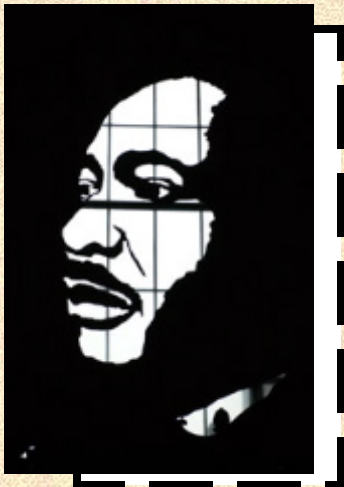


# NSBE



# 2007-2008 Election Packet



## **Qualifications of Officers**

All persons being considered for an office on the CEB shall meet the following qualifications:

- A. Shall be a good financially standing MST-NSBE student member with a membership application on file at the National Headquarters.
- B. Shall be a full-time Missouri University of Science & Technology student.
- C. Shall be a student in good academic standing at the Missouri University of Science & Technology.
- D. Shall expect to be a full-time Missouri University of Science & Technology student during the elected term.
- E. Election of officers shall be held at the last meeting in March with new officers assuming their duties at the first meeting in August of the next semester.
- F. All candidates for an office shall submit a candidate application packet.

Duties of the office of Secretary:

**Secretary**

- a) Shall record detailed minutes of all MST-NSBE chapter and CEB meetings.
- b) Shall report minutes of the previous meetings of the MST-NSBE chapter.
- c) Shall maintain all minutes, documents, procedures, and correspondence accumulated by the MST-NSBE chapter.
- d) Shall upon request make available the minutes of MST-NSBE chapter and CEB meetings to all members.
- e) Shall be the advisor to the Communications committee.
- f) Shall review monthly reports from the Communications and Public Relations committee chairpersons, and submit the reports to the President.
- g) Shall submit a monthly report to the President.
- h) Shall produce an official transition report at the close of the term of office.

Committees that report to you:

**Communications**

- a) Shall edit and distribute a monthly bulletin to the membership concerning chapter, regional, and national affairs.
- b) Shall prepare and submit articles concerning MST-NSBE to other publications.
- c) Shall design brochures concerning information about MST-NSBE and distribute to other NSBE chapters, organizations, corporations, students, and/or the general public.
- d) Shall publicize all MST-NSBE general meetings and activities via flyers and other viable mechanisms.
- e) Shall distribute national and regional publications to all MST-NSBE members.
- f) Shall maintain and update the chapter world wide web home page.
- g) Shall maintain and update the chapter list server.
- h) Shall maintain the chapter's electronic mail account.
- i) Shall define mechanisms by which the CEB shall initiate communication within the chapter.

**Public Relations**

- a) Shall identify other Black engineering student/professional organizations for publicity and/or support.
- b) Shall establish interface mechanisms with above mentioned organizations when expedient and viable.
- c) Shall establish mechanisms to define resources of the Society by industry and vice- verse.

**National Society of Black Engineers**  
**Chapter Executive Board Nomination Form**  
*(Completed forms are due by Sunday, March 16<sup>th</sup> and elections will be held Monday, March 31<sup>st</sup>)*

**Name:**

**Why are you running for the office of Secretary?**

**What qualifications do you have for this office?**

**What makes you the best candidate for this office?**

**What will you do to improve this office and MST-NSBE?**

*When finished, please email this form to [nsbe@MST.edu](mailto:nsbe@MST.edu) by Sunday, March 16<sup>th</sup>*