

NYSDEA Board Directorship Descriptions and General Duties: Updated February 1, 2015

President

The president is the chief executive officer of NYSDEA and in conjunction with advisement from the board of directors, provides general and active direction of its business and general supervision of its officers, members, agents and employees. Duties include: preside at all meetings of the board of directors and members; see that all orders and resolutions of the board of directors are carried into effect; act as conduit for NDEO communication; organize annual election of officers and board members; host NYS reception at national conference; and perform all other duties that from time to time may be assigned by the board of directors. Term is four years: 1 year as President-Elect, 2 years as President, and 1 year as Past President.

Secretary

The secretary keeps the minutes of the proceedings of the board of directors and any committees of the board; sees that all notices are duly given in accordance with the provisions of the bylaws; and assists in supervision of website and newsletter staff position. Term is three years.

Treasurer

The treasurer is the principal financial officer of the corporation; Duties include: receiving money paid to NYSDEA, paying all bills, payrolls and other just debts of NYSDEA, works in conjunction with the NYSDEA accountant to keep complete books and records of accounts, prepare and file all local, state and federal tax returns and related documents, prepares and furnishes to the President and the board of directors statements of account showing the financial position of NYSDEA and the results of its operations throughout the year. Term is three years.

Advocacy Director

The Advocacy Director is responsible for keeping the board of directors and its members informed of current issues pertaining to dance and dance education on the local, state, and national levels. Duties generally include: representing NYSDEA at the annual Arts Advocacy Day in Washington DC, posting pertinent advocacy issues on website and social media forums, rallying members to action via petition signing, letter-writing, or other organized advocacy actions. Term is three years.

Director of Awards

The Director of Awards is responsible for administering all awards and scholarships offered to undergraduates, graduates, and professionals by NYSDEA. Duties include; creating criteria for awards, publicizing awards, organizing review committees, notifying award recipients, presenting awards, as well as managing NYSDEA's Thumbs Up recognitions posted in the monthly e-Newsletter. Term is three years.

Communications Director

The Communications Director supervises website, newsletter, and social media communication with NYSDEA board and members. Duties include: advisor to newsletter and website staff member, creating ballots and conducting online election for NYSDEA board annually, uploads institutional logos and photos as headers for postings, and maintains current contact lists of all board members. Term is three years.

Director of Conferences

The Director of Conferences oversees all conferences conducted or sponsored by NYSDEA. Duties include: generating conference topics, facilitating conference proposals, organizing conference planning committees; also directly involved with promotion, marketing, budgeting, and registration of each conference. Term is three years.

NYSED Liaison

The NYSED Liaison is the NYSDEA contact person for all topics relating to New York State Education Department. Duties include: representing NYSDEA in state art education forums, relaying to the board of directors and its members the current issues and standings of the SED, rallying educators to advocate for dance education locally and on the state level, and providing feedback on state and national standards for dance to SED. Term is three years.

New York City Education Liaison

This board member is the contact person for NYSDEA in the NYC area including professional and private studios, community centers, teaching artists, and public schools. Duties include: disseminating information to NYC educators, providing professional development opportunities, and expanding NYSDEA membership throughout the NYC area. Term is three years.

National Honor Society Director

The NHS Director is the state liaison for the National Honor Society for Dance. Duties include: communication with NHS state chapters including notification of awards and receipt for chapter fees; communicates with NDEO regarding all business with state chapters; notifies the board and members of NHSD activities, honors, and important announcements. Term is three years.

Director of Mentorships

The **Student Representative** possesses skills in leadership, scholarship, organization, and have facility with social media. The student representative is a non-voting members of the board, but participates in Arts Advocacy Day in Washington DC in April, and attends and contributes to NYSDEA board meetings representing the student population of NYSDEA. The student representative is given a stipend to attend the NDEO conference and is fully funded to attend the Arts Advocacy Day in Washington DC in April. The student representative's main duties are: connecting NYSDEA to the student population via social media, maintaining the

NYSDEA FB page with supervision from the Communications Director, giving feedback to the board on student ideas/concerns/interests, and attending board meetings in person or via phone to ensure the presence of the student voice.

NYSDEA Staff Position

NYSDEA staff is responsible for generating the twice monthly e-newsletter, posting all NYSDEA information on website, sending membership notification correspondence, and working with the Communications Director, President, and Secretary throughout each process.