

NDEO Board of Directors Nomination Guidelines 2019

Nominations Open: March 13, 2019

Nomination Deadline: April 12, 2019

Voting Open: May 13 – 20, 2019

Open Positions

President-Elect

Treasurer

Policy Board Member (1 position)

Advisory Director of E-Communications

Graduate Student Representative

Undergraduate Student Representative

Visit www.ndeo.org/board to submit a nomination.

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 March. 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 Miami, Fl. with their first meeting on Sunday, October 27th and are 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. Headshot (to be used on NDEO website if elected)
4. Resume saved in a PDF file (this will be uploaded to the online application.)
5. Bio (200-word limit) that will be typed directly into the online application.
6. 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.
 - e. What do you hope to gain from your board service? (150-word limit)
 - f. How much time a month can you commit to meetings and serving NDEO's mission through your board work? (100-word limit)
 - g. Do you have any worries or concerns about joining the board? (100-word limit)
 - h. **See the next page for additional questions specific to the board position you are applying for under the relevant Job Description.**
7. 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 President on the Board of Directors, the nominee must have a minimum of 5 years continuous membership in NDEO prior to being nominated AND has served on the Policy Board, Advisory Board, or other NDEO Office on the Executive Committee. To be considered for Treasurer on the Board of Directors, the nominee must have a minimum 4 years continuous membership in NDEO. To be considered for a **Policy Board** of Directors position, the nominee must have a minimum of 4 years of continuous membership in NDEO prior to being nominated AND have attended at least 2 national conferences. 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 and be current members at the time of their nomination. All NDEO board members must maintain active NDEO membership throughout their board terms.

Job Descriptions for Board Positions Open for Nomination in 2019

President-Elect (5-year term; 1 as Elect, 2 as President, 2 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. *Member must have 5 years continuous NDEO membership prior to being nominated.*

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.

The prime responsibility of the Past-president is advising the President and performing such other duties as may be delegated by the President or Executive Committee. The Past President should serve a term of two years, with the second of the two as a non-voting member of the board. The Past President Chairs the NDEO National Elections Committee.

Additional required questions in the Board Nominations form:

- Describe your experience in management and cultivating organizational culture in the service of a mission-driven organization. (200-word limit)
- How have you worked to cultivate leadership in others? (150-word limit)
- What is your vision for NDEO? (200-word limit)

Treasurer (3-year term)

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 Treasurer chairs the Development Committee, which partners with NDEO to develop short-term and long-term fundraising initiatives. *Member must have 4 years continuous NDEO membership prior to being nominated.*

Additional required questions in the Board Nominations form:

- Please describe your financial and accounting background and any experience as a board treasurer. For example, what prior experience do you have with establishing trends and forecasting organizational wellbeing based on budgets and financial reports? What prior experience do you have with performing assessments that identify and mitigate risks to the organization's assets, data, and confidential information? (200-word limit)
- What prior experience do you have with fundraising? (150-word limit)

- Do you have any prior experience with organizational audits? Please elaborate. (150-word limit)
- What do you hope to gain from your board service? (150-word limit)

Member of the Policy Board of Directors – 1 position open (3-year term)

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 4 years continuous NDEO membership prior to being nominated for the position.*

Additional required questions in the Board Nominations form:

- What is your vision for NDEO? (200-word limit)

Advisory Director for E-Communications (3-year term)

The Director of E-Communications provides expertise in online communications including finding new audiences, advising on trends in E-communication, maintaining the Jobs, Events, News and Online Forums modules on behalf of NDEO, including identifying and overseeing forum moderators. The Director also assists with select social media efforts in collaboration with the NDEO staff. *Must have been an NDEO member one year prior to nomination.*

Additional required questions in the Board Nominations form:

- Advisory Board Members oversee a committee of NDEO members to assist in fulfillment of their board responsibilities. Describe your experience with project management and oversight of a committee of individuals. (200-word limit)

Graduate and Undergraduate Student Representatives to the Advisory Board (1-year term)

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 2019-2020 academic year.*