

NDEO Board of Directors and Advisory Council Nomination Guidelines 2024

Nominations Open: April 22, 2024

Nomination Deadline: May 31, 2024

Open Positions

Treasurer/Board of Directors
Board of Directors (North Central, South Central regions)
Advisor of Advocacy
Advisor of Awards
Advisor of Development
Advisor of NHSDA
Advisor of State Affiliates
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, 2025. The 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/updates 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 2024 Job Descriptions for positions available this year](#)
2. [The Board Duties, Responsibilities, and Code of Conduct](#)
3. [Advisory Council Duties, Responsibilities, and Code of Conduct.](#)

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 regions by state.](#)
3. Willingness to be considered for another Board or Advisor 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 or Advisory Council? 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 Treasurer, describe the nominee's experience with financial oversight, 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 virtual "Meet the Candidates Night" on September 17, 2024?
 12. CHECK YES OR NO Are you able to attend the NDEO New Board and Advisory Council orientation in early December 2024?

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

NDEO Board Eligibility Requirements

- Nominees for Treasurer 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 and 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 2024

Treasurer/Board of Directors (3-year term)

Job description: The Treasurer is an officer of the board of directors who is responsible to the NDEO Board of Directors for overseeing financial affairs. The Treasurer works with the appropriate NDEO staff to develop/maintain accurate financial reporting and procedures. The Treasurer chairs the Finance Committee (board committee), serves on the Development Committee (advisory committee), conducts research on possible funding prospects, and works with NDEO to develop short-term and long-term financial planning.

Member of the Board of Directors – 2 positions open (3-year term) North Central and South Central regions

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 a 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 Advocacy (3-year term)

Job Description: The Advisor of Advocacy serves NDEO by remaining aware of legislative and funding issues that impact the viability of dance education in the national legislative agenda. Staying abreast of the latest policy and funding issues that impact dance education, the Advisor of Advocacy works to ensure that membership is informed of the tools and resources to respond to the current needs of the discipline. By attending regular meetings with national partners, organizations, and focus groups, the Advisor of Advocacy disseminates information to membership and assists in understanding its relevance in local and state contexts. Additionally, the Advisor is responsible for participating in the development of an advocacy plan for the organization and identifying and developing special projects that meet the advocacy needs of NDEO and the field.

Advisor of Awards (3-year term)

Job Description: The Advisor of Awards oversees the selection process for the national awards. The Advisor assembles a committee of around 10 members that vote on an awardee for each category based on the awards criteria. The criteria and selection process are outlined in the NDEO Awards Guidelines. The Advisor works with NDEO staff to notify all nominees about the awards results and coordinates with the NDEO President and NDEO staff to organize the virtual awards ceremony in the fall and an optional panel session for recipients at NDEO's annual conference. The Advisor of Awards also is responsible for overseeing revisions to the awards guidelines (in consultation with the committee) and keeping up with the timeline throughout the award cycle. In this role, the Advisor of Awards may be also asked to adjudicate other NDEO award areas. Volunteer hours fluctuate throughout the award cycle depending on the phase of the cycle and just prior to award ceremonies and events (virtual and in person) and prior to and during NDEO's National Conference.

Advisor of Development (3-year term)

Job description: The Advisor of Development serves as the chair of the Development Committee and partners with NDEO to develop short-term and long-term fundraising initiatives. This might include but is not limited to setting the vision for and volunteer support for fundraising strategies to support NDEO the organization. The Advisor will attend advisory council meetings and offer updates to the Board about development initiatives.

Advisor of NHSDA (3-year term)

Job Description: The NHSDA Advisor must remain aware of the needs, concerns, and interests of the members of the National Honors Society for Dance Arts at the junior, secondary, and collegiate levels. Maintaining a line of communication with the honor society leaders at individual chapters, state affiliates, and special interest groups, the NHSDA Advisor encourages and supports collaborations throughout all levels of the honor society to strengthen bonds already established as well as provide an atmosphere to create new relationships. The NHSDA Advisor is responsible for communicating with the assigned Board member about the NHSDA Award adjudication process. The main function of this position is working with NDEO staff to help select the adjudication committee from the NDEO membership and make adjudication assignments for the NHSDA Award. The NHSDA Award is for high school juniors and seniors and is offered annually. The award opens in the fall, closes at the beginning of the year, and adjudication begins in the spring. The NHSDA Advisor also offers suggestions for updates to the application and rubric criteria for the NHSDA Award to the NDEO staff.

Advisor of State Affiliates (3-year term)

Job Description: The Advisor of State Affiliates serves NDEO by acting as a liaison to the State Affiliates (SA), providing essential information to State Affiliates, and relaying concerns and information reported by State Affiliates to the NDEO Board. The Advisor provides regular and critical communication to State Affiliates on various issues/topics to assist them in furthering the goals of NDEO, strengthening their organization, and understanding the responsibilities of being a State Affiliate. The Advisor reviews the State Affiliates' reports, provides a summary to the NDEO Board, and attends all required board meetings. The Advisor suggests and helps manage projects that will meet the needs, goals, and mission of NDEO, State Affiliates, and the field. The State Affiliates committee advises and assists the Director with developing information and projects to assist State Affiliates in furthering the goals of NDEO and strengthening their organizations.

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.