

Code of Conduct

The Board of Directors of the National Dance Education Organization governs the organization, determines policies and programs, and accounts for the stability of the organization.

objectives and purposes. Members of the Board of Directors shall provide leadership and shall assume responsibility for making decisions and implementing policies related to financial and budget matters; legislative, social and industry issues; and NDEO strategic programs and direction.

The Board is committed to maintaining and promoting a professional environment in which the Board members act in the best interest of the organization and practice civility and respect. Board Members will respect the knowledge, insight, experience, expertise, and diversity of perspectives of fellow Board Members, staff, volunteers, and members.

Within the organizational structure and the guiding strategic plan, the Board, Advisory Council, and Staff respect the prioritization of action plans in balance with the human and financial resources of the organization. We allow for space and grace to engage in discussions, establish processes, and implement action plans. The broadness of the

delayed timelines. We allow for grace of the capacity of staff and volunteers, competing demands, and unexpected tasks. We respect the journey that ensures the longevity of the organization.

In carrying out one's duties, NDEO asks that Board members observe the following

practice, and sphere of influence; and identify authentic connections and intersections that align with organizational goals, programs, initiatives, and needs.

In accepting a position on the NDEO Board of Directors, each member agrees to voluntarily abide by the following:

Board Requirements

Maintain current membership in NDEO.

Attend New Board and Advisory Council Orientation as one begins term.

Attend all virtual Board meetings. Absence from 3 scheduled meetings per year will result in removal from the board.

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

Accept all legal responsibilities of Board membership for a nonprofit organization.

Observe the Legal Duties of Board Members (for more information refer to BoardSource)

Duty of loyalty requires board members to show undivided allegiance to the

the organization above their own personal or professional interests. This means that Directors may not have undisclosed conflicts of interest or efforts to compete with the organization.

Duty of care requires that board members attend meetings and inform themselves

available to them. It also requires that the board members review and critically analyze the available information before making a decision using their best business judgment and ask appropriate questions when necessary.

Duty of obedience requires board members to remain faithful to the

corporate laws. This means that all board members must be dedicated to and

member and in the NDEO community should be in furtherance of that mission and consistent with federal, state, and local laws.

Sign a Confidentiality and Conflict of Interest Statement annually.

Read required board documents prior to board meetings.

Review all required reading annually.

Respect & Fairness

Board Members will strive to create a professional environment, and will not take any actions that are meant to, or have the effect of exaggerating their status or understate that of any others in the NDEO community, or of intimidating others.

Board Members will not *discriminate* against, bully, or harass others, for any reason, including (but not exclusively) those involving sex, age, disability, education, ethnicity, gender identity, language, national origin, political beliefs, race, religion, sexual orientation, marital or family status, and socio-

3. To align your public presence on NDEO-related items with NDEO branding and positions (see NDEO *Talking Points*)

Follow NDEO on social media accounts and actively engage in posts (like, share) is encouraged.

www.facebook.com/ndeopage

www.instagram.com/ndeodance

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Crisis Communication Plan

A crisis is defined as any occurrence that may impede or stop the normal functioning of the organization. Example: A pandemic, a natural disaster, a sudden loss of leadership. Board members will prepare a crisis communication plan to ensure that the organization is able to and out of the hot seat. The purpose of having a plan is simple it helps the organization more effectively manage communications through a formal, clearly defined channel to mitigate a crisis, or serious negative repercussions. Additionally, a plan provides the organization an opportunity to proactively demonstrate strong organizational leadership to the community. This plan will be developed and provided under separate cover but incorporated to this document by reference.

Executive Committee of the Board

The Executive Committee of the Board (ExComm) are responsible to NDEO in terms of its governance, financial health, and ethics. ExComm works collectively on behalf of the Organization and meets regularly to discuss and vote on matters of imminent concern. The Executive Committee carries the responsibility for cultivating leadership within NDEO. Officers will represent NDEO at local, state, and national events this may be in-person and/or virtually.

Timely communication is important, and a collaborative effort is paramount to the workings of the Organization.

The Executive Committee will meet monthly at a mutually convenient date and time.

For more details on specific Executive Officer job descriptions see the google folder here.

<https://drive.google.com/drive/folders/1NECLqUeGWcbFUdpAXZIYiFVjyqsGCwqJ?usp=sharing>

Required Reading for all Board members

NDEO Board and Advisory Council materials ([google drive](#))

- NDEO Bylaws effective January 2023

- NDEO Strategic Plan 2023-2027

- NDEO Justice, Diversity, Equity, and Inclusion Audit report from Maryland Nonprofits (January 2022)

- Conflict of Interest Form

- Confidentiality Form

- NDEO Board Duties and Responsibilities (2020; currently in revision)

- Committee guidelines (currently in revision)

- Board and Advisory Council liaison list

- Contact sheet 2023

- Elections and Nominations information

- Organizational Chart

NDEO Talking Points