



2019-2020 BSCES Legislative Fellow Program Application

Through Monday, December 31, 2018, The BSCES Legislative Fellow Committee is accepting applications for the 2019-2020 Legislative Fellowship. The BSCES member who is selected as the next Legislative Fellow will serve from January 2019 until July 31, 2020, unless other arrangements are approved by the BSCES Legislative Fellows Committee. To apply for this position, you must review, complete and return this application along with the required supporting documents on or before the December 31st to:

Richard F. Keenan
Boston Society of Civil Engineers Section/ASCE
The Engineering Center
One Walnut Street
Boston, MA 02108-3616
617/305-4110,
rkeenan@engineers.org

Position Overview

Since 2001, a BSCES Legislative Fellow has served as a technical resource at the Massachusetts State House. The Legislative Fellow generally works with the staff of the Joint Committee on Transportation on current issues that can benefit from the input of an engineering professional. Most efforts focus on transportation or environmental initiatives but can vary. A Legislative Fellow provides legislators and their staffs with technical expertise as they develop programs to improve the Commonwealth's infrastructure and enhance the quality of life for all Massachusetts residents. This highly visible position is an excellent opportunity for a BSCES member to expand their horizons, get involved and make a difference in the Commonwealth of Massachusetts. Other benefits include office space at the State House, access to State House News Service, access to State House tours, attendance at legislative conferences, access to the legislative chamber, and the ability to meet and work with our legislators.

Position Requirements

For the formal session of the Massachusetts Legislature, which will run from January 2019 through July 2020, the BSCES Legislative Fellow is expected to spend two days a week working at the State House. Some commitments, such as intermittent night meetings, committee meetings on an alternate day, or a critical time schedule, are beyond those two days. Applicants should assume working approximately 20 hours per week in this role.

For the duration of their tenure, BSCES Legislative Fellows are expected to prepare a monthly Legislative Fellow Report for inclusion in the BSCES member newsletter, *BSCESNews*, and/or for posting as a news item on the BSCES website. This report should discuss pending and adopted infrastructure-related legislation and, to the extent permitted by confidentiality restrictions, describe your experiences in this role. Legislative Fellows are expected to make verbal presentations at BSCES meetings as requested. These written and verbal reports enable BSCES members to understand the value of the position and the interesting work Legislative Fellows are doing as a representative of BSCES and the civil engineering profession. After the completion of his/her term, the Legislative Fellow is expected to remain an active BSCES member, especially in Government Relations activities, for a three-year period.

Financial Support

The Legislative Fellow is responsible for all out-of-pocket expenses once they begin working at the State House. BSCES will provide a stipend of \$15,000 to the Legislative Fellow for 18-months of service. BSCES is unable to provide any benefits and encourages BSCES Legislative Fellows to make arrangements with their employers. It is common for a Legislative Fellow to perform their duties and work, provided they avoid even the appearance of a conflict. The Fellowship does not create an employer-employee relationship with either the Commonwealth of Massachusetts government or BSCES.

Application Requirements

To be eligible for consideration by the BSCES Legislative Fellow Committee, an applicant for the 2019-2020 BSCES Legislative Fellowship must:

- be a current BSCES member residing and registered to vote in Massachusetts;
- have a Bachelor of Science or MS in civil engineering or a related discipline;
- have significant experience in civil engineering or a related discipline;
- be a US citizen. Current Government employees are eligible;
- complete and return this application and the following support materials by Monday, December 31, 2018:
 - a 500 to 1,000-word statement;
 - a current resume or curriculum vitae;
 - a statement from his/her employer expressing support for the application; and
 - three *confidential* letters of reference.

Additionally, a successful applicant should be cognizant of many matters in nonscientific areas, demonstrate sensitivity in political, economic and social issues and have a strong interest in the solution of societal problems. Other characteristics considered during selection are self-starting ability, awareness of one's own biases, and clear oral and written expression.

Committee Review Process

The BSCES Legislative Fellow Committee is charged with selecting which applicant will become the Legislative Fellow. The Committee will evaluate candidates on factors such as advanced degrees, registration as a Professional Engineer, involvement in BSCES and ASCE, public policy experience and professional experience. Additionally, applicants and the Legislative Fellow Committee must also be sensitive to possible conflicts of interest. Gender, creed, race, ethnic background and political affiliation are expressly excluded as selection criteria for Legislative Fellows.

Additional Guidelines

Applicants for the 2019-2020 BSCES Legislative Fellowship should also be aware of the following guidelines:

1. In the role, the Legislative Fellow, has available all the resources of BSCES/ASCE.
2. Should technical guidance be required in areas beyond the Legislative Fellow's expertise, the Legislative Fellow will seek advice through the Legislative Fellow Committee Chair of BSCES.
3. The Fellow is subject to Legislative Standards of Conduct and must not engage in any partisan political activities during the term of appointment.
4. In the event of malfeasance on the part of the Legislative Fellow, as determined by the Legislative Fellows Committee, the Fellowship may be suspended immediately.



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**Completed applications must be received by Monday, December 31, 2018.
Applicants must be US Citizens and registered to vote in Massachusetts.**

Name: _____

Home Address: _____

Work Address: _____

Telephone: (Cell) _____ (Work) _____

Email: _____ Fax: _____

ASCE Membership Number: _____ Membership Grade: _____

BSCES Member Since: _____ ASCE Member Since: _____

PE License (List states and year granted in each state): _____

Education (Bachelor's Degree and Above):

Institution: _____

Dates Attended: _____ Degree: _____

Institution: _____

Dates Attended: _____ Degree: _____

Institution: _____

Dates Attended: _____ Degree: _____

Institution: _____

Dates Attended: _____ Degree: _____

Employer (List most recent affiliation and attach resume or CV):

Employer: _____

Dates Employed: _____ Title: _____

BSCES/ASCE Activities (Current and Past): _____

Other Professional Activities (*Including memberships in other professional organizations*): _____

Community Service and Government Activities: _____

Honors and Awards Received: _____

Statement of Accuracy and Permission to Release Information:

By signing this application, I hereby state that the above and accompanying information is correct to the best of my knowledge. I authorize BSCES to confirm and/or release any information included on this application

Signature: _____ Date: _____

Required Attachments and References:

1. A statement of 500 to 1,000 words describing why you are applying for the BSCES Legislative Fellowship; how your experience, abilities and knowledge qualify you for a Fellowship; your expectations of the program; and any other information you believe would be of interest to the selection committee.
2. A current resume or curriculum vitae.
3. A statement from your employer, if appropriate, indicating support for your application and agreeing to grant you a one-year leave of absence, if you are selected.
4. **References:** The selection committee must also receive **three confidential letters** of reference regarding your professional abilities. Each letter should evaluate the following: your professional abilities; written and verbal communication skills; leadership skills and ability to work with others. The letters should be sent directly to the attention of Richard Keenan at the address listed below. Please emphasize the importance of mailing the letters by December 31, 2018 to make your application complete.

Completed applications must be received by Monday, December 31, 2018

Direct questions, completed application, attachments and letters of reference can be sent to:

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