

NDEO Board of Directors Nomination Guidelines 2021

Nominations Open: May 1, 2021

Nomination Deadline: August 1, 2021

Open Positions

President-elect

Policy Board Member (2 positions)

Advisory Director of Awards

Advisory Director of NHSDA Engagement

Advisory Director of State Affiliates

Graduate Student Representative

Undergraduate Student Representative

Click [here](#) to submit a nomination.

NDEO Members may self-nominate or nominate another member for a board position. In order to be considered, submit an online application by the nomination deadline. The online nomination form for the open board positions becomes available on the NDEO website in the spring. There are three categories of board positions open for nominations: Executive Committee (Voting), Policy Board (Voting), and Advisory Board (Non-Voting). The NDEO membership casts their votes through an online ballot. All candidates are expected to attend the NDEO National Conference. Those elected to the board are expected to attend a board orientation in the fall of 2021. Term of service will begin January 1, 2022. Board members are expected to attend the NDEO National Conference each year of their board service. The Board of Directors' time commitment is commensurate with the position: 2-3 meetings per year for the Advisory Board, 3-4 meetings per year for the Policy Board, and monthly Executive Committee meetings for the Officers of NDEO. In addition, all Officers and Directors meet regularly with their committees and submit board and committee reports for review prior to Board meetings.

Nomination Procedures

- A. Prior to becoming a nominee, please read the following two documents:
 1. The *NDEO [Job Descriptions](#) for 2021* for positions available this year
 2. The *[Board Duties and Responsibilities](#)*
- B. If you are nominating another member, please provide:
 1. Your contact information (name, NDEO membership #, email, phone, address, country, city, state, zip code).
 2. Provide the nominee's name and the position for which you are nominating that person. Explain the relationship between you and the nominee. Attest to the nominee's qualifications for the specific position and list the nominee's achievements in the field of dance education. Use specific examples of achievement, service to the field, and experience with NDEOs programs and services to highlight why this person should be elected to the board position. (300-word limit)
 3. Your demographic information: three pages, optional.
 4. All of the information requested in items C. 1-10 below.
- C. Nominees, please provide the following information:
 1. The board position for which you are applying.
 2. Openness to being considered for another Board or Committee position.
 3. Contact information, headshot and CV/resume (name, membership #, institutional affiliation, job title/student

- status, street address, country, city, state, zip code, phone, email, headshot, CV/resume as a word doc or PDF).
4. Biography. (200-word limit)
 5. Has the Nominee
 - a. Served on the NDEO Board of Directors? List positions and dates of service.
 - b. Served on a board of another organization? List the organization(s) and dates of service.
 - c. Previously attended an NDEO supported conference? List years and conferences.
 - d. Participated in any NDEO or State Affiliate sponsored projects or committees? Please describe.
 6. Check the NDEO programs and services the nominee has used.
 7. Nominee's statement (700-word limit. Please note that this statement will be used in NDEO communications and on the website to assist members in casting their vote). In relationship to the nominated position, please describe the nominee's (1) vision, goals, and strategies while serving in this position; (2) service to the field; (3) leadership skills and experience; (4) collaboration skills in a diverse environment; and (5) response to the appropriate inquiry below:
 - a. If nomination is for President-Elect, describe the nominee's experience with policy making, fiduciary responsibilities, and/or legislation.
 - b. If nomination is for the Policy Board, describe the nominee's experience in initiating and following through with new ideas.
 - c. If nomination is for Advisory Director of Awards, NHSDA Engagement, State Affiliates, Graduate or Undergraduate Student Representative, describe the nominee's experience with project management and oversight of a committee.
 8. Demographic information: three pages, optional.
 9. How much time per month the nominee can commit to fulfilling the work of the position? (100-word limit)
 10. Describe any concerns the nominee may have about joining the board. (100-word limit)

If you have further questions regarding a specific position, contact Suzie Henneman, pastpresidentndeo@gmail.com.

NDEO Board Eligibility Requirements

- Nominees for President-elect must have a minimum of five (5) years of continuous NDEO membership prior to being nominated AND have served on the NDEO Executive Committee, Policy Board, or Advisory Board.
- Nominees for the Policy Board must have a minimum of four (4) years of continuous NDEO membership and have attended at least two National Conferences prior to being nominated. Nominees for 2021 must reside in one of the states identified by NDEO in the Northwest, Southwest, or South Central [regions](#). Nominees for the Advisory Board of Directors must have a minimum of one (1) year of membership in NDEO prior to being nominated.

Job Descriptions for Board Positions Open for Nomination in 2021

President-Elect (5-year term: Year 1: President Elect; Years 2-3: President; Year 4: Past President with voting privileges; Year 5: Past President without voting privileges)

Job Description: The prime responsibility of the President-elect 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 their absence or disability. The President-elect position is elected every other year in scheduled elections of officers.

The President presides over all meetings of the Board, has general and supervisory management of the business of NDEO, and ensures Board resolutions are implemented. 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 as an ex-officio member of all NDEO committees and Task Forces.

The Past-President serves for two years, mentors the President, chairs the Nominations/Elections Committee, and facilitates the biennial evaluation of the ED/CEO. The Past President is a voting member of the Policy Board in the first year and a non-voting member in the second year.

Member of the Policy Board of Directors – 2 positions open (3-year term) [Northwest, Southwest, or South Central](#)

Job Description: These six (6) Board Members are considered generalists with a policy-making focus and have voting authority. Policy Board of Directors shall provide leadership and assume responsibilities for establishing and implementing duties relevant to policy making, financial matters, and legislative issues. Policy Board Directors chair and/or serve on committees relevant to new initiatives as needed. All recommendations, action items, and motions put forth by the Advisory Board of Directors shall be considered by the Policy 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.

Advisory Director for Awards (3-year term)

Job Description: The Director of Awards oversees the selection process for the national awards. There are four awards categories: Lifetime Achievement, Outstanding Leadership, Outstanding Dance Educator (Higher Ed, K-12, and Private Sector), and Outstanding Dance Education Researcher. The director assembles a committee of 4-7 members that votes on a winner for each category based on the awards criteria. The criteria and selection process are outlined in the NDEO Awards Guidelines. The director notifies all nominees about the awards results, and coordinates with the NDEO President and Managing Director to organize the awards ceremony. The Director of Awards is also responsible for overseeing revisions to the awards guidelines (in consultation with the committee) and writes biannual reports about the awards process for the BOD.

Advisory Director for NHSDA Engagement (3-year term)

Job Description: The Director understands all facets of the NHSDA program at the junior, secondary, and collegiate levels. 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 for NHSDA. The Director works in collaboration with the NDEO staff member to provide mentoring to new chapters, develop additional recruitment and recognition programs, and to explore new ways to expand and enhance the honor society program.

Advisory Director for State Affiliates (3-year term)

Job Description: The Director of State Affiliates serves NDEO by acting as a liaison to the State Affiliates, providing essential information to State Affiliates, and relaying concerns and information reported by State Affiliates to the NDEO Board. The Director provides regular and critical communication to State Affiliates on various issues/topics to assist them in furthering the goals of NDEO, strengthening their organization, and understanding the responsibilities of being a State Affiliate. Also, the Director reviews the State Affiliate Reports, provides a summary to the NDEO Board, and attends all required board meetings. The Director suggests and helps manage projects that will meet the needs, goals and mission of NDEO, State Affiliates, and the field.

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

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 Student Initiatives and the NDEO Director of Conferences and Events, the Student Representatives help develop special-interest areas for students at the national conference. *Applicants for this position must be current NDEO student members and remain so throughout the 2021-2022 academic year.*