

Volunteer Position Description
NCEES Exam Committee
Committee Member

Qualifications: Licensed Professional Engineer in good standing (license in active status) under the jurisdiction of an NCEES Member Board.

Time Commitment: Typically two Friday/Saturday meetings each year. All or a portion of Thursday through Sunday may be required depending on travel requirements. Volunteers are encouraged to regularly attend scheduled meetings although it is understood that conflicts will occasionally develop.

Duties At Meetings: Item writing, exam assembly and review, and training in a group setting as dictated by meeting agenda. The mix of activities will vary depending on committee needs.

Duties Away From Meetings: No out-of-meeting participation is required. Committee members may participate in item writing, PIA reviews, or other miscellaneous committee work away from meetings if they wish to do so. Dates for PIA reviews are typically announced well in advance.

Term: Continuous at the pleasure of both parties. Volunteers may be invited to alternate meetings or be removed from the committee roster as dictated by committee needs and budget constraints.

Volunteer Position Description
NCEES Exam Committee
Exam Vice-Chair

The Vice-Chair position has the following description in addition to that of a Committee Member.

Qualifications: Satisfactory performance as Committee Member.

Time Commitment: Regular committee meeting attendance is expected.

Duties at Meetings: Work with the Chair and NCEES staff to coordinate the overall activities of the committee. Substitute for the Chair as needed. Participate as a committee member in area of expertise.

Duties Away From Meetings: Vice-Chair may occasionally substitute for the Chair as needed at other NCEES meetings and conference calls.

Term and Appointment: The term of Vice-Chair is typically 2-3 years. The Vice-Chair will normally become the Chair at the end of the Chair's term. The Vice-Chair is appointed by the technical society in consultation with NCEES staff, the committee leadership and volunteers.

Volunteer Position Description
NCEES Exam Committee
Exam Chair

The Chair position has the following description in addition to that of the Vice-Chair.

Qualifications: Satisfactory performance as Vice-Chair.

Time Commitment: The Chair typically attends a minimum of 4 NCEES meetings each year (two Committee meetings plus two NCEES EPE Meetings). Other conference calls and planning activities may be required.

Duties at Meetings: Work with NCEES staff to coordinate the overall activities of the committee. Participate in opening session of meetings. Work to pair new volunteers with experienced committee members for mentoring. Work with volunteers on item writing training and understanding psychometric concepts, including performance statistics. Work with Staff to improve the performance of individuals who have written poor-performing items. The Chair will have less participation as a technical contributor than other committee members, but may participate as a committee member in their area of expertise as time allows.

Duties Away From Meetings: Participate in all exam PIA reviews, including assisting NCEES staff with decision-making on final keys. Coordinate with NCEES staff on committee meeting planning. Coordinate with technical society staff to prepare meeting invitation lists and plan committee meeting agendas. Participate in occasional conference calls related to the exam.

EPE Meetings: Attend EPE meetings as exam committee representative. Work with NCEES staff to prepare and present bi-annual EPE reports.

Term: The term of Chair is typically 2-3 years. The Chair serves at the pleasure of the sponsoring technical society in consultation with NCEES.