

NDEO Board of Director JOB DESCRIPTIONS (Condensed)

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 long term stability. The NDEO Board of Directors will consist of 5 Elected Officers (voting), 5 NDEO Policy Board of Directors (voting), and 14 NDEO Advisory Board of Directors (non-voting.) A Director often works with a committee and the divisions serve as training grounds for future leaders. This is your organization! We hope the brief descriptions of elected offices and divisions provide you with visions of their importance to you, NDEO, and the nation. Your expertise and dedication invests in the future of dance education. We can't do it without you as artists, educators, and administrators!

ELECTED OFFICERS:

President – 4-year term (1 Elect, 2-President, 1-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.

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 Past-president is critical to completing projects in process. One of the most important responsibilities of the Past President is to mentor the President in NDEO operations, national issues, and networks; advising the President; and performing duties as may be delegated by the President or Executive Committee. The Past President remains important in building culture and leadership in the organization, serves as Chair of the Nominations Committee, and serves on the Awards Committee. The Past President attends all meetings of the Board of Directors and the Executive Committee; and serves corporate memory and history as a member of the President's Advisory Board.

Recording Secretary

The Secretary is elected for a three-year term and attends all meetings of the Board of Directors and Executive Committee. The Secretary preserves the books of the corporation, 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 Board of Directors, Executive Committee, or Executive Director. The Secretary sends minutes to the Board of Directors and the Advisory Board of Directors for review and approval.

Treasurer

The Treasurer is elected for a three-year term and 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 headquarters and NDEO accountants to maintain accurate reporting procedures and execute audits. The Treasurer is important to the procurement and execution of grants.

NDEO POLICY BOARD OF DIRECTORS:

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

These 5 Board Members are considered generalists with a policy making focus. They have voting authority.

Members of the five-member NDEO Board of Directors shall provide leadership and assume responsibilities for establishing and implementing duties relevant to policy-making, financial matters, and legislative issues. 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 in person or via electronic delivery system and submit reports to the President and Executive Director/Chief Executive Officer for distribution as necessary. *Member must have 3 years continuous NDEO membership prior to being nominated for the position.*

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 sub-committee of at least 3 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 with 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. If you have an interest in directing or serving on a committee, please contact the NDEO office. *Member must have 1 year continuous NDEO membership prior to being nominated for the position.*

Awards

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

The Director of Awards oversees all aspects of awards; organizes review committees for award nominees. The director and the committee (s) receive and review nominations and recommendations for awards and determine the appropriate recipients based upon specific criteria in each area.

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, and News modules on behalf of NDEO, and assisting with select social media efforts in collaboration with the NDEO staff.

Honor Society

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

The Director understands all facets of the NHSDA program at both the secondary and collegiate levels and, in collaboration with the NDEO staff member in charge of the NHSDA, provides mentoring to new chapters. The Director will select an adjudication committee and run the process for selecting and notifying recipients for the NDEO Artistic Merit, Leadership and Academic Achievement Award. The Director also explores new ways to expand and enhance the honor society program.

Member Engagement

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

This Director and his/her committee will be charged with identifying the needs of members in the various sectors (K-12, Post-Secondary, Private Studio, Community Programs, Performing Arts Org, and Teaching Artists) and speaking on their behalf to the NDEO staff in terms of OPDI programming, conference sessions, resource materials, JODE/DEiP submissions, and other member services. The Director also explores ways to connect these varied sectors with each other.

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 national conference; and provides leadership in NDEO research for dance education at the national level.

Publishing Resources

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

The Director of Publishing Resources reviews literary works, music, and media technology that advances dance education in the arts; provides information supporting the process of self-publishing; and develops mentorships between published authors and dance educators interested in self-publishing their work.

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 national level. The Director helps states understand process and services involved in state affiliation, and helps states grow in ways unique to them. The Director also collects the Year End Reports by all State Affiliates to analyze and compiles a summary report.

Student 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 Representative. The Director also advocates for the building new and strengthening existing Student Chapters in

postsecondary education. The Director works with NDEO's conference planner, board, and staff to develop targeted tracks for students at national conference.

Student Representative (Collegiate)

(Elected to a 1 year term by the student membership of NDEO)

The Collegiate Student Representative serves as the voice for student membership of NDEO. The Collegiate Student Representative brings recommendations from the student body to the board for consideration. In liaison with the Director of Student Initiatives, the NDEO President, the NDEO Executive Director, and the conference planner, the Student Representative helps develop special interest area tracks for students at national conference.

Curriculum, Standards, and Assessments

(This is an appointed position. Appointed by the current 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.

Legislative Affairs

(This is an appointed position. Appointed by the current NDEO President.)

The Director of Legislative Affairs meets monthly in Washington, DC (or via conference call) with the Arts Education Partnership Legislative Affairs group that works with the Senate and 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, D.C. in March.

Registry of Dance Educators

(This is an appointed position. Appointed by the current 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 national conference for private schools. The Director will also lead a committee in the adjudication of RDE applications.

Editor of Dance Education in Practice (DEiP)

(This position is a paid, appointed position, appointed by the current 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)

(This position is a paid, appointed position, appointed by the current 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.