

NDEO Board of Directors – Nomination Guidelines 2018

Nominations Open: April 6, 2018

Nomination Deadline: May 15, 2018

Voting Open: June 1-8, 2018

Open Positions

Policy Board Member (2 positions)

Advisory Director of Awards

Advisory Director of NHSDA

Advisory Director of State Affiliates

Graduate Student Representative

Undergraduate Student Representative

An NDEO Member may self-nominate for a board position or nominate another for a board position. In order to be considered, an online application must be submitted by the nomination deadline. The online nomination form opens on the NDEO website in early April. Each year different board positions are up for nomination and a membership vote from among three categories: Executive Board (Officers), Policy Board (Voting), and Advisory Board (Non-Voting). Nominees elected to the board will begin their term of service at NDEO's National Conference in San Diego, Ca. with their first meeting on Monday, October 8, 2018 and expected to attend NDEO National Conference each year of their board service.

If nominating yourself, please provide the following in the online application:

1. Full contact information
2. NDEO Membership ID #
3. Demographic information (age, gender, education level, race)
4. Headshot (to be used on NDEO website if elected)
5. Resume saved in a PDF file (this will be uploaded to the online application.)
6. Bio (200-word limit) that will be typed directly into the online application.
7. Answers to the following questions:
 - a. Have you served on the NDEO Board of Directors? List positions and dates of service.
 - b. Have you been on a board for another organization? List the organization(s) and dates of service.
 - c. Have you presented at an NDEO conference before? List years and conferences.
 - d. Which NDEO programs or services have you used? There will be check-box options.
8. Candidate statement (300-word limit) explaining why you are applying for that board position and what skills, expertise, or experience you have that makes you a qualified candidate. Pay attention to grammar and writing style – this statement will be used in NDEO communications and on the website to assist members in making their voting choice.

If nominating someone else, please provide the following in the online application:

1. All of the above information required for the **Nominee**.
2. Your contact information
3. Your NDEO Membership ID#
4. A statement (300-word limit) on why you are nominating this person. List the name of the person you are nominating and the position you are nominating them for. Attest to the Nominee's qualifications for the specific position and list achievements in the field of dance education. Explain the relationship between the Nominator and Nominee. Use specific examples of achievement, service to the field, and experience with NDEO's programs and services to highlight why this person should be elected to the board position.

NDEO Membership Requirements

To be considered for a **Policy Board** of Directors position, the nominee must have a minimum of 3 years of continuous membership in NDEO prior to being nominated. To be considered for an **Advisory Board** of Directors position, the nominee must have a minimum of 1 full year of membership in NDEO prior to being nominated. **Student Representatives** must maintain student memberships throughout their board service.

Job Descriptions for Board Positions Open for Nomination in 2018

Member of the Policy Board of Directors – 2 positions open (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 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.*

Advisory Director of 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.

Advisory Director of 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.

Advisory Director of 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.

Graduate and Undergraduate Student Representatives to the Advisory Board (Elected to a 1-year term by NDEO student members)

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. *Applicants for this position must be current students and remain so throughout the 2018-2019 academic year.*