



**Michigan State University Chapter**

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**National Society of Black Engineers  
Michigan State University Chapter  
Operational Zones**

Version 4.0

National Society of Black Engineers  
Michigan State University Chapter  
Revised 2016

## **Administrative Zone**

### **Zone Leader: President**

The administrative Zone will be comprised of the Chapter Executive Board Chapter Leadership (CEB). This Zone will assist the President in setting the direction of the Executive Board and the Chapter for the year. It will also assist in making all administrative and/or executive decisions. Each CEB administrative zone member will also lead one of the other four Operational Zones. Each Zone Leader will be responsible for submitting two copies of all agendas and minutes from any Zone meeting to the President. Each Zone Leader will regularly contact each board member in their zone for updates and ensure that all zone members are functioning within their assigned duties and provide them with the support to perform their job effectively. Each Zone Leader will be held responsible for any task, event, or activity assigned to that Zone.

### **Zone Members**

- **President**

Reports directly to the Regional Chairperson; leads the Administrative Zone; presides over all official meetings of the chapter; serves as chapter representative to the society and university; shall appoint members of all standing and special committees, with the advice and consent of the CEB; shall oversee the development of Chapter goals and objectives; shall notify newly appointed members of transition meeting and acceptance; shall perform all necessary duties in the election process and operation of the Senate Zone in the President Emeritus' absence; shall produce an official transition report at the end of the term of office.

- **Vice President**

Reports directly to the President and Regional Vice-Chairperson; leads the Membership Zone; assists in coordinating and monitoring all chapter operations and programming activities; responsible for submitting monthly chapter activity report to regional Vice-Chairperson; responsible for signing all non-financial contracts along with President as necessary; helps perform all necessary duties in the President's absence; shall produce an official transition report at the end of term of office.

- **Treasurer**

Reports directly to the President and the Regional Treasurer; leads the Finance Zone; develops, implements, and maintains an effective chapter financial management system; develops and maintains the chapter financial account records; develops guidelines for the allocation and disbursement of funds; handles all financial details for travel/housing arrangements; responsible for signing any financial contracts along with the president as necessary; shall produce an official transition report at the end of term of office.

- **Secretary**

Reports directly to the President and the Regional Secretary; leads the Communications Zone; serves as a corresponding, recording, and financial secretary; develops and coordinates all chapter communications with the assistance of the Communication Zone; maintains chapter attendance records for all events and meetings; develops, distributes, and maintains the chapter membership list; produces and distributes detailed minutes of all general and executive board meetings; develops and maintains a chapter file of all important correspondence and documents; produces creative and informative displays for the Glass Case; responsible for updating the Glass Case each month; shall produce an official transition report at the end of term of office.

- **President Emeritus and Parliamentarian**

Reports directly to the President and as needed to the Regional President Emeritus; leads the Senate Zone; develops and coordinates all chapter Senator training; shall serve as parliamentarian to the CEB and serve as a resource on parliamentary procedure; serves as a peer advisor to the CEB and shall not vote as President Emeritus; facilitates election process of new executive board members; shall produce an official transition report at the end of term of office.

## **Membership Zone**

### **Zone Leader: Vice President**

The Membership Zone will be responsible for developing, directing, coordinating, and monitoring the development, implementations, and evaluation of all chapter membership tracking and initiatives.

### **Zone Members**

- **Membership Chair**

Reports directly to the Vice President and as needed to the Regional Charter Membership Chair; responsible for ensuring the online submission of all membership forms, applications, and dues; responsible for the collection and accurate documentation of all chapter dues; helps perform all necessary duties in the Vice President's absence; shall produce an official transition report at the end of term of office.

- **Community Service Outreach Chair**

Reports directly to the Vice President and as needed; shall coordinate outreach programs at the chapter level, promote and enhance chapter visibility through community outreach, Identify, select, and promote community service opportunities on the Michigan State University campus and organize participation from NSBE student body

- **Academic Excellence Chair**

Reports directly to the Vice President and as needed to the Regional Academic Excellence Chair; chairs the Academic Excellence Committee; oversees and appoints a chair to any academic excellence special events committees; develops, coordinates, and monitors the development, implementation, and evaluation of all chapter academic excellence programs and activities; collects, distributes, and maintains materials on practical and effective engineering study strategies, academic financial aid and scholarships, and graduate school opportunities for African-American students.

- **Programs Chair**

Reports directly to the President and as needed to the Regional Programs Chair; leads the Programs Zone; directs, coordinates, and monitors the development, implementation, and evaluation of all chapter programs and events; directs, coordinates, and monitors the planning of all chapter workshops with the assistance of all the other chairs in the Programs Zone; oversees and appoints a chair to any special events committees; shall produce an official transition report at the end of term of office.

## **Finance Zone**

### **Zone Leader: Treasurer**

The Finance Zone will be responsible for developing, directing, coordinating, and monitoring all chapter fundraising activities to support chapter operations and programs, and the managing of the chapter financial accounts.

### **Zone Members**

- **Assistant Treasurer**

Reports directly to the Treasurer and as needed to the Regional Assistant Treasurer; coordinates Chapter Relief forms; coordinates CEB travel; assists Treasurer in performance of his or her duties; distributes the chapter Corporate Packet to potential campus supporters; formulates information pertaining to financial status, expenses, and funding of programs. Assists the Finance Chair in monitoring all chapter fundraising programs and activities; uses creative legal methods to produce income for the chapter; serves as committee coordinator for the fundraising committee; helps perform all necessary duties in the Treasurer's absence; shall produce an official transition report at the end of term of office.

- **Finance Chair**

Reports directly to the Assistant Treasurer and as needed to Treasurer and Regional Finance Chair; develops and distributes the chapter Corporate Packet to potential corporate supporters; develops and maintains a comprehensive database of previous contributors monitors all chapter fundraising programs and activities; formulates information pertaining to fundraisers; shall produce an official transition report at the end of term of office.

## **Communications Zone**

### **Zone Leader: Secretary**

The Communications Zone will be responsible for developing, directing, coordinating, and monitoring all chapter communication and public relations.

### **Zone Members**

- **Telecommunications Chair**

Reports directly to the Secretary and as needed to the Regional Telecommunication Chair; develops and maintains telecommunications systems for the chapter; develops and maintains the chapter website; responsible for creating electronic copies of all pertinent chapter documents and making them available on the website; helps perform all necessary duties in the Secretary's absence; serves as committee coordinator for the telecommunications committee; shall produce an official transition report at the end of term of office.

- **Publications and Public Relations Chair**

Reports directly to the Secretary and as needed to the Regional Publications and Public Relations Chair; responsible for all chapter publications such as chapter newsletter; responsible for all chapter advertisements such as flyers and TV, radio, and newspaper ads; researches publication alternatives; complies and submits articles for Regional publications; complies and distributes all information pertaining to members in the chapter; identifies other Black engineering student/professional organizations for publicity and/or support; establishes interface mechanisms with above-mentioned organizations when expedient and viable; serves as committee coordinator for the public relations and publication committee; shall produce an official transition report at the end of term of office.

## **Programs Zone**

### **Zone Leader: Programs Chair**

The Programs Zone will be responsible for developing, directing, coordinating, and monitoring the development, implementations, and evaluation of all chapter programs and events.

### **Zone Members**

- **Academic Excellence Chair**

Reports directly to the Programs Chair and as needed to the Regional Academic Excellence Chair; oversees and appoints a chair to any academic excellence special events committees; develops, coordinates, and monitors the development, implementation, and evaluation of all chapter academic excellence programs and activities; collects, distributes, and maintains materials on practical and effective engineering study strategies, academic financial aid and scholarships, and graduate school opportunities for African-American students; serves as committee coordinator for the academic excellence committee; helps perform all necessary duties in the Program Chair's absence; shall produce an official transition report at the end of term of office.

- **Conference Planning Chair**

Reports to the Programs Chair and as needed to the Regional Conference Planning Chair; **chairs the Conference Planning Committee**; responsible for the collection and submission of all conference registration, hotel, and transportation forms and fees; assists the Programs Chair in the collection and submission of all applications and forms for regional and national programs and contests; provides any information needed as it relates to conference funding to the Programs Chair and Assistant Treasurer; shall produce an official transition report at the end of term of office.

**Senate Zone**  
**Zone Leader: President Emeritus**

The Senate Zone is responsible for making informed decisions on behalf of the Membership of the chapter.

**Zone Members**

• **Senator and Assistant Vice President for Campus Affairs**

Reports directly to the President Emeritus and President; represents the will of the chapter membership at all regional and national conference events; responsible for communicating with his or her respective chapter before making decisions on behalf of the chapter; acts as liaison between the chapter and the National Organization of Black Chemists and Chemical Engineers (NOBCCE) and official representative for the Black Student Alliance (BSA); shall produce an official transition report at the end of term of office.

• **Senator and Assistant Vice President for Engineering Affairs**

Reports directly to the President Emeritus and President; represents the will of the chapter membership at all regional and national conference events; responsible for communicating with his or her respective chapter before making decisions on behalf of the chapter; sits on the Student Engineering Council (SEC) and represents the will of the chapter membership; shall produce an official transition report at the end of term of office.

• **Representatives (General)**

Reports directly to the President Emeritus; serves as a NSBE representative in an organization; responsible for submitting all information and announcements from organizational meetings for publication in the newsletter; shall produce an official transition report at the end of term of office.