



NDEO Job Descriptions for 2021 Open Board Positions

President-Elect: Job Description

As President-elect, responsibilities include: observing the duties of the President; serving on committees for the organization; representing NDEO at local, regional, and national events; advocating for dance education in all venues and for all children and adults; and attending all Board meetings and other meetings called by the President.

The President-elect shall perform the duties and exercise the powers of the President during the absence or disability of the President and carry out any other duties assigned by the President and/or these bylaws.

Committee Description: Serve on committees as determined by need of the organization, Executive Director, President, and Board. Meet monthly with the Executive Committee.

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

Goals & Objectives:

1. To learn the functional and organizational needs of the Presidency in order to assume the office with knowledge and experience.
2. To serve the organization as a voting board member, representing the best interests of the members and the organization.
3. To assist the President in governing and maintaining the structure of the organization.

Points of Action:

1. Voting on motions brought forth from the Board.
2. Serving on committees.
3. Communicating with the ED/CEO and President as well as the Executive Board, Policy Board, and Advisory Board.
4. Attending all Board meetings (virtual and in-person).
5. Serving and governing in the absence of the President.

The President-elect shall be slated for approval every other year in scheduled elections of officers. The President-elect meets monthly with the Executive Committee, quarterly with the Policy Board, and a minimum of three times a year with the Advisory Board.

Time Commitment: The President-Elect spends approximately 20-25 hours per month on board business, depending on events, meetings, and administrative preparations.

Policy Board: Job Description

Note: For 2021, these two positions are only open to nominees from states in the Northwest, Southwest, and South Central regions. Eligible states are listed in the chart 2021 Policy Board Nominations States by Region found on the NDEO Board of Directors webpage.

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, the national conference, and submit reports to the President and Executive Director/CEO for distribution as necessary.

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 Board positions 2021

Note: All Advisory Board members meet a minimum three times per year with the full Policy Board and are required to attend the National Conference.

Advisory Director: Awards

Job Description: The Director of Awards oversees the selection process for the national awards. There are four awards categories, which are listed below. The director assembles a committee of six-seven 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 director notifies all nominees about the awards results, and coordinates with the NDEO President and Managing

Director to organize the awards ceremony at the national conference. The Director of Awards also is responsible for overseeing revisions to the awards guidelines (in consultation with the committee) and writes biannual reports about the awards process for the Board of Directors.

Awards Categories: There are four categories of awards:

- Lifetime Achievement
- Outstanding Leadership
- Outstanding Dance Educator (Higher Ed, K-12 and Private Sector)
- Outstanding Dance Education Researcher

Committee Structure and Composition: The committees are organized through shared governance to develop consensus among the group. Each year, the education award rotates from higher education to K-12 to the private sector. Committee members of that year should represent the appropriate sector for the award.

- Lifetime Achievement: Director of Awards, two Past Presidents, and an Advisory Director or Policy Board Member.
- Outstanding Leadership and Outstanding Dance Educator: Awards Committee, led by Director for Awards (Advisory Board position).
- Outstanding Dance Education Researcher: Director of Awards, the Advisory Director of Research, the Editor-in-chief of the Journal of Dance Education, and an Advisory Director or Policy Board Member.

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

Awards Director Tasks:

1. Organize a selection committee for the four national awards (in accordance with guidelines): Lifetime Achievement, Outstanding Researcher, Outstanding Dance Educator and Outstanding Leadership.
2. Review the awards guidelines and rubrics, and discuss promotion of the awards with the committee. Begin the review of the awards guidelines and rubrics in the fall preceding the spring awards nominations. Recommended revisions need to be submitted to the Policy Board for approval. After revisions are approved, devise ways to generate interest about the awards.
3. Coordinate with the NDEO Managing Director to determine a timeline for the selection process to ensure e-blasts notify members that nominations are open. Keep experimenting with additional ways to publicize the awards to increase the number of nominees.
4. Communicate with the committee about the submissions and ensure they have access to the Smarter Select system for scoring nominees. 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. 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 Managing Director and President about the logistics of the awards ceremony and the celebration of the awards recipients at the national awards ceremony.
8. Communicate with the awards recipients (and other nominees) about any questions regarding the awards process and ceremony.

Time Commitment: The Advisory Board Director of Awards typically spends 20 hours per month on board business. The bulk of the hours are in the awards “season” and the Director has preparation hours prior to and after the selection of awardees. Note: The awards categories are slated to change in 2022 and this may require additional work and time on the new Director’s part. The current Director of Awards will be staying on the committee to assist in this process.

Advisory Director of NHSDA Engagement

Job Description: The Director of NHSDA Engagement 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 level. Maintaining a line of communication with honors society directors at individual chapters, state affiliates, and special interest groups, the Director of NHSDA Engagement encourages and supports collaborations throughout all levels of the honor society to strengthen bonds already established as well as providing an atmosphere to create new relationships. The Director of NHSDA Engagement 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 honors society chapters to increase the diversity of the National Honors Society for Dance Arts.

One of the main functions of this position is working with NDEO staff to run the NHSDA high school awards early each year. The NHSDA Engagement Director helps set our rubric criteria for the awards and arranges selection of adjudicators from the NDEO membership each year for the national awards.

Committee Description: NHSDA Awards committee reviews all applications for the annual awards in the spring of each year.

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

Goals and Objectives:

1. Infrastructure: Develop an infrastructure that promotes communication between the various NHSDA Members.

2. **Autonomy:** Aid NHSDA chapters in creating partnerships and activities to work together as regional groups, State Affiliates, and Special Interest Groups that provides them with a shared sense of purpose and allows autonomy that is aligned with and aware of the guidelines of the NDEO Policy Board.
3. **Recruitment:** Identify and implement new strategies for recruitment for honors society chapters and individual honors society members.
4. **Support:** Provide information and support to members who want to start an NHSDA chapter at their institution.

Points of Action:

1. Open lines of communication between NHSDA chapters.
2. Develop a plan of action with the assigned Policy Board member for new members and chapter recruitment.
3. Explore ways to streamline communication through emails, forums, and virtual engagement.
4. Develop an initiative with Justice, Equity, Diversity, and Inclusion (JEDI) and the Inclusion, Diversity, Equity, and Access (IDEA) committees to increase the diversity of applicants for the NHSDA awards and institutional memberships.
5. Serve on board committees related to the development of infrastructure and policies that affect membership engagement.

Time Commitment: The Advisory Board Director of NHSDA Engagement typically spends 10 hours per month on board business, more in the NDEO-NHSDA Award season, and less in the summer.

Advisory Director of State Affiliates

Job Description: The Director 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 Director 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 Director reviews the State Affiliates' reports, provides a summary to the NDEO Board, and attends all required board meetings. The Director suggests and helps manage projects that will meet the needs, goals, and mission of NDEO, State Affiliates, and the field.

Committee Description: 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 strengthen their organizations.

Committee Structure: The committee is composed of one co-director and individuals that represent all sectors and geographical locations of dance recognized and represented in NDEO.

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

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 use of the State Affiliates Forum for networking and communication among affiliates.

Time Commitment: The Advisory Director for State Affiliates typically spends 8-10 hours per month on board business. There are times of the year where that number may increase due to State Affiliate reporting and creating the summary.

Undergraduate and Graduate Student Representatives

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 Student Initiatives and the NDEO Director of Conferences and Events, the Student Representatives help develop special-interest areas for students at the national conference.

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

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.