



2018-19 DMV NSBE, Jr. Executive Board Officer’s Handbook

Introduction2
DMV NSBE, Jr. Candidacy Eligibility3
DMV NSBE, Jr. Candidate Certification Process4
2018-19 DMV NSBE, Jr. Executive Board Candidate Declaration of Intent.....5
DMV NSBE, Jr. Executive Board Responsibilities6
 DMV NSBE, Jr. Elected Position Responsibilities6
 DMV NSBE, Jr. Appointed Position Responsibilities9
2018-19 DMV NSBE, Jr. Executive Board Candidate Checklist 13

Any questions concerning this handbook and any information it contains should be directed to one of the DMV NSBE, Jr. Advisors, at dmvnsbejr@gmail.com

Introduction

Nominations for Office & Intent to Run for the 2018-2019 DMV NSBE, Jr. Executive Board will be made at the August General Body Meeting with Elections held during the September General Body Meeting. The following positions are open for nominations:

The elected offices make up the DMV NSBE, Jr. Executive Officers. These offices are:

- DMV NSBE, Jr. President
- DMV NSBE, Jr. Vice President
- DMV NSBE, Jr. Secretary
- DMV NSBE, Jr. Treasurer
- DMV NSBE, Jr. Financial Secretary
- DMV NSBE, Jr. Senator

The appointed positions for the DMV NSBE, Jr. Executive Board are:

- Parliamentarian
- Programs Chairperson
- Membership Chairperson
- Publicity Chairperson
- Finance Chairperson
- Courtesy Committee Chairperson
- Logistics Committee Chair
- Middle School Representatives (2)
- Editor
- Historian
- Community Service Chair
- Webmaster

DMV NSBE, Jr. Candidacy Eligibility

In order to be eligible as a candidate for an **elected** DMV NSBE, Jr. Executive Office, you must:

- Be a current (paid) member of the National Society of Black Engineers (nationally) in good standing.
- Be a Pre-Collegiate member of the DMV NSBE, Jr. chapter in good standing. Chapter dues must be paid in full by July 31st, 2018.
- Be a student in Grades 9-12 in the DC Metro Area (or homeschooled); and have a minimum GPA of 3.2 – submitting their final June 2018 Report Card or Transcript.
- Have been a member in good standing of a NSBE, Jr. Chapter for at least one operational year immediately prior to the operation year for that office. ****If the candidate does not meet the criterion of prior NSBE, Jr. membership, then he/she must submit two letters of recommendations: one from an administrator (Principal, Assistant Principal or Dean of Students), and the other from a guidance counselor or teacher at their current school.**

In order to be eligible as a candidate for an **appointed** DMV NSBE, Jr. Office, you must:

- Be a current (paid) member of the National Society of Black Engineers (nationally) in good standing.
- Be a Pre-Collegiate member of the DMV NSBE, Jr. chapter in good standing. Chapter dues must be paid in full by July 31st, 2018.
- Be a student in Grades 5-12 in the DC Metro Area (or homeschooled); and have a minimum GPA of 3.2 – submitting their final June 2018 Report Card or Transcript.
- Have been a member in good standing of a NSBE, Jr. Chapter for at least one operational year immediately prior to the operation year for that office. ****If the candidate does not meet the criterion of prior NSBE, Jr. membership, then he/she must submit two letters of recommendations: one from an administrator (Principal, Assistant Principal or Dean of Students), and the other from a guidance counselor or teacher at their current school.**

For more information on these positions, please refer to the position descriptions described in this document.

DMV NSBE, Jr. Candidate Certification Process

In order to be certified as a DMV NSBE, Jr. Candidate, you must complete the following:

- Develop a Candidate Statement
 - This information will be included in the DMV NSBE, Jr. Elections Handbook which will be shared on the website and at the September Election Meeting. Basic demographic information will be provided in your profile so you do not need to mention it in your statement. *(350 words or less) **This should also be completed by those members wishing to be considered for an appointed position.*
- Develop a Leadership Resume
 - This document should highlight all of your NSBE leadership and/or relevant school or community leadership experience outside of NSBE, specifically as related to the position of application *(1 page or less)*. This resume will be included with your profile in the DMV NSBE, Jr. Candidate's Preview for elected positions. Note: Formatting may be altered when put into final package. ***This should also be completed by those members wishing to be considered for an appointed position.*
- Complete and submit a declaration of intent by **September 10th, 2018** to the current DMV NSBE, Jr. Parliamentarian, or one of the Advisors at dmvnsbejr@gmail.com if the chapter Parliamentarian position is vacant. To ensure candidate documents are distributed to the chapter before elections, please submit ALL documents by **September 10th, 2018**.
- Must be available to participate in the *DMV NSBE, Jr. Election Meeting (September General Body Meeting)* on **Sunday, September 16th 7, 2018** (only elected positions shall be voted upon).
- Must be available to participate in the *DMV NSBE, Jr. Executive Board Transition Meeting* – date and time to be determined (if elected to office).

2018 DMV NSBE, Jr. Executive Board Candidate Declaration of Intent

The **2018 DMV NSBE, Jr. Executive Board Candidate Declaration of Intent** is a Pre-College member's official statement of the intent to run/apply for a DMV NSBE, Jr. position. The Declaration of Intent should be submitted directly to the DMV NSBE, Jr. Parliamentarian or one of the Chapter Advisors if the office of parliamentarian is vacant. It is a series of questions that each applicant must answer. These answers are the basis of the information that is presented to the DMV NSBE, Jr. membership for elected positions or the DMV NSBE, Jr. Executive Board for appointed positions to allow them to make an informed selection for each position. All of this information will create your candidate profile (both Elected & Appointed Positions) that will be posted with the DMV NSBE, Jr. Candidates Preview*. Each applicant is required to provide the following while completing the Declaration of Intent:

✓ **DMV NSBE, Jr. Candidate Application Form****

- Position of Interest
- Full Name (*as it should appear on all material*)
- Address (*will not be published*)
- Email Address (*will not be published*)
- Phone Number (*will not be published*)
- Current School and Grade
- Membership Status and NSBE Membership Number
- Candidate Statement (*350 words or less*) - *a brief description of why you wish to serve in the position you have selected*
- Leadership Resume -*outline your leadership experience in NSBE, your school, and/or in other community organizations that applies to the position*

All submissions should be typed, spell-checked and proofread carefully before submitting because no editing will be performed on the content. All submissions should also meet the word limit. All words over the word limit will be omitted. *Please provide the aforementioned deliverables* to the DMV NSBE, Jr. Parliamentarian or Chapter Advisor at dmvnsbejr@gmail.com by **September 10th, 2018, to ensure candidate documents are distributed to the chapter before elections.**

DMV NSBE, Jr. Executive Board Responsibilities

In addition to the duties of each position, each member of the DMV NSBE, Jr. Executive Board is expected to...

- o Be a master of the mission and purpose of the organization
- o Manage people, projects and resources effectively
- o Work with the Chapter Advisors to make executive decisions on behalf of the DMV NSBE, Jr.
- o Strategize and focus on "the big picture" to drive the DMV NSBE, Jr. Chapter
- o Communicate professionally & with respect (working with our members, their parents, mentors, coaches, corporate sponsors and the public)
- o Have a global perspective & consider the NSBE National organization (not just our chapter)
- o Work closely with the DMV NSBE, Jr. Executive Board and the chapter Advisors to fulfill the mission
- o Attend all required meetings of the DMV NSBE, Jr. Executive Board.
- o Complete assigned duties as described below in a timely and efficient manner.
- o Ask for help from your fellow executive board members, the chapter advisors or the Howard University PCI Chair whenever needed.

DMV NSBE, Jr. Elected Position Responsibilities

According to the DMV NSBE, Jr. Bylaws, if the current DMV NSBE, Jr. President is not re-elected, the President assumes the position of DMV NSBE, Jr. President-Emeritus for 2018-2019.

PRESIDENT

- A. Preside at the Chapter Meetings
 - 1. Need to make the monthly agenda
 - a. Review the chapter minutes
 - b. Review emails regarding upcoming programs
 - c. Update members on upcoming NSBE events and competition – NOL
 - d. Decide which officers need to present reports at meeting
 - e. Items discussed during the Executive Board Meetings.
 - 2. Make sure Secretary/Publicity Chair coordinates with getting meeting notices out on-time.
- B. Preside at Chapter Executive Board Meetings
 - 1. Need to make agenda
 - 2. Need to make sure Secretary sends notice of meetings
- C. Preside at Chapter Retreat
- D. Attend NSBE Conventions
 - 1. Regional Leadership Conference
 - 2. Fall Regional Conference
 - 3. National Convention
- E. Prepare Regional Reports

PRESIDENT Continued....

- F. Shall serve as the representative of the Chapter.
- G. Shall appoint standing and special committee chairpersons with the advice and consent of the Executive Officers, except where otherwise provided for in this document.
- H. Shall appoint the following positions, with advice and consent of the Executive Board: Parliamentarian; Programs Chairperson; Membership Chairperson; Publicity Chairperson; Finance Chairperson; Courtesy Committee Chairperson; Logistics Committee Chair; Middle School Representatives (2); Editor; Historian; Community Service Chair and a Webmaster
- I. Shall be an *ex officio* member of all standing committees.
- J. Shall coordinate chapter activities with and get assistance from the Howard University PCI Chair.

VICE PRESIDENT

- A. Preside at Meetings in the Absence of the President
- B. Shall perform any activities, duties, and responsibilities as designated by the President.
- C. Officers' Reports – Make sure all Chapter Officers prepare reports for Chapter Meeting
- D. Prepare monthly report of Chapter programs to Regional Jr. Vice President.
- E. Will act as the Director of the "Programs Zone" of the chapter, and thereby oversee the Workshops, Guest Speakers, College Tours, and Special Events standing committees.
- F. Shall render reports and accountings to the General Membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines
- G. Attend NSBE Conventions
 - 1. Summer Camping Conference (If the chapter or various chapters plan)
 - 2. Regional Leadership Conference
 - 3. Fall Regional Conference
 - 4. National Convention

SECRETARY

- A. Shall take minutes of all meetings of the General Membership & the Executive Board.
 - 1. Use Chapter Agenda to draft Minutes/Action Items
- B. Shall make available the minutes to all members upon request.
- C. Send notices to the membership of chapter meetings
- D. Send any other notices which need to be distributed to the members to Chapter Advisors for distribution.

SECRETARY Continued...

- E. Prepare monthly reports for Regional Jr. Secretary
- F. Shall keep a register of the names and contact information of the current officers.
- G. Shall maintain a copy of the most updated version of chapter Constitution, Bylaws & Election Guidelines. Shall publish & disperse the minutes as required or requested.
- H. Shall require a record of activity from the Executive Board and Standing Committees.
- I. Will act as the Director of the "Communications Zone" of the chapter, and thereby oversee the Telecommunications and Publications standing committees.

TREASURER

- A. Shall keep an accurate account of all chapter funds.
- B. Shall deposit chapter funds with one of the chapter advisors.
- C. Prepare monthly Treasurer's reports.
- D. Check Balances of Bank Accounts with Financial Secretary.
- E. Shall maintain the membership roll, collect annual dues of the Chapter, and keep track of members' balances with the Financial Secretary.
- F. Work with the chapter advisors to prepare any required Tax Returns and reports for National Office.
- G. Prepare monthly reports for Regional Junior Treasurer.
- H. Shall work with the chapter advisors to consolidate operating expenses and prepare an overall chapter budget to be submitted to the Executive Board for approval prior to the deadline set by the President for budget submissions.
- I. Will act as the Director of the "Finance/Membership Zone" of the chapter, and thereby oversee the Fundraising & Sponsorship and Membership standing committees.
- J. In case of absence the duties of the office may be performed by any person whom the Executive Board may direct.
- K. Shall perform other tasks as assigned by the President and/or National Professional Extension Treasurer.

FINANCIAL SECRETARY

- A. Record and collect all payments made by members, donors & sponsors.
- B. Submit funds to Treasurer for deposit with report of activity/purpose of such funds.
- C. Check balances of bank accounts with Treasurer
- D. Send invoices to members with outstanding balances

SENATOR

- A. Attend Senate meetings at Conventions and Conferences & be the VOICE of your chapter at regional meetings.
- B. Vote on your chapter's behalf at regional meetings.
- C. Be knowledgeable of NSBE business
- D. Communicate regional/national changes to your chapter
- E. Be well versed in Robert's Rules of Order

DMV NSBE, Jr. Appointed Position Responsibilities

President Emeritus

1. Shall serve as a non-voting advisor to the President and to the DMV NSBE, Jr. Executive Board.

Parliamentarian

1. Shall serve as a non-voting member to the DMV NSBE, Jr. Executive Board.
2. Keep order at meetings, activities, and proceedings in accordance with Roberts Rules of Order.
3. Shall administer all election activities.
4. Shall supervise any revision of the chapter constitution and bylaws.

Programs Chair

1. Works with Howard University NSBE Collegiate PCI Programs Chair.
2. In charge of all non-competition programming like our Speaker Series, monthly workshops, programs and leadership development activities.
3. Assist chapter advisors with planning Monthly Black History Presentations.

Membership Chair

1. Prepare Chapter Roster by grade and alphabetically.
2. Provide monthly roster updates with help from the Advisors & President.
3. Contact new members to maintain current contact information.
4. Manage & update email groups as needed.
5. In charge of the Membership Drive
6. Work with Publicity Chair to design meeting flyers
7. Work with Financial Secretary regarding unpaid memberships

Publicity & Telecommunications Chair

1. In charge of any press releases and media contacts.
2. Working with Membership Chair on Chapter Flyers
3. Prepare monthly report to Chapter Vice President.
4. In charge of social media (Face Book, InstaGram & Twitter).
5. Works with the chapter Webmaster to update website.
6. Responsible for coordinating initiatives geared towards promoting Information Technology (coding, Hackathon's, etc)
7. Works closely with the Editor on the Chapter Newsletter.
8. In cooperation with other committees, shall support external publicity of chapter events.

Finance Chair

1. In charge of Fundraising Activities
2. Prepare monthly report to Chapter Vice President
3. Shall work with the chapter advisors and Howard University NSBE PCI Chair to identify and secure new financial resources.
4. Shall audit the book accounts on an annual basis.

Courtesy & Special Events Committee Chair

1. Coordinate refreshments for Monthly Chapter Meetings & Special Events like Open House; Monthly Workshops; and Corporate/Community Partner Reception Meetings.
2. Responsible for the coordination and implementation of the Annual End-of-Year BBQ.

Logistics Committee

1. Plan logistics for conference regarding transportation and housing.
2. Work with chapter advisors to plan conference activities for the chapter (college tours, sightseeing, etc)

Middle School Representatives (Male/Female)

1. Make Recommendations to Executive Board regarding middle school programs.
2. Prepare monthly report to Chapter President.

Editor

1. In charge of creating, updating & distributing the monthly chapter newsletter.

Historian

1. Recruit photographers & videographers for chapter events; create the chapter electronic yearbook for awards ceremony.

Community Service Chair

1. Works with President, chapter Advisors and PCI Chair to plan community service projects for the Chapter.

Webmaster

1. In charge of the chapter's Website; works with the chapter Publicity Chair to update the chapter Face Book, InstaGram & Twitter accounts.

Pre-College Initiative (PCI) Chairperson

1. Responsible for forging and retaining a working relationship between DMV NSBE, Jr. and Howard University NSBE (and other DC Metro Collegiate NSBE Chapters).
2. Shall be responsible for coordinating and sponsoring various activities/programs geared toward academic mentoring among the DMV NSBE, Jr. students.
3. Responsible for coordinating and sponsoring various activities/programs geared towards the promotion of academic excellence, leadership, as well as technical and cultural awareness among pre-college students.



2018-19 DMV NSBE, Jr. Candidate Application

Last Name	First Name
------------------	-------------------

Address

City	State	Zip Code
	()	

Telephone Number (Home)	Telephone Number (Cell Phone/Other)
--------------------------------	--

Email Address

Grade	School	Location (State)
--------------	---------------	-------------------------

NSBE Membership Status: Local Chapter/Nationally (Active or Not Active)	NSBE Membership Number
--	-------------------------------

Specify Local Chapter Affiliation

Position Applying For:

Elected Positions (Check the **one** position you wish to serve)

- President Vice President Secretary Treasurer Financial Secretary Senator

Appointed Positions (Check the position you wish to be considered for appointment)

- Parliamentarian Programs Chairperson Membership Chairperson
- Publicity Chairperson Finance Chairperson Courtesy Committee Chairperson
- Logistics Committee Chair Middle School Representatives (2) Editor
- Historian Community Service Chair Webmaster



Candidate Statement (350 words or less)

Leadership/NSBE Resume

2018 DMV NSBE, Jr. Executive Board Candidate Checklist

- ⇒ Research your desired position. Read the DMV NSBE, Jr Constitution & Bylaws, National Mission, Vision, and Objectives for more information. *Communicate with the chapter advisor or person currently in the position.*

- ⇒ Submit the **2018 DMV NSBE, Jr. Candidate Declaration of Intent** to one of the DMV NSBE, Jr. advisors or the Parliamentarian at dmvnsbejr@gmail.com by **September 10th, 2018**, to ensure candidate documents are distributed to the chapter before elections.

- ⇒ Prepare a 2 – 5 minute speech to give during the DMV NSBE, Jr. Candidate Q&A to be held during the DMV NSBE, Jr. General Body Meeting on **Sunday, September 16th, 2018**. Be prepared to answer questions from the DMV NSBE, Jr. Executive Board and membership.