



Job Descriptions for Nominations/Elections 2022

Executive Officer: Treasurer

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 Development Committee, conducts research on possible funding prospects, and works with NDEO to develop short-term and long-term fundraising initiatives.

Responsibilities and Duties:

The Treasurer should:

- Understand the business models of the organization; what are the drivers of revenue and expenses, and what levers are available to adjust as necessary.
- Keep a global view of organizational financial management in focus and lead development of policies and strategies for the longer-term sustainability of the organization.
- Review prepared annual budgets (proposed & revised) by the appropriate NDEO staff member and recommend to the Board for approval.
- Work with the appropriate NDEO staff member to gain an overall understanding on income distribution in Budget line items.
- Check in on a quarterly basis with the appropriate NDEO staff member to check on the overall fiscal health of the Organization.
- Stays informed of matters of consequence that could affect the financial health of the organization.
- Have grant-writing knowledge and experience.
- Research and assist in potential funding sources for both specific projects and General Operating Support (GOS.)
- Lead the Development Committee to develop short-term and long-term fundraising initiatives.
- Work with appropriate NDEO staff when there is a need to implement any of the fundraising initiatives.

Knowledge and Skills Required:

- A commitment to NDEO's mission and strategic direction.
- An ability to commit the requisite amount of time required to carry out described responsibilities.
- Understanding and experience with financial management and reporting practices for nonprofits.
- Familiar with Nonprofit Governance.
- Familiar with the organization's governance, having served previously as a director or officer of the organization.
- Familiar with financial instruments and investment styles.

- Well organized and able to work in a logical orderly manner.

Time Commitment: approximately 25 hours per month as Treasurer

Policy Board Director

(revised 2021)

Note: For 2022, these two positions are only open to nominees from states in the Northwest and Northeast regions as defined by the chart. Eligible states are listed in the chart 2022 Policy Board Nominations States by Region which can be found on the webpage for nominations.

Members of the NDEO Policy Board of Directors shall provide leadership and assume responsibilities for establishing and implementing duties relevant to policy making, financial matters and legislative issues. The Policy Board of Directors shall consider all recommendations, action items and motions put forth by the Advisory Board of Directors, Executive Committee Officers, and other Policy Board of Directors with appropriate action(s) taken. The Policy Board of Directors is responsible for the oversight and the adjudication of the annual NDEO Professional Development awards. The Policy Board of Directors will serve as liaisons to the Advisory Board Directors and their committees, and chair or serve on other committees or task forces, as requested by the President and/or the Executive Committee.

The Policy Board meets quarterly with the Executive Committee and three times a year with the Advisory Board of Directors. The Policy 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 Policy Board is encouraged to attend the National Conference.

Communication Structure: Communications may include email, Basecamp, Google Drive, conference calls, webinar, Zoom, etc., and between committee members, membership, office, etc., as applicable.

Time Commitment: Policy Board members typically spend between 8-20 hours per month on board business, depending on the month.

Advisory Director of: E-Communications

(HS 2/24/22 revision)

Job Description: The Advisory Board Member of E-Communications directs the Committee, is responsible for the selection of each Committee member, determines the workload of each member/sub-committee, and oversees/manages the workload and various tasks with which each member is engaged. They also participate in the Awards adjudication process and may serve on subcommittees and/or task forces for the Organization. Further duties of the position may develop in response to the needs of the Organization as its work continues to evolve in service to the field.

Committee Description: Per Section 4 from Article IX of the By-Laws, the Director of E Communications is required to have a committee for the duration of the term(s). Committee members are selected from an open call to the membership for volunteers to serve on committees. The E-Communications Committee is dedicated to supporting the connection of the field and sharing of knowledge through various platforms: via NDEOs website, forums, and social media accounts. All members volunteer their service to the field.

Committee Structure (Individual Roles):

Events – Regularly consolidates brief info on new postings in websites Member Events/News Forum. Shares info with E-Comm Director for digest-style posting in Job/Events forum.

Facebook and Twitter—Composed of one or two people, this sub-committee creates concise posts which can be used for NDEO’s Facebook and Twitter accounts with links and appropriate character count where applicable. Posts focus on non-NDEO-specific content connected to dance, dance education, dance science, etc. Must have permission to use photos.

Job/Events forum moderator – Currently held by the Director of E-Communications, this role could be fulfilled by a separate Committee member. Manages the email account jobs@ndeo.org, formats and sends all Job/Events forum announcements.

Jobs Announcements Assistant—Consolidates brief info on new postings in websites Jobs Board. Shares info with E-Comm Director for digest-style posting in Job/Events forum. May be asked to search for postings from sectors underrepresented on the Jobs Board.

Communication Structure: The Director liaises directly with the staff, primarily the Executive Director, Managing Director, and President. Content is collected, shared, and stored on Google Drive documents. Committee members correspond through emails, Google Hangouts or Zoom, and phone calls (conference and not). The staff generally does not communicate directly with the Committee members.

Goals & Objectives: The Committee holds aspirations to streamline the sharing of concise job and event listings with regularity through Jobs/Events forum announcements on the new website. Non-members can now view the Jobs Board. Sending a weekly recap of new events and listings to members will bring awareness to offerings in an easy-to-read format while keeping emails to a minimum.

Points of Action: Assist staff as needed with shaping language and intent of new Job/Events forum to provide service to members beyond posting of jobs. Implement new procedures to help members and institutions post their own positions. Contribute job listings for under-represented dance education sectors through the end of March 2022 to encourage postings from a range of sectors. Continue work with social media posts, focusing on content that is not time sensitive.

Time Commitment: 8-10 hours per month.

Advisory Board Member: Graduate and Undergraduate Student Representative

(revised RM 3/2/22)

Job Description: The Graduate and Undergraduate Student Representative act as a liaison 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. With the help of the Director of Students, Policy and Advisory Boards, the Graduates and Undergraduate Representatives focus on student interests and inform the Policy board 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: Email, Basecamp, Zoom conference calls

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.