

NDEO recognizes as *harassment*

Advisory Council and Board Relationship with Staff

While the NDEO Board, as a whole, is responsible for determining the overall strategy and priorities of the organization, the Executive Director and staff have primary responsibility for NDEO's day-to-day operations with the Advisory Council providing support, advice, and insights to specific elements of NDEO's programs and services based on their Job Description and Annual Committee Renewal form.-The Advisory Council chairs and their committees, however, do not have decision-making authority but instead can make recommendations to the Board.

Annual and Special Topics Conferences

Attend at least two in person annual NDEO conferences during a 3-year term.

Attendance at special topics conferences is encouraged, but not required.

The national conference allows for time to connect with members and build community with colleagues on the Board, Advisory council, and NDEO staff.

Advisory Council members should plan travel to coincide with board meetings at national conference; this may extend a day before and/or after the conference for board and staff dinner and/or meetings.

Advisory Council members are responsible for financing their own conference fees, travel, and accommodations.

Advocacy

Be an ongoing ambassador for the organization including advocacy and social media presence:

1. To foster the priorities of the strategic plan and further the mission of the organization:
 - a. SP 1 Organizational and Financial Sustainability,
 - b. SP 2 Access and Inclusion,
 - c. SP 3 Professional Development, and
 - d. SP 4 Advocacy
2. To enhance the public image of NDEO with membership and the community at- large.

Align and assess advisor and committee service goals with organization mission, priorities and services to further sustainability and growth of the organization.

Prepare and attend regularly scheduled meetings of the Advisory Council and as many special meetings as possible. Meeting attendance may be in-person (if possible) and virtual. Consistent attendance provides Advisory Council members with current and ongoing insight into the daily and strategic work of the organization.

Report to the Board and Advisory Council in a timely manner on work in progress. Specifically, if motions are made, then materials, rationales, and supporting documents should be shared two weeks before the meeting date, however, lead times may change based on circumstances.

Participate in adjudication of scholarships, awards, and recognitions as assigned (i.e., the Professional Development Scholarship review annually).

Advise, monitor, and strengthen the organizations' programs and services.

Help to identify, encourage, and train the future leadership of NDEO.

Be familiar with Advisory Council position description and Advisory Committee Guidelines. Be prepared to update your Advisory Council position description based on Advisory Committee Guidelines and the Advisory Council Committee charter/update form.

Seek out and engage in professional development to enhance leadership skills. Opportunities may be offered by NDEO for professional leadership development.

