

## Job Descriptions for Nominations 2024

### Executive Officer: Treasurer/Board of Directors

**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 review 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.

The Treasurer should be willing and capable of learning how to read and interpret financial reporting and have strong communication skills. The Treasurer should have general knowledge of one or more of the following areas:

- Accounting
- Finance
- Grant writing
- Business management
- Non-profit experiences as staff or board member

**Additional requirements:** Members must have 4 years of NDEO membership prior to being nominated for the position. The four (4) years of membership are 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 Treasurer may not serve consecutive terms in the treasurer role.

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

#### Goals and Objectives:

- Technical accounting skills to understand funds collected and distributed
- Investment management skills to provide insight on how to maintain and grow the financial resources of the organization
- Organizational leadership skills to strategize and direct the group's financial future

### Points of Actions:

- Chair the Board's Finance Committee
- Serve on the Development Committee
- Review annual budget and present to the Board
- Review the Annual 990 and address questions/concerns from Board members in collaboration with appropriate NDEO staff
- Review the Annual Audit and address questions/concerns from Board members in collaboration with appropriate NDEO staff

**Time Commitment:** 15-20 hours per month

## Board of Directors—2 open positions (North Central, South Central)

**Note:** For 2024, the two Board positions are only open to nominees residing in the states of the North Central, South Central 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 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.

**Additional requirements:** Members must have 4 years of NDEO membership prior to being nominated for the position. The four (4) years of membership are 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, web conferences, 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 standing committees within NDEO and comprise the Advisory Council. The specific positions open are described below. Advisory Council members 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 Advocacy

**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.

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

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

**Goals and Objectives:** Develop an infrastructure that enables NDEO membership to remain informed about current issues, and comprehend how to mobilize support at the state and national level.

1. Develop a systematic plan and identify appropriate platforms for communicating with membership about advocacy.
2. Identify appropriate advocacy resources for NDEO membership and determine methods for disseminating information to NDEO membership.

**Points of Action:**

1. Facilitate a SIG during the NDEO national conference.
2. Facilitate advocacy committee meetings as needed.
3. Develop and facilitate special webinars on advocacy.
4. Facilitate conference sessions on advocacy at the NDEO national conference.
5. Assist in the realization of strategic goals for the organization that are related to advocacy.
6. Identify member organizations to collaborate with in advocacy efforts and the ways in which such partnerships enhance dance advocacy.
7. Strengthen ties between NDEO and partner organizations.
8. Develop a network within NDEO that will promote advocacy at the state level and contribute to current needs in the field.
9. Develop consistent communication strategies with NDEO membership.
10. Identify and utilize appropriate social media in spreading awareness about advocacy.
11. Compile various advocacy resources for membership.
12. Identify means for providing membership with pertinent information from advocacy resources.

**Time Commitment:** Approximately 5-10 hours per month when averaged throughout the year. During specific times of year, the fall and spring, the average number of hours is more. During the summer, the number of hours tends to be less.

## Advisor of Awards

**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.

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

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

**Goals and Objectives:**

- To ensure awards and processes align with the mission and values of NDEO and its strategic plan.
- To guide the committee in a review process of award nominees
- To collaborate with the NDEO staff on the celebration of the awardees

**Points of Action:**

1. Organize a selection committee for the national awards (in accordance with guidelines): Outstanding Dance Educators-Emerging and Established, Outstanding Leadership for Diversity, Equity, & Inclusion, Pk-12, Higher Education, and Independent Sector, Outstanding Dance Education Researcher, Lifetime Achievement Awards for Living Artist/Educator and Posthumous, and Outstanding Dance Organization.
2. Review the awards guidelines and rubrics, and discuss the promotion of the awards with the committee. Begin the review of the awards guidelines and rubrics in the fall preceding the spring awards nominations.
3. Coordinate with the NDEO staff to determine a timeline for the selection process to ensure e-blasts notify members that nominations are open. Support publicizing awards to broaden the number of nominees.
4. Communicate with the committee about the submissions and ensure they have access reviews through their member dashboard. Tally the scores and schedule an online meeting (or more, if necessary) with the committee to discuss the results.
5. Submit the final committee results to the NDEO President, Executive Director (CEO), and Managing Director BEFORE sending notifications to award recipients.
6. Work with NDEO staff to send written notification letters to the awardees and all other (non-recipient) nominees. These letters should be reviewed by the NDEO President and CEO and are signed by the NDEO President and the Awards Director.
7. Consult with the NDEO staff and President about the logistics of the virtual awards ceremony, the facilitated panel at the national conference, and other celebratory aspects of the awards.
8. Communicate with the award recipients (and other nominees) about any questions regarding the awards process and ceremony.

**Time Commitment:** The Advisor of Awards typically spends 20 hours per month on board business. The bulk of the hours are in the awards “season” and the Advisor has preparation hours prior to and after the selection of awardees.

## Advisor of Development

**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.

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

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

### Goals and Objectives:

1. Develop short-term and long-term fundraising initiatives;
2. Research and identify prospective donors
3. Maintain records of donor information for future use through a centralized form with NDEO;
4. Suggest campaigns or events that will lead to soliciting donations;
5. Work with NDEO on suggested messages and campaigns to ensure these align with NDEO's mission.

### Points of Action:

1. Lead meetings with the Development Committee.
2. Collaborate with NDEO staff in leading fundraising efforts (e.g.. Facebook birthdays, online auction, giving day).
3. Research potential grants and donors for the NDEO staff to explore, with attention to funding sources that serve current programming.

**Time Commitment:** The Advisor of Development typically spends 10 hours per month on advisory council work.

## Advisor of NHSDA

**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. Assist the NDEO Staff member with communication with the honor society leaders at local, state, 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 NDEO Staff 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.

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

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

**Goals and Objectives:**

1. To choose effective NHSDA Award adjudicators from the NDEO membership and to help make sure that every student is adjudicated by someone who understands the dance genre they have submitted
2. To guide the NHSDA Award adjudication committee in a review process of applicants
3. Provide information and support to members who want to start an NHSDA chapter at their institution.

**Points of Action:**

1. Review the NHSDA Award rubric and application and offer suggestions for updates/improvements as needed to the NDEO staff
2. Communicate with the NHSDA Award adjudication committee about the submissions, submission timelines, and make sure they all have access to their assigned applicants through the Accepted platform
3. Work with the Student Initiatives committee, to strengthen collegiate-level chapters and intercollegiate communication/networking.
4. Identify the needs and issues of the NHSDA chapters at all levels and communicate them to NDEO.

**Time Commitment:** The NHSDA Advisor typically spends 10 hours per month on board business, more in the NDEO-NHSDA Award season, and less in the summer.



## Advisor of State Affiliates

**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.

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

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

### Goals and Objectives:

1. Connect the State Affiliates
  - a. Strengthen ties and networking between NDEO and State Affiliates and between State Affiliates.
2. Build Knowledge within and among State Affiliates
  - a. Foster networking and exchange of ideas.
  - b. Provide training.
3. Cultivate Leadership within State Affiliates
  - a. Support the work of State Affiliates.
  - b. Encourage and foster the work of the State Affiliate Committee.

### Points of Action:

- a. Provide information and resources to State Affiliates.
- b. Identify needs and issues of State Affiliates and communicate them to NDEO.
- c. Develop training mechanisms for State Affiliates, such as webinars and an online course.
- d. Encourage the use of the State Affiliates Forum for networking and communication among affiliates.

**Time Commitment:** The Advisor of State Affiliates typically spends 8-10 hours per month on board business. There are times of the year when that number may increase due to State Affiliate



reporting and creating the summary.

## 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 who 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. 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, web conferences, 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 the conference which can be 6-10 hours per month.