Job Descriptions for Nominations 2023

NDEO Board of Directors

Executive Officer: Recording Secretary/Board of Directors

**Job description:** The Recording Secretary is an active member of the Board of Directors (reference board job description) and the Executive Committee. The Secretary attends all meetings of the Board of Directors, Advisory Council, and Executive Committee. The Secretary preserves the archives of the board, maintains true minutes of proceedings of all meetings, notes for the Advisory Council meetings, and Executive Committee meetings and keeps all documents and records pertaining to the operation and activities of NDEO. The Secretary posts minutes for Board meetings on Basecamp and OnBoard for review and approval. Notes to the Advisory Council and Executive Committee are also posted to Basecamp.

**Additional requirements:** Members must have 4 years NDEO membership prior to being nominated for the position. The four (4) years of membership is not required to be continuous and may be made up and in any combination of Individual or Student member types.

**Term:** 3-year term; may have served in a previous role on the Advisory Council or Board of Directors with a limit of two consecutive terms (6 years) total. The Secretary may not serve consecutive terms in the secretary role.

**Communication Structure:** Communications may include email, Basecamp, Google Drive, OnBoard, webconferences, etc., and between committee members, membership, staff, and fellow board members and advisory council members.

**Goals and Objectives:** Support the President, Past President, and President Elect and Board with minutes.

**Points of Actions:** Minutes and attend all scheduled meetings.

**Time Commitment:** 5-10 hours per week
Board of Directors—2 open positions (North Central, Southwest, or Southeast)

Note: For 2023, these two positions are only open to nominees residing in the states of the North Central, Southwest, or Southeast regions as defined by the chart. While the board ensures that we have geographic representation, all Board of Directors members serve in a national capacity in this role.

Job description: The Board of Directors of the NDEO governs the organization, determines policies and programs, and is responsible for the stability of the organization.

The Board’s duty is to further NDEO’s mission by establishing and carrying out its objectives and purposes. Members of the Board of Directors shall provide leadership and shall assume responsibility for making decisions and implementing policies related to financial and budget matters; legislative, social and industry issues; and NDEO strategic programs and direction.

The Board of Directors will serve as liaisons to the Advisory Council and their committees, and chair or serve on other committees or task forces, as requested by the President and/or the Executive Committee.

The Board of Directors meets quarterly as a collective, 2-3 times as year with the Advisory Council, and with assigned committees The Board is required to attend all meetings, in-person or remotely, and submit reports to the President and Executive Director/CEO for distribution as necessary. The Board is encouraged to attend the National Conference.

Additional requirements: Members must have 4 years NDEO membership prior to being nominated for the position. The four (4) years of membership is not required to be continuous and may be made up and in any combination of Individual or Student member types.

Term: Elected for a 3-year term; may have served in a previous role on the Advisory Council with a limit of two consecutive terms (6 years) total.

Communication Structure: Communications may include email, Basecamp, Google Drive, OnBoard, webconferences, etc., and between committee members, membership, staff, and fellow board members and advisory council members.

Time Commitment: The Board of Directors’ members typically spend between 8-20 hours per month on board business.
NDEO Advisory Council

The positions listed below serve as chairs of the Advisory Council per each area listed. They coordinate meetings and actions of the committees and collaborate with the NDEO staff and the Board of Directors to support the strategic plan of the organization.

Advisor of Research

**Job description:** The Advisor of Research chairs the Research in Dance Education Advisory Council, oversees research initiatives in NDEO, builds the research track for presentations, panels, workshops at the national conference and provides leadership in NDEO research for dance education at the national level. The Advisor works in collaboration with the editors of JoDE and DEiP to present pertinent research in these journals.

**Term:** Elected for a 3-year term with a limit of two consecutive terms (6 years) total.

**Council Description:** Members from diverse sectors, geographic locations, cultures, sectors, areas of expertise, research styles, and years of experience.

**Communication Structure:** Communications may include email, Basecamp, Google Drive, OnBoard, webconferences, etc., and between committee members, membership, staff, and fellow board members and advisory council members.

**Goals and Objectives:**

- Gathering the state of Dance Research in our NDEO community.
- Promoting awareness and access to resources available (DELRdi, SIG, Research Committee).
- Collaborating with SIGs, sectors, across global communities and resources.
- Promoting Collaborative - interdisciplinary research - institutions, grants, mentorship, etc.
- Developing and promoting diverse and eclectic dance research forms - choreographic research, education research, scholarly research, etc.

**Points of Actions:**

- Researching the history of NDEO’s programs, surveys, and participants in dance education research
- Studying, researching, and discussing NDEO’s Research Priorities and Report to the Nation
- Attending the NDEO 2050 meetings
- Dynamic communication and collaboration with DELRdi and conference presentation with DELRdi
- Chairing the RLM book award

**Time Commitment:** Advisor of Research 2-10 hours a month; Research Committee 2-10 hours a month
Advisor of Student Initiatives

**Job Description:** The Advisor of Student Initiatives helps develop policy in relation to student members, services, and programs and mentors the collegiate Student Representatives. The Advisor is responsible for student newsletters, with assistance from the undergraduate and graduate student representatives. The Advisor advocates for building new and strengthening existing Student Chapters in postsecondary education. The Advisor works with NDEO’s Director of Conferences and Events to develop targeted tracks for students at the national conference.

**Term:** Elected for a 3-year term with a limit of two consecutive terms (6 years) total.

**Council Description:** The Advisory Council committee comprises one graduate and one undergraduate student selected yearly through a nomination and voting process.

**Communication Structure:** Communications may include email, Basecamp, Google Drive, OnBoard, webconferences, etc., and between committee members, membership, staff, and fellow board members and advisory council members.

**Goals and Objectives:** Goals and objectives are structured each year based on the needs of the student membership as they align with the organization's mission and vision. Student representatives' voices take priority as they have a clearer understanding of the current and relevant conversations connected to the student contingency.

**Points of Actions:** Advocacy, equity, amplifying student narratives, meeting with student members at the annual conference, strengthening student experiences within the organization, and providing a student newsletter.

**Time Commitment:** Volunteer hours include meeting with student representatives, supporting student-led workshops/webinars, preparing newsletter(s), and developing and presenting three-four sessions at the annual NDEO conference. In addition, travel to and from the conference day prior to and after the conference for final preparations and closing.
Advisor of Dance and Disabilities

Job Description: The Dance and Disability Advisor, in collaboration with its advisory council, seeks to develop and support initiatives that increase representation and access for dancers, dance educators and dance students with disabilities of all ages in NDEO programming and projects. The Advisor will chair the Dance and Disability Advisory Council (DDAC), collaborate with other members of the Advisory Council and Board of Directors, and oversee the SIG meetings focused on Dance and Disabilities. The advisor will support the inclusion of presentations, panels and workshops at the National Conference and single day Virtual Conferences that address dance and disability. They will also work in collaboration with the editors of JODE and DeiP to ensure representation of the dance and disability field in these journals.

Term: Elected for a 3-year term with a limit of two consecutive terms (6 years) total.

Council Description: The DDAC is composed of at least five members from diverse sectors, geographic locations, cultures, areas of expertise, research styles, and years of experience. The DDAC may include both NDEO members and non-members, as it seeks broad representation from the community of dancers and dance educators with disabilities.

Communication Structure: Communications may include email, Basecamp, Google Drive, OnBoard, webconferences, etc., and between committee members, membership, staff, and fellow board members and advisory council members.

Goals and Objectives

- Support the inclusion of dancers with disabilities in NDEO and as educators and professionals in the field.
- Support the inclusion of presentations, panels and workshops at the National Conference and single day Virtual Conferences that address dance and disability.
- Work collaboration with the editors of JODE and DeiP to ensure representation of the dance and disability field in these journals.
- Increase visibility and representation of dance organizations, companies and performance created with and by dancers with disabilities of all ages.
- Expand the capacity of both individual members and NDEO to welcome and include dancers with disabilities as educators and professionals in the field.
- Provide NDEO Members with tools and knowledge to support students and individuals with disabilities in dance education.

Points of Actions–Based on projects and meeting the goals and objectives of the Dance and Disabilities Advisory Council.

Time Commitment: Attendance at semi-monthly meetings and approximately 5 to 6 hours of project based work each month. Attendance at up to three (3) meetings of the NDEO Advisory Committee.
Graduate and Undergraduate Student Advisors

**Job Description:** The Graduate and Undergraduate Student Representatives act as liaisons between student voices and the Policy Board. The focus of this role is to establish and maintain a clear mode of communication between NDEO and NHSDA members that are students and the NDEO Policy Board. As a committee of Student Initiatives, the Graduate and Undergraduate Representatives focus on student interests and inform the Board of Directors on what actions speak to their needs. Applicants for this position must be current students and remain so throughout the corresponding academic year.

**Committee Description:** Student focused activities that include forums, student sessions at the national conference, newsletters, and Facebook group activities.

**Committee Structure (Individual Roles):** Student Initiatives Director, Graduate Representative, and Undergraduate Representative.

**Communication Structure:** Communications may include email, Basecamp, Google Drive, OnBoard, webconferences, etc., and between committee members, membership, staff, and fellow board members and advisory council members.

**Goals & Objectives:** To support the student population within NDEO through the student newsletter, student Facebook group, NDEO student forums, and targeted student sessions at the National Conference.

**Points of Action:** To activate the student population within NDEO. We are using the student newsletter, NDEO Student Forum, Facebook group, and targeted student sessions at the National Conference to assist with this initiative.

**Time Commitment:** The Undergraduate and Graduate Student Representatives spend approximately 2-3 hours a month on board business with the exception of the months leading into and out of conference which can be 6-10 hours per month.