

NDEO Board of Directors and Advisory Council

Nomination Guidelines 2026

Nominations Open: April 20, 2026

Nomination Deadline: June 1, 2026

Open Positions

Board of Directors:

Board Secretary

2 Board of Directors (1 Southeast region, 1 Southwest region)

Advisory Council:

Advisor/Chair Development

Advisor/Chair Dance and Disabilities

Advisor/Chair Student Initiatives

Graduate Student Representative

Undergraduate Student Representative

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

If you require an accommodation to complete this application,
please contact Kari Schrade, kschrade@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 its votes through an online ballot that opens in late fall. Those elected are expected to attend an orientation meeting in early December. The term of service will begin January 1, 2027. The time commitment is commensurate with the position: 4-5 Advisory Council meetings per year, 4-5 Board of Directors meetings per year, and monthly Executive Committee meetings for those members of the Executive Committee. In addition, all Officers and Directors meet regularly with their committees and submit board and committee reports/updates when appropriate and requested for review before Board meetings. Contingent on funding, Board and AC members are required to attend, in person, at least two national conferences during their term and should make every effort to attend annually.

Nomination Procedures

1. Prior to becoming a nominee, please read the following two documents:
 - a. [The Board Duties, Responsibilities, and Code of Conduct](#)

- b. [Advisory Council Duties, Responsibilities, and Code of Conduct.](#)
2. Nominees, please provide the following information:
- a. The position for which you are applying.
 - b. If the nomination is for the Board of Directors, make sure you reside in the states identified for the Southeast or Southwest regions. [See the list of regions by state.](#)
 - c. Willingness to be considered for another Board or Advisor position.
 - d. 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.
 - e. Biography (200-word limit)
 - f. Has the Nominee
 - i. Served on the NDEO Board of Directors or Advisory Council? List positions and dates of service.
 - ii. Served on a board of another organization? List the organization(s) and dates of service.
 - iii. Previously attended an NDEO-supported conference? List years and conferences.
 - iv. Participated in any NDEO or State Affiliate-sponsored projects or committees? Please describe.
 - g. Check the NDEO programs and services the nominee has used.
 - h. 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 relation to the nominated position, please describe the nominee's (1) vision, goals, and strategies while serving in this position; (2) current and past service to the field; (3) overall leadership skills and experience; (4) collaboration skills in a diverse environment; and (5) response to the appropriate inquiry below:
 - i. If the nomination is for the Board of Directors, describe the nominee's experience with policymaking, finances, and/or legislation, and initiating and following through with new ideas.
 - ii. If the nomination is for Advisory Council roles, describe the nominee's experience with project management and oversight of a committee.
 - i. How much time per month can the nominee commit to fulfilling the work of the position (100-word limit)?
 - j. Describe any concerns the nominee may have about joining the board (100-word limit).
 - k. CHECK YES OR NO. Are you able to attend the NDEO New Board and Advisory Council orientation on December 6, 2026, 7pm-9pm?

If you have further questions regarding a specific position, contact the Immediate Past-President, Yoav Kaddar yoav.kaddar@mail.wvu.edu.

NDEO Board and AC Eligibility Requirements

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

Job Descriptions for Board Positions Open for Nomination in 2026

Board Secretary (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 all Board, Advisory Council, and Executive Committee meetings on Basecamp for review, approval, and archiving/documentation.

Additional Requirements: Members must have 4 years 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 Secretary may not serve consecutive terms in the Secretary role.

Communication Structure: Communications may include email, Basecamp, Google Drive, web conferences, 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, Advisory Council, and Executive Committee with minutes.

Points of Action: Minutes and attend all scheduled meetings.

Time Commitment: 15-30 hours per month

Member of the Board of Directors – 2 positions: Southeast and Southwest regions (3-year term)

Note: For 2026, the two Board positions are only open to nominees residing in the states of the Southeast and Southwest 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 its 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.

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, web conferences, etc., and between committee members, membership, staff, fellow board members, and advisory council members.

Time Commitment: The Board of Directors members typically spend between 8-15 hours per month on board business.

Job Descriptions for Advisory Council Positions Open for Nomination in 2026

Advisor/Chair of Development (3-year term)

Job Description: The Development Advisor/Chair, in collaboration with its committee, seeks to develop and support initiatives that increase financial resources (internal as well as external) for the organization. The Advisor will chair the NDEO Development committee and collaborate with other advisors/chairs of the Advisory Council and Board of Directors, in consultation with the president and executive director of the organization. The role also seeks to support the Development Strategy and Development Calendar, including any updates to them.

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

Committee Description: The Development Committee will be composed of NDEO members from all sectors (if possible) and members with expertise and experience in an organization's development sector.

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

Goals and Objectives:

- Maintain and keep developing a list of current and potential donors.
- Develop and initiate a variety of campaigns throughout their term to increase the financial stability of the organization and support the needs of the membership.
- Work in collaboration with the Advisor/Chair of eCommunications to develop effective strategies to help advocate for development committee initiatives.

Points of Action: Based on projects and meeting the goals and objectives of the Development Committee.

Time Commitment: Attendance at bi-monthly meetings and approximately 5 to 6 hours of project-based work each month. Attendance at all meetings of the NDEO Advisory Committee.

Advisor/Chair of Dance and Disability (3-year term)

Job Description: The Dance and Disability Advisor, in collaboration with its committee, 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.

Committee 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, web conferences, 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 in 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 performances 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 Action: Based on projects and meeting the goals and objectives of the Dance and Disability Advisory Council.

Time Commitment: Attendance at semi-monthly meetings and approximately 5 to 6 hours of project-based work each month. Attendance at all meetings of the NDEO Advisory Committee.

Advisor/Chair 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 the establishment of new and the strengthening of 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.

Committee 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, web conferences, 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 Action: 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 the day prior to and after the conference for final preparations and closing.

Graduate and Undergraduate Student Advisors (2-year term)

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 Board of Directors. 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, 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, except for the months leading into and out of the conference, which can be 6-10 hours per month.