

Board of Directors' Duties and Responsibilities – Final 9.23.20

The Board of Directors of the National Dance Education Organization governs the organization, determines policies and programs, and is responsible for the stability of the organization.

In consideration of your board service, we ask that you please use the following guidelines and referenced 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 Board of Directors, each member agrees to voluntarily abide by the following:

General Guidelines

Board Requirements

- Maintain current membership in NDEO.
- Accept all legal responsibilities of Board membership for a nonprofit organization.
- Duty of Loyalty - Sign a Confidentiality and Conflict of Interest Statement annually.
- Duty of Care - Read required board documents prior to board meetings, see list below.
- Duty of Obedience - Review all required reading annually, see list below.

Communication

- Respond within 48-hours to emails when requested.
- Utilize Basecamp for communication, ongoing work, projects, and archiving to maintain continuity and organizational confidentiality.
- When emailing a staff member, always include Susan McGreevy-Nichols in a cc and the President, if appropriate. Staff members do not work on and are not required to be available on weekends.
- For any statements about the organization, its industry, positions, decisions or events, a nonprofit organization's board 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 for statements made by a board 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 Non-profit Excellence*)
- Transparency and trust are integral to the overall board's duties and organizational health. In order to ensure confidentiality, individual or small group communications, such as emails and texts, should not be shared, either between board members, or to anyone outside of the board, without permission from the author (*Example: Do not share links to meetings or any board discussions without explicit permission from the organizer*).

Particularly if information is of a sensitive nature; board members must ask the source for permission to share before sharing (*See Confidentiality Policy and Conflict of Interest Statement in the Handbook item folder #12 NDEO forms*).

Annual Conference

- Attend the annual national conference (Attendance at special topics conferences is optional).
- Plan travel to coincide with board meetings at conference; this may extend a day before and/or after the conference.
- Finance your own conference fees, travel, and accommodations.

Advocacy

- Be an ongoing ambassador for the organization including advocacy and social media presence:
 - to foster the priorities and further the mission of the organization: to connect members of the field, build knowledge of the organization, and cultivate leadership for the present and future of NDEO;
 - to enhance the public image of NDEO with membership and the community at-large;
 - to align your presence on NDEO-related items with NDEO branding and positions (see *Handbook folder #14 Resources, Talking Points*)
- Develop leadership within the organization and strategically cultivate participation, including, but not limited to recruiting new members, SIG participation, conference presentations, award applications, advisory committee service, nominations, and board service.

Support / Leadership duties

- Be familiar with Nonprofit Governance.
- Support the mission, goals, and policies of NDEO. (*Reference Handbook folder #'s 2,3,4*)
- Align and assess board service goals with organization mission, priorities and services to further sustainability and growth of the organization.
- Contribute to organizational strategic planning.
- Attend regularly scheduled meetings of the board, and as many special meetings as possible. Meetings include in-person and virtual. Consistent attendance will develop knowledge about, and enthusiasm, for NDEO, its mission, operation, and services. (*Reference: Bylaws page 11*)
- Report to the board in a timely manner including:
 - A monthly report (informal), due within 7 days of auto-prompt sent via Basecamp
 - Policy and Advisory Board meeting reports (formal) due 14 days prior to scheduled meeting, use report template provided by the President
 - Conference meeting reports due 28 days prior to the conference
- Serve actively on committees.
- 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.

- Review Board position descriptions and revise them when needed to accurately reflect job duties. (*reference: Handbook folder #'s 8,9,10*).
- Seek out and engage in professional development to enhance board leadership skills. Opportunities may be offered by NDEO for board development.
- Evaluate the ED/CEO every other year.

Monetary Responsibility (Policy Board)

- Contribute to developing resources to assist with raising funds for NDEO through membership recruitment, events, and activities. (*i.e. Facebook birthdays, Thank a Dance Teacher on NDEO's birthday, Online auction, Amazon Smile*), and other initiatives from the Development Committee.
- Review and understand financial reports before voting on annual budget.

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) web blogs 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.

Board 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. Board Members should refrain from making any comments on social media about board affairs or about NDEO unless such comments are preapproved by the board or NDEO President.

Crisis Communication Plan

A crisis is defined in this instance as anything that may impede or stop the normal functioning of the organization. Example: A pandemic, a natural disaster, a sudden loss of leadership. Board members will prepare a crisis communication plan to ensure that the organization is able to remain in the driver's seat – and out of the hot seat. The purpose of having a plan is simple – it helps the organization more effectively manage communications through a formal, clearly defined channel to mitigate a crisis, or serious negative repercussions. Additionally, a plan provides the organization an opportunity to proactively demonstrate to the community strong organizational leadership. This plan will be developed and provided under separate cover but incorporated to this document by reference.

Required Reading for all Board members

- NDEO Mission – Handbook and website
- NDEO Vision – Handbook and website
- NDEO Priorities article – Handbook and website
- Board Handbook

- *Organization Chart*
- Policy Board assignments – liaisons for Advisory Board
- SIG assignments
- *Bylaws*
- *Talking Points* appendix C

Recommended Supplemental Materials for board service development and effectiveness:
(found in Basecamp under Resources www.basecamp.com)

- *Bylaws*
- *Parliamentary Procedures*
- *10 Basic Board Responsibilities*
- *Fund Raising* – Fiduciary responsibility
- *Personnel Manual* – to familiarize yourself with staff responsibilities
- *Robert's Rules of Order*

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

Position on the board _____

Signature _____ Date _____

Note: This version is for the Nominations/Election website