SEC meetings.
6. Shall confer NSBE’s interest in collaborative events with other Engineering Student Organizations.
7. Shall produce an official transition report at the close of the term of office.

**Senators**

1. Shall reside in the Administrative Zone and report to the Chairperson.
2. Must attend Fall Regional Conference and Nationals.
3. Shall attend senator workshops, national conference calls, and report back to chapter for voting purposes.
4. Shall cast votes on behalf of the Chapter in Regional and National elections.
5. Shall have a thorough knowledge of the chapter and national constitution.
6. Shall meet with the chairperson monthly to evaluate and discuss constitution knowledge status.
7. Shall provide support for the zone with the greatest need at any given time.
8. Should be the primary greeting party at the general body meetings.
9. Shall produce an official transition report at the close of the term of office.

**MEMBERSHIP ZONE**

**Membership Chair**

1. Shall reside in the Membership Zone and present monthly reports to the Vice-Chairperson.
2. Shall serve as unbiased representative of the membership to relay concerns and issues.
3. Shall coordinate and lead an “ice-breaker” activity at all general body meetings.
4. Shall compile membership statistics and make them available to the public.
5. Shall maintain updated rosters of members, majors, and contact information.
6. Shall report to the Regional Charter/Membership chairperson on an as-needed basis.
7. Shall keep track of all chapter member participation points and make these points available for review at each Chapter General Meeting, and on the TAMU NSBE website.
8. Shall decide Member of the Month based on points and participation in conjunction with the Top 5.
9. Shall fulfill requirements to facilitate MSC open house, Engineering Welcome, E Week, and Aggieland Saturday.
10. Shall promote the involvement in Yell Practice, A&M Sporting Events, Silver Taps, Breakaway, Muster, Big Event, etc. in order to get NSBE involved with campus activities.
11. Shall produce an official transition report at the close of the term of office.

**FINANCE ZONE**

**Finance Chairperson**

1. Shall reside in the Finance Zone and present monthly reports to the Treasurer

2. Responsible for the financial growth of the organization

3. Creates, plans, and executes activities to acquire funds, thereby ensuring quality programs offered by the organization (fundraising)

4. Manages the sales of NSBE paraphernalia

5. Provides advice for financial spending and ensures all spending is within the budget

6. Shall assist Treasurer in any way required

7. Shall produce an official transition report at the close of the term of office.

**Conference Planning Chairperson**

* + 1. Shall reside in the Finance Zone and present monthly reports to the Treasurer.
		2. Shall organize cost efficient travel and accommodations for all participants catering to the location and member requests.
		3. Shall select rates and discounts while pursuing the best economical arrangement of travel for all participants.
		4. Shall compile a post-conference report containing only newly developed procedures and issues.
		5. Shall maintain and enforce participation contracts for conferences.
		6. Shall have all travel contracts reviewed by Top five.
		7. Shall maintain communications with the Conference Planning Chairs for FRC, RLC, and National conferences.
		8. Shall revise and present to the Top 5 the conference travel contracts.
		9. Shall promote convention attendance.
		10. Shall produce an official transition report at the close of the term of office.

**COMMUNICATIONS ZONE**

**Public Relations Chairperson**

1. Shall reside in the Communications Zone and present monthly reports to the Secretary.
2. Shall compile and approve all Chapter publications (newsletter, brochures, presentations, letters, etc.) along with the Secretary.
3. Shall distribute information about NSBE to NSBE members, other organizations, corporations and the general public on time.
4. Shall design and have published informational brochures all carrying the NSBE logo and name, to distribute to NSBE chapters, high schools and the general public.
5. Shall be responsible for enforcing the proper use of the NSBE logo.
6. Shall make official statements for the organization with the approval of the Chairperson and Secretary.
7. Shall organize to speak at, and promote NSBE in Freshman Engineering classes.
8. Shall report to the Regional Publications Chairperson on an as-needed basis.
9. Shall be responsible for creating and posting flyers 2 weeks in advance to all activities unless otherwise prescribed, and send them to the Telecommunications Chair promptly.
10. Shall coordinate, develop, and update TAMU NSBE Chapter social media platforms
11. Shall promote chapter to chapter interaction via social networks
12. Shall take pictures and document all chapter events
13. Shall produce an official transition report at the close of the term of office

**COMMUNICATIONS ZONE**

**Telecommunications Chairperson**

1. Shall reside in the Communications Zone and present monthly reports to the Secretary.
2. Shall coordinate and develop the TAMU Chapter Website.
3. Shall consistently update all media outlets with relevant events and information.
4. Shall send out a bi-weekly inquiry for any update material for media outlets.
5. Shall promote chapter to chapter interaction via social networks.
6. Shall publish all material from the Public Relations Chair to the TAMU NSBE Website.
7. Shall produce an official transition report at the close of the term of office.

**PROGRAMS ZONE**

**Pre-College Initiative Chairperson/Co-Chairperson**

1. Shall reside in the Programs Zone and present monthly reports to the Programs Chairperson.
2. Shall supervise, advise, and assist in the coordination of the activities of the PCI- general meeting.
3. Shall ensure the implementation of PCI programs to provide an ideal educational and social atmosphere that focuses on:
	1. College aspects and transitioning from high school.
	2. STEM fields
	3. Scholarships
4. Shall report to the Regional PCI Chairperson on an as-needed basis.
5. Shall encourage involvement in Collegiate Chapter events.
6. Shall produce an official transition report at the close of the term of office.
7. Shall have a reliable transportation system to get back and forth from meetings and have to flexible to transport other members as well

**T.O.R.C.H. Chairperson**

1. Shall reside in the Programs Zone and present monthly reports to the Programs Chairperson.
2. Shall supervise, advise, and assist in the coordination of the activities of the TORCH- general meeting.
3. Shall ensure the implementation of TORCH programs to provide an ideal educational and social atmosphere that focuses on:
	1. Hands on STEM activities
	2. Implement critical thinking skills through activities
	3. Understanding of the importance of the activity and it’s final outcome for the students
4. Shall report to the Regional TORCH Chairperson on an as-needed basis.
5. Shall encourage involvement in Collegiate Chapter events.
6. Shall produce an official transition report at the close of the term of office.
7. Shall have a reliable transportation system to get back and forth from meetings and have to flexible to transport other members as well

**PROGRAMS ZONE**

**Academic** **Excellence Chairperson**

1. Shall reside in the Programs Zone and present monthly reports to the Programs Chairperson.
2. Shall oversee the research, development and implementation of academic excellence programs that meet the membership’s needs and focus on enhancing the retention rates among students.
3. Shall provide academic support service to the members in their pursuit of academic excellence.
4. Shall coordinate with LSAMP about speaking and promoting their program.
5. Shall regulate the Past Exam/Homework Drop Box.
6. Shall regulate and coordinate “family” study sessions.
7. Shall host one general study session per month with a workshop or speaker if available.
8. Shall organize and book rooms for chapter study sessions.
9. Shall work with the Programs chair to plan events for Academic Excellence Month.
10. Shall report to the Regional Academic Excellence Chairperson on an as-needed basis.
11. Shall produce an official transition report at the close of the term of office.

**Community Service Chairperson**

1. Shall reside in the Programs Zone and present monthly reports to the Chapter Programs Chair.
2. Shall organize and be responsible for community service programs/activities.
3. Shall host a NSBE Christmas, A Walk for Education and Big Event.
4. Shall promote and encourage participation in NSBE programs.
5. Shall lead the chapter’s efforts in the development of the Technical Out Reach Community Help (T.O.R.C.H.) Program in support of the national effort to bridge the digital divide.
6. Shall report to the Regional Community Service Chair (T.O.R.C.H. Coordinator) on an as-needed basis.
7. Shall produce an official transitional report at the close of the term of office.

**National Society of Black Engineers**

**Texas A&M Chapter**

**Application for the 2019-2020 Chapter Executive Board**

Name:

Position(s) of Interest:

Classification:

Major:

Phone Number:

E-mail Address:

Do you have at least a cumulative

GPR of 2.0 (3.0 for grad students)?

Are you in good standing with the university?

Do you have a semester GPR of at least 2.0?

Are you currently a financial member of TAMU NSBE?

Years involved with NSBE:

**∙ List any activities, program planning, or offices you have held within NSBE, including Pre-College Initiative**

 **∙ List other organizations that you participate in or have held offices with**

∙ **List any honors and/or scholarships that have been awarded to you**

**For the following questions, you may have one additional sheet:**

**1. What improvements or new ideas do you have for the position you are applying for?**

**2. What skills and/or qualities do you possess that would make you an asset to the**

**Chapter Executive Board?**

**3. Scenario: It is mid-semester and chapter participation is low. Your executive board is not attending meetings regularly, and their reports are not being turned in. What would you do to try to resurrect the chapter?**

**4. How do you plan to motivate members to attend events and participate in NSBE activities? What ideas do you have in increasing membership and keeping them active in NSBE?**

Signature: Date:

**Please submit your application by Monday, April 1st, 2019 at 11:59 p.m. CST. You can submit it via email to your newly elected Chair, Brittney Nelson at**

**tamunsbe.chair71@gmail.com**

If you have any questions please contact:

R’riel Smith,

tamunsbe.chair71@gmail.com