

**Oregon Dance Education Organization**  
**Board of Directors Application**

Thank you for your interest in joining the Oregon Dance Education Organization Board of Directors. Please complete this form to provide useful information about yourself, which will ensure the best match between you and the ODEO team.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Are you a current active NDEO/ODEO member? \_\_Yes! \_\_No

If so, what is your NDEO/ODEO member #: \_\_\_\_\_

Briefly describe why you would like to join our Board of Directors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list your current organizational affiliations (names of the organization and your role):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

What position are you applying for?

\_\_\_\_\_

Briefly describe the skills and background you bring to the position you are applying for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the Board Service Description document and agree to serve the Board of Directors to the best of my ability.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please email a completed signed copy of this application, along with a copy of your resume to:  
info@oregondeo.org

Thank you for your interest in serving on ODEO's Board of Directors.

All members of the board are committed to serving our community and to the mission and goals of our organization and hold current membership to NDEO.

Members of the ODEO Board of Directors are required to maintain an active membership with NDEO.

Responsibilities may include:

- Responsible for managing programs and executing the tasks necessary to keep the organization open and in good business standing.
- Attend a required number of scheduled Board meetings, participate in the annual meeting, strategic planning sessions, and exercise sound judgement independent of the President.
- Actively participate in fundraising and membership growth activities.
- Ensure the organization adheres to pertinent laws, regulations, and sound business practices.
- Work with the President and other Board members to develop strategic plans, objectives, and goals.
- Ensure the organization maintains sound financial condition and assets are protected.
- Review and approve the annual budget.
- Review and evaluate all policies and bylaws annually.
- Ensure the organization is represented in the community in ways that enhance the organization's reputation and image.
- Ensure the organization and its programs remain in good standing with NDEO as the Oregon state affiliate.
- Maintain an active membership with NDEO.

Required Skills:

- Ability to work collaboratively with a diverse group of colleagues.
- Ability to communicate and demonstrate a willingness to actively participate.
- Ability to work independently and be self-motivated.
- Ability to perform shared administrative tasks necessary to running a non-profit.

Meetings:

- The board meets monthly 9-10 times a year.
- Most meetings are 60- 90 minute video conference calls, allowing members throughout the state to participate.
- Approx 2 meetings a year are in-person, which we strongly encourage all board members to attend. These meetings are typically longer (2-3 hours) and handle more important topics or planning that benefit from face-to-face conversation. We try to move locations statewide to both share the traveling load and to establish stronger relationships in the cities we serve.
  - The Annual Meeting typically happens in June.
  - The Conference- currently January
- Board members are expected to attend 75% or more of scheduled meetings, which equates to 3 absences a year. Depending on a Board Member's role, they may have to arrange coverage for their duties during a meeting.
- The Student Representative attends meetings quarterly (4 times a year)
- Executive Committee: Officers may hold additional meetings, as needed.