NDEO Board of Directors and Advisory Council
Nomination Guidelines 2023

Nominations Open: April 16, 2023
Nomination Deadline: May 31, 2023

Open Positions
Recording Secretary/Board of Directors
Board of Directors (North Central, Southwest, or Southeast regions)
Advisor of Research
Advisor of Student Initiatives
Advisor of Dance and Disabilities
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@ndeo.org

NDEO Members may self-nominate for Board of Directors or Advisory Council positions. To be considered, submit an online application by the nomination deadline. NDEO has two categories for nominations: Board of Directors (Voting) and the Advisory Council (Non-Voting). The NDEO membership casts their votes through an online ballot that opens in late fall. Those elected to the board are expected to attend an orientation meeting in early December. The term of service will begin January 1, 2024. The Board of time commitment is commensurate with the position: 2-3 meetings per year for the Advisory Council, 3-4 meetings per year for the Board of Directors, 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 when appropriate and requested for review prior to Board meetings.

Nomination Procedures

A. Prior to becoming a nominee, please read the following two documents:
   1. The NDEO Job Descriptions for 2023 for positions available this year
   2. The Board Duties and Responsibilities for 2023.

B. Nominees, please provide the following information:
   1. The position for which you are applying.
   2. If the nomination is for the Board of Directors, make sure you reside in the states identified for the North Central or Southeast regions. See list of states by region.
   3. Willingness to be considered for another Board or Committee position.
   4. Contact information, headshot, and CV/resume (name, membership #, institutional affiliation, job title/student status, street address, country, city, state, zip code, phone, email, headshot, CV/resume as a word doc or PDF).
   5. Biography (200-word limit)
   6. Has the Nominee
      a. Served on the NDEO Board of Directors? List positions and dates of service.
      b. Served on a board of another organization? List the organization(s) and dates of service.
      c. Previously attended an NDEO supported conference? List years and conferences.
      d. Participated in any NDEO or State Affiliate sponsored projects or committees? Please describe.
   7. Check the NDEO programs and services the nominee has used.
8. 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 the nominee’s (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:
   a. If the nomination is for Secretary, describe the nominee’s experience with archiving and record keeping, experience with policy-making, finances, and/or legislation, collaborating with colleagues, and initiating and following through with new ideas.
   b. If the nomination is for the Board of Directors, describe the nominee’s experience with policy-making, finances, and/or legislation and initiating and following through with new ideas.
   c. If the nomination is for Advisor Council roles, describe the nominee’s experience with project management and oversight of a committee.
9. How much time per month the nominee can commit to fulfilling the work of the position (100-word limit)?
10. Describe any concerns the nominee may have about joining the board (100-word limit).
11. CHECK YES OR NO Are you available to attend the Candidate’s meeting in late August 2023?
12. CHECK YES OR NO Are you able to attend the NDEO New Board and Advisory Council orientation in early December 2023?

If you have further questions regarding a specific position, contact Past-President, Kelly Lester kelly.lester@usm.edu .

**NDEO Board Eligibility Requirements**

- Nominees for Secretary and Board of Directors must have been a member of NDEO for four (4) years prior to the deadline for board applications/ nominations for that particular year. The four (4) years of membership is not required to be continuous and may be made up in any combination of Individual, Student or Organizational (as the ProMC) member types.
- Nominees for the two open Board of Directors must reside in one of the states identified by NDEO in the North Central or Southeast regions.
- Nominees for the Advisory Council must be current members of the organization.

**Job Descriptions for Board Positions Open for Nomination in 2023**

**Recording Secretary/Board of Directors** (3-year term)

**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.

**Member of the Board of Directors – 2 positions open** (3-year term) **North Central, Southwest, or Southeast regions only**

**Job description:** The Board of Directors of the National Dance Education Organization 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.

**Advisor of Research (3-year term)**

**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.

**Advisor of Student Initiatives (3-year term)**

**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.

**Advisor of Dance and Disabilities (3-year term)**

**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, 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.

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

**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.