

## 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.

<b>EXECUTIVE COMMITTEE (voting)</b>
-------------------------------------

**President** (4-year term; 1 as Elect, 2 as President, 1 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.

**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 provided organizational memory and history as a member of the President’s Advisory Board.

**Recording Secretary** (3-year team)

The Secretary 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** (3-year team)

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

<b>NDEO POLICY BOARD OF DIRECTORS (voting)</b>
--

These 5 Board Members are considered generalists with a policy-making focus and have voting authority. Members of the five-member Policy 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 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.* (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 NDEO National Conference 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, and News modules on behalf of NDEO, and assisting with select social media efforts in collaboration with the NDEO staff.

**NHSDA** (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 Director of the National Honor Society for Dance Arts, 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 works in collaboration with the NHSDA Director to develop additional recruitment and recognition program 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 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 national conference and provides leadership in NDEO research for dance education at the national level.

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

The Director of Resources will work be responsible for identifying and/or developing resources that engage current and future NDEO members with traditional and 21st century cutting-edge information that inspires and supports the advancement of dance education across all sectors. The Director will work collaboratively with a committee to develop articles, presentations, website copy, and/or blog posts featuring member highlights, special skills, techniques, and/or processes that support the field of dance education. In addition, the Director may promote self-publishing resources, books, and music, plan *Meet the Author* tasks at conferences, and explore promotional opportunities to increase member enrollment.

**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 also collects the Year End Reports by all State Affiliates and compiles a summary report.

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

The Director of Students helps develop policy in relation to student members, services, and programs and mentors the collegiate Student Representatives. The Director also 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 national conference.

**Graduate and Undergraduate Student Representatives** (Elected to a 1-year term by the student membership of NDEO)

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 national conference.

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.