



## **Do you want to be a part of the CANSBE Jr. Executive Board?**

The CANSBE Jr. Executive Board (E-Board) exists to encourage leadership, civic responsibility, scholarship, and spirit. The Executive Board acts as an advocate for CANSBE Jr. members to ensure all are heard and considered throughout the year.

### **CANSBE Jr. E-Board aims:**

- To represent the interests of the Chapter.
- To act as a liaison to the NSBE– Montgomery Professionals chapter when it becomes necessary for issues to be addressed at this level.
- To create bodies amongst its membership when necessary to achieve general and specific goals of the committee.
- To work with the CANSBE Jr. Advisors to plan a number of functions and activities in a manner that brings the community closer together as a whole.
- To create an atmosphere that promotes unity, enthusiasm, and pride in order to encourage student involvement in both CANSBE Jr. and within the community.

### **Who can participate?**

CANSBE Jr. members may participate if they are in good standing at the time of application submittal.

The following positions are for **8<sup>th</sup> – 12<sup>th</sup> grade only**:

President

Vice President

Secretary

Treasurer

The following positions are for **5<sup>th</sup> – 12<sup>th</sup> grade only**:

Communications Chair

Finance Chair

Membership Chair

Parliamentarian

Programs Chair

### **Necessary qualities for an Executive Board Officer:**

- **Leadership Skills** – Are you willing to lead committees and be a representative for the Chapter?
- **Creativity** – Are you able to think of new and exciting activities and fundraisers for CANSBE Jr.?
- **Communicative** – Are you able to share ideas with other officers, members, and Advisors?
- **Team player** – Are you willing to work as a team to generate ideas and organize events for the Chapter?
- **Responsibility** – Are you responsible and reliable for leading activities throughout the year?



### **When & Where does the E-Board Meet?**

During the school year, the E-Board will have meetings as needed. Some will be held following the CANSBE Jr. Meetups for a maximum of one hour, and some will be held on a weekday determined by the E-Board from 5:00 P.M. – 6:00 P.M. in-person and virtually.

### **2024 - 2025 & Where does the E-Board Meet?**

During the school year, the E-Board will have meetings as needed. Some will be held following the CANSBE Jr. Meetups for a maximum of one hour, and some will be held on a weekday determined by the E-Board from 5:00 P.M. – 6:00 P.M. in-person and virtually.

### **2024-2025 Application & Election Timeline**

- Monday, October 15 – Application Packet and Teacher Recommendation forms dispersed and made available on [nsbe-mp.org](http://nsbe-mp.org).
- Wednesday, November 20 – Deadline for Application Packets
- Friday, November 22 – Deadline for Skills Evaluation Form
- Thursday, December 5 – General Body Meeting | Presentation of Candidates
- Friday, December 6 – Electronic voting ballots available  
MEMBERS WILL HAVE 8 CALENDAR DAYS TO SUBMIT VOTES
- Tuesday, December 10 – Electronic voting ballots due by 11 :00 P.M.
- Wednesday, December 11 – Results to Leadership & Candidates
- Friday, December 13 – Results to Members and announcement of run-off if needed.
- Sunday, December 15 – Swearing In Ceremony | End of the Year Party
- Thursday, January 9 OR 16 – Executive Board Meeting



## **Roles and Responsibilities of Executive Board Officers**

### **President (8<sup>th</sup> – 12<sup>th</sup> Grade position)**

The President oversees the E-Board, along with the NSBE Jr. Advisor. This is a student who has the ability to lead, can work with others, and possesses great organizational skills. The President is responsible for planning for goals, activities, and projects. He/She will work with the Advisor to create meeting agendas and lead each meeting. He/She will represent the E-Board and Chapter at events as necessary.

**\*\*Required position.**

### **Vice President (8<sup>th</sup> – 12<sup>th</sup> Grade position)**

The Vice President is a student who is responsible, organized and has good time management skills. The Vice President will assume responsibilities when the President is absent. He/She will collaborate with the President and the Advisor in the planning of goals, activities, and projects. **\*\*Required position.**

### **Secretary (8<sup>th</sup> – 12<sup>th</sup> Grade position)**

The Secretary is a student that has exceptional note-taking and organization skills. This position is responsible for taking accurate notes (minutes) at each meeting and reporting those minutes to the chapter before, during or after the meetings, as necessary. This includes taking attendance of all council members at each meeting and event. **\*\*Required position.**

### **Treasurer (8<sup>th</sup> – 12<sup>th</sup> Grade position)**

The Treasurer is a student that has strong organizational skills, good at keeping files, and enjoys working with numbers. The Treasurer along with the NSBE Jr. Advisor will create proposed budget of activities for the Chapter and coordinates fundraising projects. **\*\*Required position.**

### **Parliamentarian**

The Parliamentarian is a student who has great verbal communication skills and . active listening and develops strategies to keep membership informed of activities through approved social media strategies, web-based information, and newsletters.

### **Communications Chair (5<sup>th</sup> – 12<sup>th</sup> Grade position)**

The Communications Chair is a student who has great written and verbal communication skills. active listening and develops strategies to keep membership informed of activities through approved social media strategies, web-based information, and newsletters.



### **Finance Chair (5<sup>th</sup> – 12<sup>th</sup> Grade position)**

The Finance Chair is a student who is creative and enjoys working with numbers. The Officer will work with the Treasurer and NSBE Jr. Advisor to manage the Chapter budget as well as help develop fundraising strategies to achieve chapter objectives.

### **Membership Chair (5<sup>th</sup> – 12<sup>th</sup> Grade position)**

The Membership Chair is a student that excels at active listening and has great communication skills. The Officer will work along with E-Board Officers to develop strategies to increase membership enrollment and chapter membership retention.

### **Programs Chair (5<sup>th</sup> – 12<sup>th</sup> Grade position)**

The Programs Chair is a student that has organizational and time management skills. The Officer will work along with E-Board Officers to help to create plans for activities/events that will further expand the reach of CANSBE Jr. chapter.



**CANSBE Jr. Executive Board Officer Application**

**Student Name:** \_\_\_\_\_

**Desired Position:** \_\_\_\_\_

**Fiscal Year:** \_\_\_\_\_

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**School Information**

**School Name:** \_\_\_\_\_

**Grade:** 5      6      7      8      9      10      11      12

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**Contact Information**

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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**Extra- Curricular Experience** Please list any activities you are involved in that may conflict with your participation. (Examples: Student Government, Clubs, Athletics, Church, Non-profit)



**Tell Us About Yourself** Please answer the following questions to the best of your abilities. Give the questions serious thought before answering.

**What type of leadership experiences have you had in school, home, or in the community?**

**If you could make ONE improvement in CANSBE Jr., what would it be and why?**

**If you could create ONE event, what would it be and why?**



## **Expectations of a CANSBE Jr. Executive Board Officer**

Each E-Board Officer of the Central Alabama NSBE Jr. chapter agrees to the expectations outlined here and strives to perform them accordingly. These expectations will be shared with incoming E-Board Officers prior to their acceptance of a E-Board position.

- Believe in and be an active advocate for the mission and vision of CANSBE Jr. chapter.
- Work with fellow E-Board members to fulfill the obligations of the Board membership.
- Fulfill duties assigned by committee chair.
- Participate in all CANSBE Jr. activities and events unless discussed with a CANSBE Jr. Advisor prior to start of activity/event.
- Inform a CANSBE Jr. Advisor of any potential conflicts of interest and abide by the decision of the CANSBE Jr. Advisor regarding the situation.
- Agree to step down from Board position if for any reason unable to fulfill these expectations.

I accept the expectations listed above.

\_\_\_\_\_

Student Name

\_\_\_\_\_

Date



## **Executive Board Parent Permission Slip**

**Student Name** \_\_\_\_\_

**Desired Position** \_\_\_\_\_

**Parent Name** \_\_\_\_\_

Dear Parents or Guardians,

Your student is interested in running for an Executive Board Officer position. During our meeting times, students will plan and prepare for events throughout the year. At times, your child may be asked to attend additional chapter meetings or activities as well. We will inform you of these events as they arise.

### **E- Board Officer Responsibilities**

1. Attend ALL scheduled meetings. Three unexcused absences will result in dismissal from the Board.
2. Act responsibly at all meetings and activities/events.
3. Be On-Track for attendance, academics, and behavior.
4. Engage with your Chapter. You are THEIR representative.
5. Attend all necessary committee meetings and perform all assigned responsibilities at activities/events.

I give permission for \_\_\_\_\_ to campaign for the CANSBE Jr. Executive Board. I have read and understand the rules and guidelines for E-Board Officers.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date