



## NDEO BOARD OF DIRECTORS JOB DESCRIPTIONS

The National Dance Education Organization's Board of Directors is a working board and requires expertise in specific divisions that are integral to NDEO leadership and infrastructure in programs and services and the organization's long-term stability.

### EXECUTIVE COMMITTEE (voting)

**President** (5-year term; 1 as Elect, 2 as President, 2 as Past)

The President presides over all meetings of the Board, has general and supervisory management of the business of NDEO, and ensures Board resolutions are carried into effect. The President serves as a national voice for NDEO, builds organizational culture and leadership, and supports funding initiatives needed to ensure organizational growth and long-term stability. The President serves on Nominations and Awards committees and is an ex-officio member of all NDEO committees and Task Forces. *Members must have 5 years continuous NDEO membership prior to being nominated AND have served on the NDEO Executive Committee, Policy Board, or Advisory Board.*

#### President-Elect

The prime responsibility of the President-elect in the first year of office is to learn the operations of the organization (programs, services, liaison organizations, and members), understand national issues, and bring vision and expertise to addressing critical areas of need. The President-elect performs the duties and powers of the President in his/her absence or disability. The President-elect position is elected every other year in scheduled elections of officers.

#### Past President

The prime responsibility of the Past-president is advising the President and performing such other duties as may be delegated by the President or Executive Committee. The Past President should serve a term of two years, with the second of the two as a non-voting member of the board. The Past President Chairs the NDEO National Elections Committee and facilitates the biennial evaluation of the ED/CEO.

### Recording Secretary (3-year term)

The Secretary attends all meetings of the full Board of Directors and Executive Committee. The Secretary preserves the archives of the board, maintains true minutes of proceedings of all meetings, and keeps all documents and records pertaining to the operation and activities of NDEO. The Recording Secretary issues notices of all meetings and performs other duties needed by the full Board of Directors, Executive Committee, or Executive Director. The Secretary sends minutes to the Policy Board of Directors and the Advisory Board of Directors for review and approval. *Members must have 4 years continuous NDEO membership prior to being nominated for the position.* (Elected for a 3-year term; can serve a maximum of six years as a Director)

### Treasurer (3-year term)

The Treasurer is responsible to the NDEO Board of Directors for proper stewardship of the funds of the organization. The Treasurer serves with the President and Executive Director in any financial emergency requiring prompt settlement. The Treasurer works with NDEO staff to maintain accurate reporting procedures and execute audits. The Treasurer is important to the procurement and execution of grants. The Treasurer chairs the Development Committee, which partners with NDEO to develop short-term and long-term fundraising initiatives. *Members must have 4 years continuous NDEO membership prior to being nominated for the position.* (Elected for a 3-year term; can serve a maximum of six years as a Director)

The **NDEO Executive Director** serves as a member of the Executive Committee.

### NDEO POLICY BOARD OF DIRECTORS (voting)

The Policy Board of Directors are considered generalists with a policy-making focus and have voting authority. These members shall provide leadership and assume responsibilities for establishing and implementing duties relevant to policy making, financial matters, and legislative issues. It is expected that Policy Board members that are not officers accept responsibility for the following

legal and fiscal duties: (1) ensure the legal and ethical integrity of the organization and maintain accountability; (2) accept fiduciary responsibility for the organization; (3) hire, support, and participate in the biennial assessment of the executive director. All recommendations, action items, and motions put forth by the Advisory Board of Directors shall be considered by the Board of Directors with appropriate action(s) taken. NDEO Board members are expected to attend all board meetings and submit reports to the President and Executive Director/Chief Executive Officer for distribution as necessary. *Members must have 4 years continuous NDEO membership and have attended at least two National Conferences prior to being nominated for the position.* (Elected for a 3-year term; can serve a maximum of six years as a Director)

## **NDEO ADVISORY BOARD OF DIRECTORS (Serve as advisors without voting authority)**

Members of the NDEO Advisory Board of Directors shall provide leadership and assume responsibilities in specific areas of expertise to serve the NDEO membership. Directors are encouraged to establish a committee of NDEO members to facilitate the work of that division and to train members in leadership roles. Together, they are proactive in shaping the work of the nation through the important work of their division. While working intimately within a division, members gain familiarity with NDEO business and services and programs, policy and governance, communication and networks, and national issues and initiatives -- all of which helps prepare each member to assume leadership roles. *Members must have 1-year continuous NDEO membership prior to being nominated for an Advisory Board position.*

### **Advocacy** (Appointed by NDEO President)

The Director of Advocacy meets monthly in Washington, DC (or via conference call) with the Arts Education Partnership Legislative Affairs group who works with Congress on government legislation impacting the arts in education and serves to promote the needs of dance education in the national legislative agenda. Additionally, the Director is responsible for making NDEO aware of all current legislative actions which affect the arts and dance in the United States. It is highly recommended that the Director attend the annual Arts Advocacy Day in Washington, DC in March.

### **Awards** (Elected for a 3-year term; can serve a maximum of six years as a Director)

The Director of Awards works with NDEO staff on all aspects of developing and managing the NDEO Awards program and organizes and chairs the Awards Committee. The Awards Committee works with staff to improve the visibility of the program, recommending and recruiting nominees. The Committee reviews nominations and recommendations for awards and determines the appropriate recipients based upon specific criteria in each area. The Director serves as a liaison between National Award recipients and NDEO staff and relevant events, ensuring Awardees are recognized appropriately at the NDEO Awards Ceremony and in NDEO communications.

### **Curriculum, Standards, and Assessments** (Appointed by NDEO President)

The Director of Curriculum, Standards, and Assessments assists in the promotion and dissemination of the National Dance Standards and related documents at national, state, and local levels. The Director works to ensure dance is included in national surveys (NAEP and FRSS-III) and remains abreast of the status of dance certification and arts education policies in the United States.

### **E-Communications** (Elected for a 3-year term; can serve a maximum of six years as a Director)

The Director of E-Communications provides expertise in online communications including finding new audiences, advising on trends in E-communication, maintaining the Jobs, Events, News and Online Forums modules on behalf of NDEO, including identifying and overseeing forum moderators. The Director assists with select social media efforts in collaboration with the NDEO staff.

### **Membership Engagement** (Elected for a 3-year term; can serve a maximum of six years as a Director)

The Director of Membership Engagement serves the NDEO by remaining aware of membership needs, concerns, and interests and their impact on the viability of dance education both nationally and internationally. Maintaining a line of communication with regional representatives, state affiliates, and special interest groups, the Director encourages and supports collaborations that build on strengthening the bonds already established between groups as well as providing an atmosphere to create new relationships that address memberships' concerns. The Director is responsible for communicating with the assigned Policy Board member to discuss current activities, new initiatives, brainstorming for future projects, and strategies for maintaining current membership and recruiting new members.

**NHSDA Engagement** (Elected for a 3-year term; can serve a maximum of six years as a Director)

The Director of NHSDA Engagement understands all facets of the NHSDA program at the junior, secondary, and collegiate levels. The Director will select an adjudication committee and run the process for selecting and notifying recipients for the NHSDA- NDEO Artistic Merit, Leadership, and Academic Achievement Award. The Director works in collaboration with the NDEO staff member to provide mentoring to new chapters, develop additional recruitment and recognition programs, and to explore new ways to expand and enhance the honor society program.

**Registry of Dance Educators** (Appointed by NDEO President)

The RDE Director serves as a liaison to the NDEO Advisory Board of Directors representing interests of dance educators teaching/owning studios in the private sector. The Director brings concerns to the Board, offers recommendations, assists in building partnerships between NDEO and the private sector and works with conference planners and private dance educators to develop special tracks at the national conference for private studios. The Director leads a committee in the adjudication of RDE applications.

**Research** (Elected for a 3-year term; can serve a maximum of six years as a Director)

The Director of Research chairs the Centers for Research in Dance Education Advisory Board, 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 Director works in collaboration with the editors of JODE and DEiP to present pertinent research in these journals.

**State Affiliates** (Elected for a 3-year term; can serve a maximum of six years as a Director)

The Director of State Affiliates liaisons with state affiliate delegates throughout the year and chairs the State Affiliate meeting at conference. The Director serves as a mentor, leader, and voice for state affiliates at the Board and on a national level. The Director helps states understand processes and services involved in state affiliation, and helps states grow in ways unique to them. The Director collects the Year End Reports by all State Affiliates and compiles a summary report.

**Students Initiatives** (Elected for a 3-year term; can serve a maximum of six years as a Director)

The Director of Student Initiatives helps develop policy in relation to student members, services, and programs and mentors the collegiate Student Representatives. The Director is responsible for student newsletters, with assistance from the undergraduate and graduate student representatives. The Director advocates for building new and strengthening existing Student Chapters in postsecondary education. The Director works with NDEO's Director of Conferences and Events to develop targeted tracks for students at the national conference.

**Graduate and Undergraduate Student Representatives** (Elected to a 1-year term)

The Collegiate Student Representatives serve as the voice for student membership of NDEO. They bring recommendations from the student body to the board for consideration. In liaison with the Director of Students and the NDEO Director of Conferences and Events, the Student Representatives help develop special interest area tracks for students at the national conference. *Applicants for this position must be current students and remain so throughout the corresponding academic year.*

**LIAISONS TO THE ADVISORY BOARD (Serve as advisors without voting authority)**

**Editor of Dance Education in Practice (DEiP)** (Appointed by NDEO President)

The editor of Dance Education in Practice is responsible for DEiP policy and oversees the DEiP editorial board. The Editor and the editorial board are responsible for the content of DEiP and all processes involved in soliciting, reviewing, editing, and preparing DEiP content for publication and work with NDEO staff to coordinate policy with finances.

**Editor of the Journal of Dance Education (JODE)** (Appointed by NDEO President)

The editor of the Journal of Dance Education is responsible for JODE policy and oversees the JODE editorial board. The Editor and the editorial board are responsible for the content of JODE and all processes involved in soliciting, reviewing, editing, and preparing JODE content for publication and work with NDEO staff to coordinate policy with finances.