



National Society of Black Engineers®

# 2017 NSBE DC Professionals Executive Board Candidate's Handbook

<b>Introduction</b>	<b>3</b>
<b>NSBE DC Professionals Candidacy Eligibility</b>	<b>4</b>
<b>NSBE DC Professionals Candidate Certification Process</b>	<b>5</b>
<b>2017 NSBE DC Professionals Executive Board Candidate Declaration of Intent</b>	<b>5</b>
<b>NSBE DC Professionals Executive Board Responsibilities</b>	<b>6</b>
NSBE DC Professionals Elected Position Responsibilities	7
NSBE DC Professionals Appointed Position Responsibilities	9
<b>2017 NSBE DC Professionals Executive Board Candidate Checklist</b>	<b>15</b>

Any questions concerning this handbook and any information it contains should be directed to the NSBE DC Professionals Parliamentarian, Narom Louis, at [parliamentarian@nsbedc.org](mailto:parliamentarian@nsbedc.org).



# The National Society of Black Engineers®

2017 NSBE DC Professionals Executive Board Candidate's Handbook

## Introduction

Elections for the 2017 - 2018 NSBE DC Professionals Executive Board will be held during the May General Body Meeting. The following positions are open for nominations:

The elected offices make up the NSBE DC Professionals Executive Officers. These offices are:

- NSBE DC Professionals President
- NSBE DC Professionals Vice President
- NSBE DC Professionals Secretary
- NSBE DC Professionals Treasurer

The appointed positions for the NSBE DC Professionals Executive Board are:

- NSBE DC Professionals President Emeritus
- NSBE DC Professionals Parliamentarian
- NSBE DC Professionals Telecommunications Chairperson
- NSBE DC Professionals Publications/Public Relations Chairperson
- NSBE DC Professionals Finance Chairperson
- NSBE DC Professionals Membership Chairperson
- NSBE DC Professionals Professional Development Chairperson
- NSBE DC Professionals College Initiative (CI) Chairperson
- NSBE DC Professionals Pre-College Initiative (PCI) Chairperson
- NSBE DC Professionals Special Events Chairperson



# The National Society of Black Engineers®

2017 NSBE DC Professionals Executive Board Candidate's Handbook

## **NSBE DC Professionals Candidacy Eligibility**

In order to be eligible as a candidate for an elected NSBE DC Professionals Executive Office, you must:

- Be a professional or affiliate member of the NSBE DC Professionals chapter in good standing.
- Be a professional or affiliate member of the NSBE Professionals nationally in good standing.
- Have been a member in good standing of the NSBE DC Professionals for at least one operational year immediately prior to the operation year for that office.

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



# The National Society of Black Engineers®

2017 NSBE DC Professionals Executive Board Candidate's Handbook

## NSBE DC Professionals Candidate Certification Process

In order to be certified as a NSBE DC Professionals Candidate, you must complete the following:

- Develop a Candidate Statement
  - This information will be printed in the NSBE DC Professionals Elections Handbook which will be shared at the May 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)*
- Develop a Leadership Resume
  - This document should highlight all of your NSBE leadership and/or relevant leadership or management experience outside of NSBE, specifically as related to the position of application *(1 page or less)*. This resume will be posted with your profile in the NSBE DC Professionals Candidate's Preview for elected positions. Note: Formatting may be altered when put into final package.
- Complete and submit a declaration of intent by **May, 1 2017** to the NSBE DC Professionals Parliamentarian, Narom Louis, at [parliamentarian@nsbedc.org](mailto:parliamentarian@nsbedc.org). To ensure candidate documents are distributed to the chapter before elections, please submit by **April 21, 2017**.
- Must be available to participate in the *NSBE DC Professionals Election Meeting (May General Body Meeting)* on **Monday, May 1, 2017** (only elected positions shall be voted upon).
- Must be available to participate in the *NSBE DC Professionals Executive Board Transition Meeting* – date and time to be determined (if elected to office).



# The National Society of Black Engineers®

2017 NSBE DC Professionals Executive Board Candidate's Handbook

## 2017 NSBE DC Professionals Executive Board Candidate Declaration of Intent

The **2017 NSBE DC Professionals Executive Board Candidate Declaration of Intent** is a Professionals member's official statement of the intent to run/apply for a NSBE DC Professionals position. The Declaration of Intent should be submitted directly to the NSBE DC Professionals Parliamentarian. It is a series of questions that each applicant must answer. These answers are the basis of the information that is presented to the NSBE DC membership for elected positions or the NSBE DC Professionals 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 (Elected Positions only) that will be posted with the NSBE DC Professionals Candidates Preview\*. Each applicant is required to provide the following while completing the Declaration of Intent:

### ✓ NSBE DC Professionals Candidate Application Form\*\*

- Position of Interest
- Full Name (*as it should appear on all material*)
- Address
- Email Address (*will not be published*)
- Phone Number (*will not be published*)
- Current Employer or Organization Name
- Undergraduate degree obtained (school, degree, major)
- 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 career, and/or school that applies to the position*

**All submissions should be 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 NSBE DC Professionals Parliamentarian, Narom Louis, at [parliamentarian@nsbedc.org](mailto:parliamentarian@nsbedc.org) by **May 1, 2017**. To ensure candidate documents are distributed to the chapter before elections, please submit deliverables by **April 21, 2017**.**



# The National Society of Black Engineers®

2017 NSBE DC Professionals Executive Board Candidate's Handbook

## NSBE DC Professionals Executive Board Responsibilities

In addition to the duties of each position, each member of the NSBE DC Professionals 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 Make executive decisions on behalf of the NSBE DC Professionals Chapter
- o Strategize and focus on "the big picture" to drive the NSBE DC Professionals Chapter
- o Communicate professionally (working with corporate sponsors and the public)
- o Have a global perspective and consider the NSBE Professionals organization (not just chapter, etc.)
- o Work closely with the NSBE DC Region II Executive Board and the Professionals Executive Board to fulfill the mission
- o Attend all required meetings of the NSBE DC Professional Executive Board.
- o Complete assigned duties as described below in a timely and efficient manner.

## NSBE DC Professionals Elected Position Responsibilities

### NSBE DC Professionals President

(currently held by Shelton Liddell, [president@nsbedc.org](mailto:president@nsbedc.org))

*According to the NSBE DC Professionals Operating Guidelines, if the current NSBE DC Professionals President is not re-elected, the President assumes the position of NSBE DC Professionals President-Emeritus for 2017-2018.*

- 1) Shall preside over all official meetings of the Chapter.
- 2) Shall serve as the representative of the Chapter.
- 3) Shall appoint standing and special committee chairpersons with the advice and consent of the Executive Officers, except where otherwise provided for in this document.
- 4) Shall not be entitled to vote on any NSBE DC Professionals matter while presiding over the General Membership, Executive Board, or Standing Committee, with the exception of ties and elections.
- 5) Shall be an *ex officio* member of all standing committees.
- 6) Shall render reports and accountings to the General Membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines.
- 7) Shall have the general powers and duties of management usually invested in the office of President including general supervision, direction and control of the business affairs of the Chapter.
- 8) Shall coordinate the activities of the Executive Board Zones.
- 9) Shall appoint a Parliamentarian, with advice and consent of the Executive Board, except where otherwise provided for in this document.
- 10) Shall appoint an Advisory Board, with advice and consent of the Executive Board, except where otherwise provided for in this document.



# The National Society of Black Engineers®

2017 NSBE DC Professionals Executive Board Candidate's Handbook

## **NSBE DC Professionals Vice President**

(currently held by **Anica Allen**, [vicepresident@nsbedc.org](mailto:vicepresident@nsbedc.org))

- 1) Shall preside in the absence or the inability of the President.
- 2) Shall perform any activities, duties, and responsibilities as designated by the President.
- 3) Will act as the Director of the "Programs Zone" of the chapter, and thereby oversee the Professional Development, College Initiative, Pre-College Initiative, and Special Events standing committees.
- 4) Shall render reports and accountings to the General Membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines

## **NSBE DC Professionals Secretary**

(currently held by **Jourdan Walls**, [secretary@nsbedc.org](mailto:secretary@nsbedc.org))

- 1) Shall fill and countersign all certificates issued and keep and make proper entries in the books of the Chapter.
- 2) Shall serve all notices required by law or the bylaws.
- 3) Shall record accurately the minutes of all meetings of the General Membership and the Executive Board and make available the minutes to all members upon request.
- 4) Shall keep or cause to be kept a register that shows the names, addresses, and phone numbers of the current officers.
- 5) Shall maintain a copy of the most updated version of the NSBE DC Constitution, Operating Guidelines, NSBE Bylaws and Election Guidelines. Shall publish and disperse said documents as necessary required or requested.
- 6) Shall require from the Executive Board, standing committees, and special committees of the Chapter, a record of the activities of said body.
- 7) Shall render reports and accountings to the General Membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines.
- 8) Will act as the Director of the "Communications Zone" of the chapter, and thereby oversee the Telecommunications and Publications standing committees.

## **NSBE DC Professionals Treasurer**

(currently held by **Nkoyo Efretei**, [treasurer@nsbedc.org](mailto:treasurer@nsbedc.org))

- 1) Shall keep account of and monitor NSBE DC Professionals funds in the NSBE Professionals Treasury consistent with the policy set forth by the National Executive Board
- 2) Shall keep accounts and deposit organization funds of the NSBE DC Professionals Treasury. Accounts should reflect the financial conditions, business transactions, assets, liabilities properties, receipts, disbursements, gains, losses, and financial trends of the organization. Depositories and valuables shall be in the name of the association and in a manner prescribed by the Executive Board.
- 3) Shall ensure that expenditures made for the Chapter's business be in a manner approved by the Executive Board.
- 4) Shall maintain the membership roll and collect annual dues of the Chapter in a manner developed along with the Executive Board.
- 5) Shall consolidate committee budgets and 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.



# The National Society of Black Engineers®

2017 NSBE DC Professionals Executive Board Candidate's Handbook

- 6) Shall render reports and accountings to the General membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines.
- 7) Shall ensure on a periodic basis that the book of accounts be audited in a manner prescribed by the Executive Board.
- 8) Will act as the Director of the "Finance/Membership Zone" of the chapter, and thereby oversee the Finance and Membership standing committees.
- 9) In case of absence, refusal or inability to act, the duties of the office may be performed by any person whom the Executive Board may direct.
- 10) Shall oversee the implementation and operation of the GEN as it pertains to the DC Professionals.
- 11) Shall perform other tasks as assigned by the President and/or National Professional Extension Treasurer.
- 12) Shall keep accounts and deposit organization funds of the NSBE Dc Professionals Treasury consistent with policy set forth by the NSBE Professionals Executive Board.

## ***NSBE DC Professionals Appointed Position Responsibilities***

### **NSBE DC Professionals Emeritus**

(currently held by Yinka Ajrotutu, [presidentemeritus@nsbedc.org](mailto:presidentemeritus@nsbedc.org))

- 1) Shall serve as a non-voting advisor to the President and to the NSBE DC Professional Executive Board.

### **NSBE DC Professionals Parliamentarian**

(currently held by Narom Louis, [parliamentarian@nsbedc.org](mailto:parliamentarian@nsbedc.org))

- 1) Shall serve as a non-voting member to the NSBE DC Professional Executive Board.
- 2) Shall see to it that Robert's Rules of Order are adhered to when executing chapter activities, meeting agenda items and proceedings
- 3) Shall administer all election activities.
- 4) Shall supervise any revision of the chapter constitution and bylaws.

### **NSBE DC Professionals Telecommunications Chairperson**

(currently vacant, [telecommunications@nsbedc.org](mailto:telecommunications@nsbedc.org))

- 1) Shall serve as a member of the Communications Zone
- 2) Shall be responsible for development, maintenance and implementation of the NSBE DC Professionals Internet site.
- 3) Shall be responsible for management of the NSBE DC Professionals electronic mail listserver.
- 4) Shall be responsible for coordinating initiatives geared towards promoting Information Technology (IT).

### **NSBE DC Professionals Publications/Public Relations Chairperson**

(currently held by Salim Adofo, [publications@nsbedc.org](mailto:publications@nsbedc.org))





# The National Society of Black Engineers®

2017 NSBE DC Professionals Executive Board Candidate's Handbook

- 1) Shall serve as a member of the Communications Zone
- 2) Shall be responsible for the coordination, publication, and distribution of the NSBE-DC PROFESSIONALS Chapter Newsletter.
- 3) In cooperation with other committees, shall support external publicity of chapter events.

## **NSBE DC Professionals Finance Chairperson** (currently held by **Richard Ezike**, [finance@nsbedc.org](mailto:finance@nsbedc.org))

- 1) Shall identify and secure new financial resources.
- 2) Shall review short, intermediate, and long-term financial goals and objectives; measure performance; assist members to the fullest extent possible in goal achievement; and institute control systems to facilitate the administrative process.
- 3) Shall audit the book accounts on an annual basis.
- 4) Shall serve as the point of contact for recruiters and companies attempting to fill technical positions, and recommend policy regarding interaction

## **NSBE DC Professionals Membership Chairperson** (currently held by **Cedric Lane**, [membership@nsbedc.org](mailto:membership@nsbedc.org))

- 1) Shall coordinate events and other mechanisms for the recruitment of potential new members.
- 2) Shall process membership applications into the Chapter.
- 3) Shall welcome and orient new NSBE DC Professionals members into the Chapter.
- 4) Shall focus on membership retention.
- 5) Shall report the chapter membership roll to the national office and ensure payment of dues from each member that has been received by the treasurer.

## **NSBE DC Professionals Professional Development Chairperson** (currently vacant, [professionaldevelopment@nsbedc.org](mailto:professionaldevelopment@nsbedc.org))

- 1) Shall coordinate the programs and professional development activities that accomplish the stated goals and objectives of NSBE and the NSBE DC Professionals Chapter.

## **NSBE DC Professionals College Initiative (CI) Chairperson** (currently held by **Keshia Ashe**, [collegeinitiative@nsbedc.org](mailto:collegeinitiative@nsbedc.org))

- 1) Shall be responsible for forging and retaining a working relationship between NSBE DC Professionals and local Washington D.C. area NSBE student chapters.
- 2) Shall be responsible for coordinating and sponsoring various activities/programs geared toward academic development among college students.



# The National Society of Black Engineers®

2017 NSBE DC Professionals Executive Board Candidate's Handbook

## **NSBE DC Professionals Pre-College Initiative (PCI) Chairperson**

(currently held by **Geraldine Gooding**, [pci@nsbedc.org](mailto:pci@nsbedc.org))

- 1) Shall be 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.

## **NSBE DC Professionals Special Events Chairperson**

(currently vacant, [specialevents@nsbedc.org](mailto:specialevents@nsbedc.org))

- 1) Shall identify and implement NSBE DC programs to meet the goals and objectives of Region II-Professionals
- 2) Shall be responsible for the coordination and implementation of the Annual NSBE DC Professionals Scholarship Banquet.
- 3) Shall support committee chairs by coordinating food & beverage event orders and vendor contracts for NSBE DC Professionals special events with priority focus on the Scholarship Banquet, Holiday Celebration and Charity Fundraiser, Annual Cookout, and Corporate/Community Partner Hospitality Suite.



# The National Society of Black Engineers®

2017 NSBE DC Professionals Executive Board Candidate's Handbook

## 2017 NSBE DC Professionals Candidate Application

---

Last Name

First Name

---

Address

---

City

State

Zip Code

---

( )

Telephone Number (Home)

Telephone Number (Cell Phone/Other)

---

Email Address

---

Undergraduate Degree

Major & Institution

---

Company and/or Graduate School

Academic/Occupational Title

---

NSBE Membership Status: Local Chapter/Nationally (i.e., Active or Not Active)

NSBE Membership Number

---

Specify Local Chapter Affiliation

---

### Position Applying For:

Please check the box of position you are applying for

President

Vice President

Secretary

Treasurer

Professional Development

Membership

Telecommunications

Finance

Pre-Collegiate Initiative Chair

Special Events

Publications

Parliamentarian

College Initiative Chair

Membership Chair



# The National Society of Black Engineers®

2017 NSBE DC Professionals Executive Board Candidate's Handbook

Candidate Statement (350 words or less)

Leadership/NSBE Resume



# The National Society of Black Engineers®

2017 NSBE DC Professionals Executive Board Candidate's Handbook

## 2017 NSBE DC Professionals Executive Board Candidate Checklist

- ⇒ Research your desired position. Read the NSBE DC Constitution, National Bylaws, and Professionals Operating Guidelines for more information. *Communicate with the person currently in the position.*
- ⇒ Submit the **2017 Professionals Executive Board Candidate Declaration of Intent** to Narom Louis, NSBE DC Professionals Parliamentarian at [parliamentarian@nsbedc.org](mailto:parliamentarian@nsbedc.org) by **Friday, May 1, 2017**. To ensure candidate documents are distributed to the chapter before elections, please submit by **April 21, 2017**.
- ⇒ Prepare a 2 – 5 minute speech to give during the NSBE DC Professionals Candidate Q&A to be held during the NSBE DC Professionals General Body Meeting on **Monday, May 1, 2017**. Be prepared to answer questions from the NSBE DC Professionals Executive Board and membership.