



The Mighty 
Region Six

2009 National Convention
Planning Committee
Application Information





National Convention Planning Committee Member Characteristics & Qualifications

A National Convention Planning Committee Member **MUST**...

- Be dedicated to advancing the mission and vision of the Society
- Demonstrate a working knowledge of the Society's operating policy & procedure
- Demonstrate familiarity with the NSBE Convention
- Attend all regularly scheduled committee meetings (monthly from April through December 2008 then semi-monthly) and the 2008 National Convention
- Be able and willing to devote sufficient time to consistently fulfill the position duties
- Maintain contact with the Convention Chair and staff to ensure viability and productivity
- Be able to allow others space for leadership and decision-making
- Perform assigned tasks in a timely manner to facilitate the orderly progression of convention planning
- Be dependable and dedicated
- Be self-motivated and an independent worker
- Be a strategic thinker while being detail and result oriented
- Be able to work with various demographic levels and needs
- Be aware of own personal limitations
- Strive to possess and maintain a positive perspective with the goal to initiate change

Interviews will be held before and during the 2007 Region 6 Fall Regional Conference in Seattle WA. Please plan to attend this event in order to be interviewed. If you are unable to attend, you must let us know so that we can schedule a phone interview ahead of time. The CPC will be announced at the closing session of FRC.

All CPC members are required to attend a **mandatory** orientation. The details will be released at least two months prior to the date of the meeting.

It is required for all committee members to attend the 34th National Convention from Sunday March 16th through Sunday March 23rd 2008 in Orlando, Florida in order to shadow the current CPC and be transitioned properly.

Positions and their titles are subject to change per the approval of the NEB.

National Convention Planning Committee Application Checklist

- Carefully review member characteristics and qualifications
- Familiarize oneself with the positions & duties
- Familiarize oneself with the NSBE Constitution & Bylaws
- Submit completed application on NOL
- Application deadline: **11:59 PST on Friday November 2nd 2007**

All questions, comments & concerns may be directed to Kimberly Cross at (kcross@nsbecpc.org)



Position Descriptions

This section will highlight some of the duties and responsibilities of each position within the 2009 CPC. Positions in **green** indicate a targeted match for a first- or second-year NSBE member. **Members who have not served in NSBE leadership before will be strongly considered for these positions.**

Treasurer

All CPC budgetary issues are coordinated through the Treasurer. This individual reports directly to the CPC Chairperson. The CPC Treasurer duties include reviewing all CPC contracts and developing rooming list for all convention VIPS, speakers and CPC members. Additionally, this individual is responsible for coordinating all travel authorizations for CPC meetings and conferences, handling all reimbursements for CPC expenses, and maintaining the CPC meeting rooming list. Individuals possessing precise budgetary, contract review and financial skills are strongly encouraged to apply.

Executive Assistant

The Executive Assistant is responsible for keeping accurate and up-to-date records of all meeting minutes, action items and other relevant documents. The Executive Assistant must document all decisions made by the CPC. This individual is also responsible for distributing all meeting minutes to CPC members after the subsequent meeting. The Executive Assistant's duties also include managing the CPC Headquarters Office on-site throughout the duration of the convention. Individuals with a keen sense of detail are encouraged to apply.

Technical Professional Conference Chairperson

The Technical Professional Conference (TPC) Chairperson is responsible for planning all programming and activities associated with the mini-conference. This position requires a highly organized and dedicated individual who can coordinate with alumni members, working professionals and corporate representatives to provide a cohesive component to the Convention. This individual will communicate periodically with the National Alumni Extension Chairperson on content and development. This individual should also work closely with the Speakers & Workshops Chairperson and potentially the Special Events Chairperson. Alumni members are strongly encouraged to apply.

* A subcommittee may be formed to aid in the development of technical expositions, presentations, career-oriented workshops, continuing education workshops and certification training

Pre-College Initiative Conference Chairperson

The Pre-College Initiative (PCI) Conference Chairperson is responsible for planning all programming and activities associated with the Mini-Conference. This individual is expected to communicate with the National PCI Chairperson and will work closely with school district officials in the host city of the Convention and neighboring major cities to solicit student participation. The applicant should demonstrate considerable knowledge of NSBE PCI programs.

* A subcommittee may be formed to aid in the development of programming, solicitation of volunteers and chaperones and securing necessary legal documentation for PCI students attending Convention.

International Conference Chairperson

The International Conference (IMC) Chairperson is responsible for planning all programming and activities associated with the Mini-Conference. This position requires a highly organized and dedicated individual who can coordinate with international dignitaries and corporate representatives to provide a cohesive global component to the Convention. This individual will communicate periodically with the National International Chairperson on content and development. This individual should also work closely with the Speakers & Workshops Chairperson and potentially the Entertainment Chairperson.

* A subcommittee may be formed to aid in the development of roundtable discussions, workshops, and plenary sessions



Graduate School Conference Chairperson

The Graduate School Conference (GSC) Chairperson is responsible for planning all programming and activities associated with the Mini-Conference. This position requires a highly organized and dedicated individual who can coordinate with graduate students, alumni, advisors, prospective graduate students and Graduate Program representatives to provide a cohesive component to the Convention. This individual should work closely with the Speakers & Workshops Chairperson and potentially the Special Events Chairperson. Applicants currently in graduate school are strongly encouraged to apply.

* A subcommittee may be formed to aid in the development of technical expositions, presentations, graduate school workshops and the graduate school fair.

Director of Speakers & Workshops

The Speakers and Workshops Chairperson is responsible for developing a strategy for Convention workshops and programs in conjunction with the National Programs and Alumni Extension Programs Chairpersons; moreover, collaboration with the National International Committee Chairperson is needed to provide an international flavor to our expanding membership. This individual must confirm ALL speakers and presenters including, but not limited to: opening session, general sessions, and the closing event. This individual should be able to articulate the vision and objectives of the Society into a meaningful experience to include at a minimum, mission fulfillment, global/domestic economic factors and the political climate as they relate to technology and the Society as a whole.

* A subcommittee may be formed to aid in the development of workshop curriculum and execution.

Director of Entertainment

The Director of Entertainment is responsible for coordinating all entertainment-related events for the Convention, including spiritual enrichment and study rooms. The Chairperson must develop events that meet the needs and suitability of the student, alumni and corporate attendees of the Convention. This individual will work with the CPC Chairperson, Director of Marketing & Promotion and National Public Relations Chairperson to coordinate and promote these events. Candidates should be articulate and possess strong written and verbal skills. Those with access to entertainment industry contacts are strongly encouraged to apply. Applicants may wish to discuss ideas in the response section.

* A subcommittee may be formed to aid in the development of ideas and overseeing specific events.

Director of Marketing & Promotion

The Director of Marketing & Promotion is a creative, well-spoken individual who enjoys communicating to the general membership and to third party persons about the Convention. This individual will oversee public relations and promotion for the Convention and all of its events. Their duties include evaluating alternate publication alternatives, serving as a member of the National Publications Committee and preparing and submitting articles to the Editor of the NSBE Magazine. Personable, energetic individuals seeking to obtain more in-depth knowledge about NSBE operations with a strong willingness to learn but whom are without significant NSBE leadership experience may wish to apply.

* A subcommittee may be formed to aid in the development & execution of ideas.

Director of Finance

The Director of Finance is responsible for collaborating with the National Finance Chairperson to find funding sources for the Convention. This individual will work with the CPC to identify special events that may require funding not already specified in the Convention budget, and identify possible sponsors for these events. They will also work with the WHQ Corporate Relations Team in meeting the needs of sponsors and corporate representatives during Convention.



Programs Manager

The Programs Manager is responsible for assisting the Vice Chairperson of Programming with all programmatic planning for the convention. This person will also be responsible for Convention community service projects and other special projects. Personable, energetic individuals seeking to obtain more in-depth knowledge about NSBE operations with a strong willingness to learn but whom are without significant NSBE leadership experience may wish to apply.

Facilities Manager

The Facilities Manager is responsible for developing and maintaining a system of high service quality for Convention attendees. This individual is responsible for all Convention room placements for all of the workshop presenters, sessions and special events. They will also serve as an onsite point of contact for rooming issues and space conflicts. Personable, energetic individuals seeking to obtain more in-depth knowledge about NSBE operations with a strong willingness to learn but whom are without significant NSBE leadership experience may wish to apply.

Catering Manager

The Director of Catering is responsible for coordinating ALL meal functions for Convention. This individual also provides catering information to corporate sponsors and HQ upon request. It is important to note that this individual is ultimately responsible for all Convention meal functions, whether sponsored, paid directly by the sponsor, or funded by the national organization. Collaboration between the Mini-Conference Chairpersons and the Banquet & Meals Manager is necessary. Individuals who have innovative ideas regarding the meal aspect of event planning are encouraged to apply. Individuals seeking to obtain more in-depth knowledge about NSBE operations with a strong willingness to learn but whom are without significant NSBE leadership experience may wish to apply.

Transportation Manager

The Transportation Manager is responsible for coordinating all transportation amongst the airport, Convention Center, and hotels. This individual is also responsible for maintaining any CPC complimentary rental vehicles and for coordinating all VIP ground transportation. The Manager is also responsible for choreographing on-site parking for the Convention, including bus parking. Individuals in this role should be highly detail-oriented and personable, as they will work to create the first impression of Convention and the host city. Individuals seeking to obtain more in-depth knowledge about NSBE operations with a strong willingness to learn but whom are without significant NSBE leadership experience may wish to apply.

Chief of Security

The Chief of Security is responsible for developing security plans of action in conjunction with Convention Center and hotel personnel. This individual may coordinate security for large public events with the police department of the hosting city as well. The Chief of Security is also responsible for maintaining the safety of all convention attendees. Specific plans that are characteristic of the hosting city should also be developed (i.e. what to do in the event of an earthquake or tornado).

Vendor Sales Manager

The Vendor Sales Manager is a dynamic energetic person who is responsible for marketplace and vendor sales not specifically designated to other members of the team of the National Executive Board. Their duties include (but are not limited to) evaluating, approving and finalizing the general content of the marketplace; contacting and soliciting vendors for the marketplace. Personable, energetic individuals seeking to obtain more in-depth knowledge about NSBE operations with a strong willingness to learn but whom are without significant NSBE leadership experience may wish to apply.



Hospitality Manager

The Hospitality Manager is responsible for developing and maintaining a system of high quality service for Convention attendees through volunteerism. This position includes creating a volunteer management system, recruiting volunteers, devising and finalizing incentives for volunteers. Personable, energetic individuals seeking to obtain more in-depth knowledge about NSBE operations with a strong willingness to learn but whom are without significant NSBE leadership experience may wish to apply.

AV/Signage Manager

The AV/Signage Manager is responsible for developing and maintaining a system of high quality service for Convention attendees. This individual is responsible for all Convention signage and AV for all of the workshop presenters and sessions. Those possessing experience with a hotel audio visual company, college audio visual media department or related audio visual department are encouraged to apply.



Application Questions

The following questions will be asked in the application. Please have responses ready for these questions before beginning your application. You will also be asked to upload a professional picture of yourself. The picture must be at least 200 dpi and should show the face and upper torso only.

Interested Positions and Committees

In this section, you will be able to indicate which position(s) you are interested in applying for. When contacted for an interview, the interviewing panel will interview for all positions indicated. You will be allowed to make up to 4 selections from the below positions. If you are only interested in one position, please select that as your first choice, and N/A for the rest.

- | | | |
|----------------------------------|--------------------------------------|-----------------------------------|
| Treasurer | Executive Assistant | TPC Chairperson |
| Graduate School Conference Chair | International Conference Chairperson | PCI Conference Chairperson |
| Director of Speakers & Workshops | Director of Entertainment | Director of Marketing & Promotion |
| Director of Finance | Programs Manager | Facilities Manager |
| Catering Manager | Transportation Manager | Chief of Security |
| Vendor Sales Manager | Hospitality Manager | AV/Signage Manager |

Response Section

In this section, please briefly answer the following questions.
Your interview will be scheduled dependent on these questions.

Please list your past NSBE involvement briefly in bullet point form.

Describe why you are best suited for the selected position(s) given the information provided.

In your opinion, how has convention been going? What can we do to improve it? (Provide a brief overall evaluation of Convention and potential enhancements).

How have you helped elevate the name of NSBE on your campus, in your city or within your region? (What personal contributions have you made to enhance the position of NSBE?)

What motivates you to become a leader within NSBE?

If we were to ask your friends for references, what would they say are your strengths? Your weaknesses?

If not selected as a chairperson are you interested in serving on a subcommittee? Please indicate which ones below. (We will forward your contact information to the appropriate chairpersons).

- | | | |
|-----------------------------------|-----------------------------------|--------------------------|
| Technical Professional Conference | Pre-College Initiative Conference | International Conference |
| Graduate School Conference | Programs | Speakers & Workshops |
| Entertainment & Special Events | Marketing & Promotions | Facilities |
| Catering | Transportation | Security |
| Vendor Sales | Hospitality | AV/Signage |

Please highlight any other information you would like us to know about you. (Optional – 250 words max.)



Commitments & Understandings

By selecting yes to the statements below, it means you will strive to comply with these statements.

I understand that I must participate in an interview at the 2007 Region 6 Fall Conference or make arrangements to complete a phone interview **prior** to the conference. Yes/No

I understand there is a mandatory orientation which I must attend. Yes/No

I understand all committee members are to attend the 34th National Convention from **Sunday March 16th through Sunday March 23rd 2008** in order to shadow current CPC and be transitioned properly. Yes/No

I understand that positions and their titles are subject to change per the approval of the NEB. Yes/No