

NDEO Board of Directors Nomination Guidelines 2022

Nominations Open: June 1, 2022

Nomination Deadline: August 1, 2022

Open Positions

Treasurer

Policy Board Member (Northwest Region)

Policy Board Member (Northeast Region)

Advisory Director of E-communications

Graduate Student Representative

Undergraduate Student Representative

Click [here](#) to submit a nomination.

If you require an accommodation to complete this application, please contact Kaitlynn Schultz, kschultz@ndeoo.org

NDEO Members may self-nominate or nominate another member for a board position. To be considered, submit an online application by the nomination deadline. The online nomination form for the open board positions becomes available on the NDEO website in the spring. There are three categories of board positions open for nominations: Executive Committee (Voting), Policy Board (Voting), and Advisory Board (Non-Voting). The NDEO membership casts their votes through an online ballot. Those elected to the board are expected to attend a board orientation on December 6, 2022, 7:30 - 9:30 p.m. ET. The term of service will begin January 1, 2023. The Board of Directors' time commitment is commensurate with the position: 2-3 meetings per year for the Advisory Board, 3-4 meetings per year for the Policy Board, and monthly Executive Committee meetings for the Officers of NDEO. In addition, all Officers and Directors meet regularly with their committees and submit board and committee reports for review prior to Board meetings.

Nomination Procedures and Checklist

- Prior to becoming a nominee, please read the following two documents:
 - The [NDEO Job Descriptions for 2022](#) for positions available this year
 - The [Board Duties and Responsibilities](#) for 2023.
- Prior to becoming a nominee, please update your contact and demographic information in your Member Dashboard (email membership@ndeoo.org if you need assistance in doing so).
- Prepare your headshot, CV/resume, and optional Nomination Support Letter.

Please consider the following information before applying:

- The board position for which you are applying.
- If the nomination is for one of two Policy Board of Directors' positions open this year, make sure you reside in the states identified for the Northeast or Northwest regions. [See list of states by region.](#)
- Openness to being considered for another Board or Committee position.
- Biography (200-word limit).
- Has the Nominee
 - Served on the NDEO Board of Directors? List positions and dates of service.

- Served on a board of another organization? List the organization(s) and dates of service.
- Previously attended an NDEO supported conference? List years and conferences.
- Participated in any NDEO or State Affiliate sponsored projects or committees? Please describe.
- Check the NDEO programs and services you have used.
- Nominee's statement (700-word limit). Please note that this statement will be used in NDEO communications and on the website to assist members in casting their vote. In relationship to the nominated position, please describe your (1) vision, goals, and strategies while serving in this position; (2) service to the field; (3) leadership skills and experience; (4) collaboration skills in a diverse environment; and (5) response to the appropriate inquiry below:
 - If nomination is for Treasurer, describe your experience with development, fiduciary responsibilities, financial reporting, record keeping, and policy making.
 - If nomination is for the Policy Board, describe your experience in initiating and following through with new ideas.
 - If the nomination is for the Advisory Director of E-communication, Graduate or Undergraduate Student Representative, describe your nominee's experience with project management and oversight of a committee.

Please consider the following additional questions

- How much time per month can you commit to fulfilling the work of the position (100-word limit)?
- Describe any concerns you may have about joining the board (100-word limit).
- Are you available to attend the Candidate's meeting on Wednesday, October 12, 2022, 7:00-8:15 p.m. ET?
- Are you able to attend the NDEO Board meeting, which is held virtually on December 6, 2022, 7:30 - 9:30 p.m. ET.?

If you have further questions regarding a specific position, contact Suzie Henneman, pastpresidentndeo@gmail.com.

NDEO Board Eligibility Requirements

- Nominees for Treasurer must have a minimum of four (4) years of continuous NDEO membership and have attended at least two National Conferences prior to being nominated.
- Nominees for the two Policy Board of Directors positions must have a minimum of four (4) years of continuous NDEO membership and have attended at least two National Conferences prior to being nominated. Nominees for 2023 must reside in one of the states identified by NDEO in the [Northwest or Northeast](#) regions.
- Nominees for the Advisory Board of Directors must be current members of the organization.

Job Descriptions for Board Positions Open for Nomination in 2022

Treasurer (3-year term)

Job Description: The Treasurer, an officer of the Executive Committee, is responsible to the NDEO Board of Directors for proper stewardship of the funds of the organization. The Treasurer works with the appropriate NDEO staff to develop/maintain accurate financial reporting and procedures. The Treasurer chairs the Development Committee, and as such, conducts research on possible funding prospects and works with NDEO to develop short-term and long-term fundraising initiatives. The Treasurer shall serve with the President and Executive Director in any financial emergency requiring prompt settlement.

Member of the Policy Board of Directors – 2 positions open (3-year term) [Northeast or Northwest States only](#)

Job Description: These six (6) Board Members are considered generalists with a policymaking focus and have voting authority. Policy Board of Directors shall provide leadership and assume responsibilities for establishing and implementing duties relevant to policy making, financial matters, and legislative issues. Policy Board Directors chair and/or serve on committees relevant to new initiatives as needed. All recommendations, action items, and motions put forth by the Advisory Board of Directors shall be considered by the Policy Board of Directors with appropriate action(s) taken. NDEO Board members are expected to attend all board meetings and submit reports to the President and Executive Director/Chief Executive Officer for distribution as necessary.

Advisory Director for E-Communication (3-year term)

Job Description: The Director of E-Communications directs the Committee, is responsible for the selection of each Committee member, determines the workload of each member/sub-committee, and oversees/manages the workload and various tasks with which each member is engaged. They also participate in the Awards adjudication process and may serve on subcommittees and/or task forces for the Organization. Further duties of the position may develop in response to the needs of the Organization as its work continues to evolve in service to the field.

Graduate and Undergraduate Student Representatives to the Advisory Board (1-year terms)

The Collegiate Student Representatives serve as the voice for student membership of NDEO. They bring recommendations from the student body to the board for consideration. In liaison with the Director of Student Initiatives and the NDEO Director of Conferences and Events, the Student Representatives help develop special-interest areas for students at the national conference. *Applicants for this position must be current NDEO student members or NHSDA members and remain so throughout the 2022-2023 academic year.*