

Advisory Council Duties, Responsibilities, and Code of Conduct

The Advisory Council's duty is to further NDEO's vision and mission by providing advice and insights in specific areas of responsibility.

Currently, the elected Advisory Council positions include:

1. Advocacy
2. Action & Accountability (JDEI)
3. Dance and Disabilities
4. Development (Fundraising)
5. E-Communications
6. Mentorship
7. National Awards
8. National Honor Society for Dance Arts
9. Research
10. State Affiliates
11. Student Initiatives
12. Student liaison (Undergraduate)
13. Student liaison (Graduate)

Appointed Advisory Council positions include:

1. Standards, Curriculum, and Assessment
2. Editor of Journal of Dance Education
3. Editor of Dance Education in Practice
4. Editor of the Dance Education Literature & Research descriptive index (DELRdi)

Each* Advisory Council representative works with a committee of volunteer members who are chosen from an annual Call for Committee Members. Each Advisory Council committee will have an NDEO staff liaison. Committee work provides additional opportunities for members to serve NDEO and the field while also providing training for future leaders.

** The two Student liaison positions do not have their own committee but are a part of the Student Initiatives committee.*

***JoDE, DEiP and DELRdi have editorial boards that constitute their committees.*

The Advisory Council has no inherent legal or fiscal authority for the organization as they do not have a voting position on the Board. The Advisory Council is a group of committee chairs. On an Organizational Chart, committee chairs report to the Board President with a dotted line to their Staff liaison.

The Advisory Council and their committees can recommend ideas, projects, changes, etc. but it is up to the Board and Staff to determine if those recommendations are able to move forward and on what timeline.

The Advisory Council is committed to maintaining and promoting a professional environment in which the Advisory Council members act in the best interest of the organization and practice civility and respect. Advisory Council

members will respect the knowledge, insight, experience, and expertise of fellow Advisory Council members, staff, volunteers, and members, regardless of career stage and length of NDEO membership.

Within the organizational structure and the guiding strategic plan, the Board, Advisory Council, and Staff respect diversity of perspectives, prioritization of action plans in balance with human and financial resources of the organization. We allow for space and grace to engage in discussions, establish processes, and implement action plans. The broadness of the organization's needs and priorities necessitates space to allow for tasks to have extended or delayed timelines. We allow for grace of the capacity of staff and volunteers, competing demands, and unexpected tasks. We respect the journey that ensures the longevity of the organization.

In carrying out your duties, NDEO asks that Advisory Council members observe the following guidelines and reference resources to identify connections to your professional position, practice, and sphere of influence; and identify authentic connections and intersections that align with organizational goals, programs, initiatives, and needs.

In accepting a position on the NDEO Advisory Council, each member agrees to voluntarily abide by the following:

Advisory Council Requirements

- Maintain current membership in NDEO.
- Sign a) Confidentiality, b) Conflict of Interest, and c) Advisory Council Duties, Responsibilities, Code of Conduct Statement annually.
- Attendance at all scheduled Advisory Council meetings. Absence from 3 scheduled meetings per year will result in removal from the Advisory Council.
- Read required documents prior to meetings.
- Attend at least two in person annual NDEO conferences during a 3-year term.
- Complete the Advisory Council Committee charter/update form once a year.
- Review applications, make selections, and inform applicants of their acceptance or not to be a part of their Committee. Manage a group of NDEO member volunteers.
- Put forth recommendations of ideas, projects, or changes to the Board.
- Work with Staff to implement any ideas, projects, or changes approved by the Board.

Respect & Fairness

Advisory Council members will strive to create a professional environment and will not take any actions that are meant to or have the effect of exaggerating their status or understate that of any others in the NDEO community, or of intimidating others.

Advisory Council members will not *discriminate* against, bully, or harass others, for any reason, including (but not exclusively) those involving sex, age, disability, education, ethnicity, gender identity, language, national origin, political beliefs, race, religion, sexual orientation, marital or family status, and socio-economic status.

NDEO recognizes *bullying* as behavior that may be characterized as offensive, intimidating, malicious or insulting, or an abuse or misuse of power through means intended to undermine, humiliate, denigrate, or injure the recipient. Bullying does not need to be deliberate. Whichever form it takes, it is unwarranted and unwelcome to the individual, and will often cause embarrassment, fear, humiliation, or distress to an individual or group of individuals. Bullying often results from a misuse of individual power derived from status/position, physical strength, or force of personality. It can also arise from collective power arising out of the strength of numbers.

NDEO recognizes as **harassment** any unwelcome verbal or physical behavior, including, but not limited to, sexual advances, when the unwanted conduct has the purpose or effect of either violating another person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person. Harassment does not need to be deliberate. In some situations, where the unwanted conduct is serious, a single incident may constitute harassment. In other situations, conduct may become harassment if, and because, it is repeated or sustained.

The following list provides examples of the types of behavior which can amount to harassment, although the list is by no means exhaustive:

- **Unwelcome physical contact or physical interaction.** This may range from unnecessary touching or brushing against another's body, physical assault, coercing sexual intercourse, physical threats, insulting or abusive behaviors or gestures. This may also encompass invading someone's "personal space" by standing very close to them where this is unnecessary.
- **Unwelcome verbal conduct.** This may include the making of remarks and comments about appearance, lewd comments, sexual advances, innuendo and banter, the making or repetition of offensive or stereotyped comments, jokes or songs, the making of threats or the making of patronizing comments. Such conduct does not need to be directed at someone to be considered harassment.
- **Unwelcome written or visual interaction.** This may include sending unwelcome emails, notes, or pictures, and displaying or sending offensive material on any NDEO social media/websites/blogs etc.
- **Repeated unwelcome conduct.** In some situations, continuing or repeating conduct, which is not on its face "harassing" conduct, can be seen as harassment.

Communication

- Board members, Advisory Council members, and Staff should respond to emails within a 48-hour window, unless otherwise indicated.
- Advisory Council members should utilize Basecamp for communication, ongoing work, projects, and archiving to maintain continuity and organizational confidentiality.
- When emailing a staff member, Advisory Council members should always include the ED/CEO (Susan McGreevy-Nichols) and the President. Typically, staff members do not work on, and are not required to be available on, weekends.
- All statements made "on behalf of NDEO," must be approved by the Board of Directors or its official designee. For any statements about the organization, its industry, positions, decisions or events, Advisory Council members must make sure to distinguish between their own personal opinions and organizational positions. This is especially important when making statements online (including social media or NDEO member communications), in any recorded video/audio or in print. Please note that a nonprofit organization may be held accountable, both legally and in public opinion, for statements made by a Board, Advisory Council, or Staff member. Before posting, publishing, or making remarks, please take a minute to ensure that it is clear whether the statement is coming from you as an individual or as a representative of NDEO. When in doubt, include a notice stating that you are speaking strictly as an individual. (from *Guidelines and Principles for Nonprofit Excellence*)
- Transparency and trust are integral to the overall organizational health. In order to ensure confidentiality, individual or small group communications, such as emails and texts, should not be shared, either between Advisory Council members, or to anyone outside of the Advisory Council or Board, without permission from the author (*Example: Do not share links to meetings or any Advisory Council committee discussions without explicit permission from the organizer*). Particularly if information is of a sensitive nature; Advisory Council members must ask the source for permission to share before sharing (*See Confidentiality and Conflict of Interest Agreements*)

Advisory Council and Board Relationship with Staff

While the NDEO Board, as a whole, is responsible for determining the overall strategy and priorities of the organization, the Executive Director and staff have primary responsibility for NDEO's day-to-day operations with the Advisory Council providing support, advice, and insights to specific elements of NDEO's programs and services based on their Job Description and Annual Committee Renewal form. The Advisory Council chairs and their committees, however, do not have decision-making authority but instead can make recommendations to the Board.

Annual and Special Topics Conferences

- Attend at least two in person annual NDEO conferences during a 3-year term.
- Attendance at special topics conferences is encouraged, but not required.
- The national conference allows for time to connect with members and build community with colleagues on the Board, Advisory council, and NDEO staff.
- Advisory Council members should plan travel to coincide with board meetings at national conference; this may extend a day before and/or after the conference for board and staff dinner and/or meetings. Advisory Council members are responsible for financing their own conference fees, travel, and accommodations.

Advocacy

- Be an ongoing ambassador for the organization including advocacy and social media presence:
 1. To foster the priorities of the strategic plan and further the mission of the organization:
 - a. SP 1 Organizational and Financial Sustainability,
 - b. SP 2 Access and Inclusion,
 - c. SP 3 Professional Development, and
 - d. SP 4 Advocacy
 2. To enhance the public image of NDEO with membership and the community at- large.
 3. To align your public presence on NDEO-related items with NDEO branding and positions (see NDEO *Talking Points*)
- Follow NDEO on social media accounts and actively engage in posts (like, share).
 - www.facebook.com/ndeopage
 - www.instagram.com/ndeodance
 - <https://twitter.com/NDEOdance>
 - <https://www.linkedin.com/company/ndeo/>
- Develop leadership within the organization and strategically cultivate participation, including, but not limited to recruiting new members, participating in SIGS and Online Forums, submitting conference proposals, promoting award applications, promoting call for nominations for Board of Directors, Advisory Council, and committee members.

Support / Leadership duties

As a part of their roles, Advisory Council members must:

- Be familiar with Nonprofit Governance. As part of NDEO's Strategic Plan 2023-2027, training for board and staff on nonprofit governance is prioritized. Annually, meetings or workshops will be offered to keep all attuned to Advisory Council committee guidelines.
- Support the mission, goals, and policies of NDEO.

- Align and assess advisor and committee service goals with organization mission, priorities and services to further sustainability and growth of the organization.
- Prepare and attend regularly scheduled meetings of the Advisory Council and as many special meetings as possible. Meeting attendance may be in-person (if possible) and virtual. Consistent attendance provides Advisory Council members with current and ongoing insight into the daily and strategic work of the organization.
- Report to the Board and Advisory Council in a timely manner on work in progress. Specifically, if motions are made, then materials, rationales, and supporting documents should be shared two weeks before the meeting date, however, lead times may change based on circumstances.
- Participate in adjudication of scholarships, awards, and recognitions as assigned (i.e., the Professional Development Scholarship review annually).
- Advise, monitor, and strengthen the organizations' programs and services.
- Help to identify, encourage, and train the future leadership of NDEO.
- Be familiar with Advisory Council position description and Advisory Committee Guidelines. Be prepared to update your Advisory Council position description based on Advisory Committee Guidelines and the Advisory Council Committee charter/update form.
- Seek out and engage in professional development to enhance leadership skills. Opportunities may be offered by NDEO for professional leadership development.

Social Media

“Social media” are any type of internet-based media created through social interaction, where individuals primarily produce the content and include (but are not limited to):

- 1) social networking websites, such as Facebook, Instagram, LinkedIn, Twitter etc.;
- 2) weblogs or blogs, which are individual online journals or commentaries that allow for social interaction through a public comment feature; and
- 3) video websites, such as YouTube.

Advisory Council Members who use social media sites to communicate with colleagues, other organizations, or personal contacts, should remember that much of what is posted is available to anyone with access to the web, and postings can quickly become viral. Consider that you cannot control the ultimate distribution of your post once it is made. Online is forever. In addition to abiding by your Confidentiality obligations, Advisory Council Members should refrain from making any comments on social media about Board or Advisory Council affairs or about NDEO unless such comments are preapproved by the Board or the NDEO President.

Advisory Council Members must remember that, as an NDEO Advisory Council Member, they are both members of a body collectively charged with determining and protecting the well-being of the organization; as well as leaders, with an outsized voice, in the NDEO Community. Advisory Council Members are chosen for their aptitude and their fair representation of the NDEO community, and, while a supportive community can be found for any dissenting position, far more often than not, the Advisory Council represents the best interests and the opinions of the community. Should an Advisory Council Member have concerns with NDEO leadership, staff, members, or volunteers, or the organization's policies, procedures, programs, or services, they are requested to discuss those concerns through the proper internal channels (Board President or Executive Director). Social media or other public discussion of disagreements generally only serves to amplify those disagreements, creating further problems for the community and the organization.

Required Reading for all Advisory Council members

NDEO Board and Advisory Council materials ([google drive](#))

- NDEO Bylaws effective January 2023
- NDEO Strategic Plan 2023-2027
- NDEO Justice, Diversity, Equity, and Inclusion Audit report from Maryland Nonprofits (January 2022)
- Conflict of Interest Form
- Confidentiality Form
- NDEO Advisory Council Duties, Responsibilities, and Code of Conduct
- Advisory Committee Guidelines
- Contact sheet for Board, Advisory Council, and Staff
- Elections and Nominations information
- Organizational Chart
- NDEO Talking Points

NDEO website (click on links)

- [History of NDEO](#)
- [Meet the Staff](#)
- [NDEO Board of Directors](#)
- [NDEO Members](#)
- [Inclusion, Diversity, Equity, and Access](#)

Recommended Supplemental Materials for board service development and effectiveness:

*Found in Basecamp under Resources www.basecamp.com

- *Maryland Nonprofits Conduct of the Board*
- *Parliamentary Procedures*
- *10 Basic Board Responsibilities*
- *Robert’s Rules of Order* - <https://robertsrules.com/>

I have read and agree to abide by the duties and responsibilities indicated in the above.

Position on the Advisory Council _____

Signature _____ Date _____

