

DELEGATE

Handbook

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Thank you for your volunteerism! You have been appointed by your SEA – a Member Organization (MO) of NCSEA – to be a Delegate or Alternate Delegate to represent your SEA and be the primary point of contact between NCSEA and your MO. Please use this document as a reference to help you understand more about NCSEA and your role in the organization.

About NCSEA

[NCSEA was formed in 1993](#) to provide an identifiable resource for those needing communication with the structural engineering profession. The organization serves to advance the practice of structural engineering and, as the national voice for practicing structural engineers, protect the public’s right to safe, sustainable, and cost-effective buildings, bridges, and other structures. NCSEA serves not only the needs of the structural engineering profession and its clientele, but also:

- Architects
- Building Code and Enforcement Authorities
- Construction Industry
- Owners
- Developers
- Public Building Agencies
- Licensing and Registration Boards
- Legislatures and Regulatory Agencies
- Structural Material Trade Groups
- Public News Media
- Engineering Societies
- Disaster Response Organizations

NCSEA Vision

Structural engineers are valued for their contributions to safe structures and resilient communities.

NCSEA Mission

NCSEA, in partnership with its Member Organizations, supports practicing structural engineers to be highly qualified professionals and successful leaders.

NCSEA can only serve the needs of its Member Organizations – the SEAs - if the lines of communication remain open.

- ✓ *Act as the link between your SEA and NCSEA*
- ✓ *Ensure your SEA's committees are linked and have a voice on NCSEA Committees*
- ✓ *Attend your SEA's Board meetings. Become and stay familiar with your SEA's activities*
- ✓ *Share NCSEA communications with your Board and members in a timely manner*
- ✓ *Participate in NCSEA webinars and open discussions developed for SEA leadership*
- ✓ *Respond to NCSEA requests for information and ballots*
- ✓ *Utilize your NCSEA Board of Directors' liaison*
- ✓ *Ensure your SEA's annual survey (report) and dues are submitted promptly*
- ✓ *Contact the NCSEA staff with questions or requests for assistance, as needed*

Most communication between NCSEA and you will occur via e-mail. When your name and contact information are submitted to NCSEA, your email address will be added to the NCSEA database, and you will be added to the Delegate/Alternate Delegate list(s), and to NCSEA *Basecamp* - the project management and team communication online platform. Via the NCSEA web site, you can login and access your record at any time to update your contact information. Please be aware that you need to also share any updates to your SEA.

You may be asked to vote on NCSEA policies and practices or to respond to an NCSEA survey. Deadlines need to be respected or your SEA's voice may be lost. Please reply promptly with all requested information.

Please share NCSEA information that you receive with your SEA's board and members. Also announce the news at your next monthly membership meeting and include it in your newsletters. Use the online form on the NCSEA website to include your SEA events on the NCSEA calendar - www.ncsea.com/calendar/add/. Bring your SEA questions and issues to the NCSEA Board member who has been assigned to your SEA as a liaison or to the NCSEA staff.

There is no term limit for Delegates, but two things should be considered when assigning the role:

- ✓ Consider continuity and allow the Delegate and Alternate Delegate terms to overlap.
- ✓ The ability of the Delegate to attend the NCSEA Structural Engineering Summit.

All Delegates and Alternate Delegates are requested to attend NCSEA's Structural Engineering Summit*, held in the fall of each year. Attending the Summit is valuable for gathering information about NCSEA's current affairs and reporting back to your SEA. Having two individuals from your membership attend the Summit will foster continuity in the communications between your SEA and NCSEA from year to year.

Your responsibilities as a Delegate representing your SEA at the Summit are summarized below:

1st Provide an Annual Summary

Typically, in the fall of every year, you will be sent a link to the SEA Annual Survey form by NCSEA. Please complete this form in its entirety and return it to NCSEA by the stated deadline. Copies of each of the reports will be available to your SEA for reference, by request. In addition, NCSEA will extract data from these reports and provide summaries during the year. Also having a solid understanding of this information is valuable as you meet and discuss your SEA with your colleagues from across the country, at the Summit.

2nd Attend Delegate Gatherings at the Summit & SEA Leadership Retreat

There are various events at the Summit that are valuable for you to attend. Consult the Summit schedule of events for the days, times and locations of these SEA leadership events. These gatherings are designed so that you can network with your peers and learn more about what NCSEA is doing and can do for your SEA. As part of NCSEA's ongoing commitment to support the state SEAs, the Leadership Retreat equips SEA leaders and NCSEA Delegates with a deeper knowledge of association management as well as tools they can immediately apply at the local SEA level. The Retreat connects SEA leaders with NCSEA's committees and showcases key SEA resources to utilize throughout the year.

3rd Report Back Locally

Remember, as Delegate, you are an important conduit for communications between NCSEA and your SEA. Providing a written or verbal summary of the Summit proceedings to your SEA is a great way to inform and remind your members of the resources NCSEA provides as well as of what NCSEA has been doing on behalf of the SEAs and the profession. Your members want to hear how NCSEA can benefit them, and you are a chief resource for that information. Any handouts or materials you received at the Summit should be shared with your Board and/or members, along with any ideas you gleaned from your fellow Delegates. (Do the same with the Leadership Retreat, too.)

Expenses

NCSEA does not reimburse Delegates for Summit expenses, however, some SEAs have a reimbursement policy in place to assist. NCSEA does reimbursement travel to the SEA Leadership Retreat.* Please review the current year's event registration page to determine the number of registrations being covered.

*Number of complimentary attendees from each SEA is based on number of reported paid members.

The NCSEA website, www.ncsea.com, is full of information and resources for NCSEA members and other structural engineers. The website includes information on:

- National Board & Staff
- NCSEA Committees
- List of Young Member Groups
- Young Members Group of the Year Award
- Structural Engineering Summit Recap
- Young Member Summit Scholarships
- SEA Grant Program
- Special Awards
- SE Exam Review Courses
- NCSEA webinars
- CalOES webinars
- Publications (NCSEA & ICC)
- *STRUCTURE* Magazine
- *Structural Connection* newsletter
- SE Licensure Information
- STEM resources

NCSEA Member Organizations are encouraged to place their events in the online calendar. Follow this link to submit an event for the calendar: <http://www.ncsea.com/calendar/add/>.

Member-Only Resources

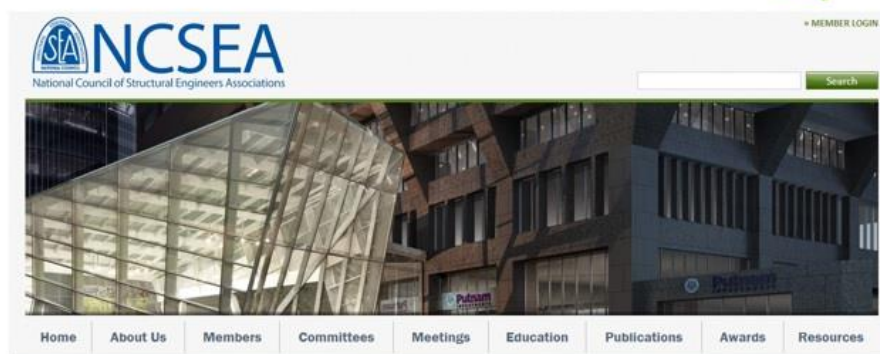
The NCSEA online Member Portal is a benefit that allows members of NCSEA Member Organizations (SEAs) as well as NCSEA Corporate Members, access to documents, resources, and discounts to NCSEA programs. Delegate resources and documents are also available via the portal, such as:

- Committee Contact List
- Recommended Speaker List
- Past Communication & Virtual Leadership Retreat Webinar Recordings & Materials
- SEA Operational Resources – Tools for Your SEA
- Student Chapter Outreach Guide
- Social Media Guide

If you are not logged in and you click on a member-only resource, you will be prompted to login as a member. You may also access the member portal via the log-in located in the upper right corner of www.ncsea.com.

If you are having trouble logging in ...

...do not make a new account ... contact NCSEA with the issue you are having.



Individual Member Benefits

Members of your SEA have access to following NCSEA benefits:

- A subscription to STRUCTURE magazine, the leading monthly magazine for structural engineering, both print and electronic versions.
- A subscription to *Structural Connection*, NCSEA's monthly member e-newsletter with information on NCSEA and SEA activities and events.
- Opportunities to secure a yearly subscription to unlimited live (at least 25+ per year) and recorded webinars (from a library of 170+) available on-demand, 24/7/365.
- The ability to join national NCSEA Committees
- Access to NCSEA web-based communities, including those on Basecamp.
- Access to scholarships to the NCSEA Structural Engineering Summit for young members.
- Access to the NCSEA Member Portal, which include SEA resources.
- Various discounts and special pricing for products and services (such as various ICC publications).

