

Advisory Council Duties, Responsibilities, and Code of Conduct

Purpose and Authority

The Advisory Council of the National Dance Education Organization furthers the vision and mission of the organization by providing advice and insights in specific areas of responsibility and programming. This document outlines the duties, responsibilities, and standards of conduct expected of all members of the Advisory Council.

This document functions as a governance policy and code of conduct. Advisory Council members are expected to adhere to these provisions throughout their term of service. This document operates in alignment with, and does not supersede, the NDEO Bylaws. In the event of a conflict, the Bylaws shall prevail.

Core Responsibilities

Currently, the elected Advisory Council positions include:

- Advocacy
- Dance and Disability
- Development (Fundraising)
- E-Communications
- Mentorship
- National Awards
- National Honor Society for Dance Arts
- Research
- State Affiliates
- Student Initiatives
 - Student liaison (Undergraduate)
 - Student liaison (Graduate)

Appointed Advisory Council positions include:

- Standards, Curriculum, and Assessment
- Editor of Journal of Dance Education
- Editor of Dance Education in Practice
- Editor of the Dance Education Literature & Research descriptive index (DELRdi)

Each Advisory Council representative works with a committee of volunteer members who are chosen from an annual Call for Committee Members. The two Student liaison positions do not have their own committee but are a part of the Student Initiatives committee. Each Advisory Council committee will have an NDEO staff liaison. Committee work provides additional opportunities for members to serve NDEO and the field while also providing training for future leaders. JoDE, DEiP and DELRdi have editorial boards that constitute their committees.

The Advisory Council has no inherent legal or fiscal authority for the organization as they do not have a voting position on the Board. The Advisory Council is a group of committee chairs. On an Organizational Chart, committee chairs report to the Board President with a dotted line to their

Staff Liaison.

The Advisory Council and its committees can recommend ideas, projects, changes, etc. but it is up to the Board and Staff to determine if those recommendations are able to move forward and on what timeline.

The Advisory Council is committed to maintaining and promoting a professional environment in which the Advisory Council members act in the best interest of the organization and practice civility and respect. Advisory Council members will respect the knowledge, insight, experience, and expertise of fellow Advisory Council members, Board members, Staff, volunteers, and members, regardless of career stage and length of NDEO membership.

Within the organizational structure and the guiding strategic plan, the Board, Advisory Council, and Staff respect diversity of perspectives and prioritization of action plans in balance with human and financial resources of the organization. We allow for space and grace to engage in discussions, establish processes, and implement action plans. The broadness of the organization's needs and priorities necessitates space to allow for tasks to have extended or delayed timelines. We allow grace for the capacity of staff and volunteers, competing demands, and unexpected tasks. We respect the journey that ensures the longevity of the organization.

In carrying out your duties, NDEO asks that Advisory Council members observe the following guidelines and reference resources to identify connections to your professional position, practice, and sphere of influence; and identify authentic connections and intersections that align with organizational goals, programs, initiatives, and needs.

Advisory Council Requirements

In accepting a position on the NDEO Advisory Council, each member agrees to the following:

- Maintain current membership in NDEO.
- Attend New Board and Advisory Council Orientation as one begins their term.
- Sign a) Confidentiality, b) Conflict of Interest, and c) Advisory Council Duties, Responsibilities, and Code of Conduct Statement annually.
 - Disclose potential conflicts of interest promptly
 - Recuse themselves from discussions when a conflict exists
 - Refrain from sharing confidential NDEO communications without permission
- Attend all scheduled Advisory Council meetings. Attendance at a minimum of 75% of meetings is required.
- Read required documents prior to meetings.
- Report to the Board and Advisory Council in a timely manner on work in progress.

- Attend at least two (2) in-person annual NDEO conferences during a three-year term.
 - Advisory Council members are responsible for funding their own travel and accommodations to the conference, while NDEO aims to support conference registration, per the bylaws.
- Align and assess advisor and committee service goals with organization mission, priorities, and services to further the sustainability and growth of the organization.
- Complete the Advisory Council Committee charter/update form once a year.
- Review applications, make selections, and inform applicants of their acceptance (or not) to be part of the Committee.
- Manage a group of NDEO member volunteers.
- Put forth recommendations of ideas, projects, or changes to the Board.
- Work with Staff to implement any ideas, projects, or changes approved by the Board.
- Participate in adjudication of scholarships, awards, and recognitions as assigned (i.e., the Professional Development Scholarship review annually).
- Review required governance documents annually (bylaws, strategic plan, etc.).
- Support fundraising efforts through personal contributions (that may include in-kind contributions) and/or advocacy.
- Review Advisory Council position descriptions and revise them when needed to accurately reflect job duties.
- Seek out and engage in professional development to enhance leadership skills.
Opportunities may be offered by NDEO for development.

Professional Conduct, Respect, and Fairness

Advisory Council members are expected to contribute to a professional, respectful, and inclusive environment. AC members shall not engage in conduct that intimidates, demeans, discriminates against, or harasses others.

NDEO prohibits discrimination, bullying, and harassment of any kind, including but not limited to conduct related to sex, age, disability, education, ethnicity, gender identity, language, national origin, political beliefs, race, religion, sexual orientation, marital or family status, or socioeconomic status.

Bullying and harassment may be verbal, physical, written, visual, or digital, and may occur as a single serious incident or through repeated conduct. Impact—not intent—determines whether behavior violates this Code of Conduct.

Addressing Violations of the Code of Conduct

Concerns regarding potential violations of this Code of Conduct should be reported to the Board President or Executive Director/CEO. Matters involving the Board President should be directed to the Executive Committee.

The Board will address concerns promptly, confidentially, and in accordance with the Bylaws. Responses may include informal resolution, formal review, corrective action, or removal from the Advisory Council, as appropriate.

Advisory Council and Board Relationship with Staff

While the NDEO Board, as a whole, is responsible for determining the overall strategy and priorities of the organization, the Executive Director and staff have primary responsibility for NDEO's day-to-day operations, with the Advisory Council providing support, advice, and insights to specific elements of NDEO's programs and services based on their Job Description and Annual Committee Renewal form. The Advisory Council chairs and their committees, however, do not have decision-making authority but instead can make recommendations to the Board.

Communication

By accepting a position on the Advisory Council, each member will adhere to the following communication guidelines.

- Advisory Council members, Board members, and Staff should respond to emails within three working days, unless otherwise indicated. When an issue is urgent or time-sensitive, the sender should clearly note this, and recipients are expected to prioritize a timely response.
- Advisory Council members should utilize Basecamp for communication, ongoing work, projects, and archiving to maintain continuity and organizational confidentiality.
- When emailing a staff member, Advisory Council members should always include the ED/CEO and the President. Typically, staff members do not work on, and are not required to be available on, weekends.

Advocacy and Public Representation

Advisory Council members serve as ambassadors for NDEO and are encouraged to support the organization's current strategic priorities, which include:

- Organizational and Financial Sustainability
- Access and Inclusion
- Professional Development
- Advocacy

Only the Board of Directors or its designated representative may take official public positions on behalf of NDEO. When speaking publicly, Advisory Council members must clearly distinguish between personal opinions and organizational positions. When in doubt, AC members should refrain from posting or seek guidance before making public statements related to NDEO. AC

members must not comment publicly on internal matters or organizational disputes on social media unless expressly authorized. Concerns should be addressed through internal governance channels.

Advisory Council members are encouraged—but not required—to engage with NDEO’s official social media platforms in ways that align with NDEO’s values and messaging.

- www.facebook.com/ndeopage
- www.instagram.com/ndeodance
- <https://www.linkedin.com/company/ndeo/>

I have read and agree to abide by the duties, responsibilities, and standards of conduct outlined in this document.

AC Position _____

Signature _____ Date _____

Additional Resources

NDEO Board and Advisory Council materials available on Basecamp

- NDEO Bylaws effective April 2025
- NDEO Strategic Plan 2023-2027
- NDEO Justice, Diversity, Equity, and Inclusion Audit report from Maryland Nonprofits (January 2022)
- Conflict of Interest Form
- Confidentiality Form
- Committee guidelines
- Organizational Chart
- Board and Advisory Council liaison list (Pods)
- Contact sheet
- Elections and Nominations information

NDEO website

<https://www.ndeo.org/>

- [History of NDEO](#)
- [Meet the Staff](#)
- [NDEO Board of Directors](#)
- [NDEO Members](#)