

dance

studies

association

DSA Board Roles and Policies & Procedures

President* & President-Elect*

Standing Committee on Membership & Professional Development

VP of Membership & Professional Development*

Standing Committee on Awards

VP of Awards*

Standing Committee on Finance & Development

Treasurer*

Standing Committee on Publications & Research

VP of Publications & Research*

Editorial Boards, Editorial Fellows, Editorial Advisor Boards

Standing Committee on Website & Digital Communications

Secretary*

Standing Committee on Conferences

VP of Conferences*

Directors

Graduate Student Representatives

Nominations Committee

Nomination Committee Co-Chairs

*Denotes member the Executive Committee.

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DSA President

President:

Term: Elected as President-Elect, in the last year of the current President's term. Serves for 2 years as President, with a possibility to renew and serve one additional 2-year term.

Approximately 5 hour work/week

Responsibilities:

- Preside at all meetings of the members of DSA, of the Board of Directors, and of the Executive Committee.
- Attend all Board meetings (meeting dates to be set in September by President and ED); approximately 5 meetings/yr
- Serve as a voting member of the Board of Directors and Executive Committee.
- Oversee governance of DSA and ensure the programs and activities advance the organization's mission, vision and strategic plan.
- Appoint committee chairs and Ad Hoc committees as needed.
- Support and communicate regularly with the Executive Director.
- Prepare agendas for all meetings of the Board of Directors, Executive Committee and membership in collaboration with the Executive Director.
- Letter from the President e-blast, each September
- Prepare the next President to carry out their responsibilities.
- Perform such other duties as are usual for such official or as may be duly assigned by the Board of Directors.
- The President shall designate members of the Board to act as Board liaisons for committees as needed.
- The President is empowered to open bank accounts for the Organization.
- The President shall be empowered to appoint task forces for special projects with approval by the Board.

Standing Committees:

Serves as voting members on the Standing Committees for Finance & Development, Conferences, and any other committees at the President's preference.

President-Elect:

Term: Elected as President-Elect, in the last year of the current President's term. Serves for 2 years as President, with a possibility to renew and serve one additional 2-year term.

Approximately 1 hour work/week

Responsibilities:

- Attend all Board meetings (meeting dates to be set in September); approximately 5 meetings/yr
- Serve as a voting member of the Board of Directors and Executive Committee.
- Perform such other duties as are usual for such official or as may be duly assigned by the Board of Directors.
- Support work of Leadership Circle Giving Society, with Treasurer
- Scholars at Risk delegate, to connect DSA to SAR work

Standing Committees:

Serves as voting members on the Standing Committees for Finance & Development, Conferences, and any other committees at the President's preference.

Immediate-Past President:

Term:

1 year term, after serving a full 2-year elected term as President

Approximately 30 minutes work/week

Responsibilities:

- Attend all Board meetings (meeting dates to be set in September); approximately 5 meetings/yr
- Serve as a voting member of the Board of Directors and Executive Committee.
- Perform such other duties as are usual for such official or as may be duly assigned by the Board of Directors.
- Support work of Leadership Circle Giving Society, with Treasurer

Standing Committees:

Serves as voting members on the Standing Committees for Finance & Development, Conferences, and any other committees at the President's preference.

NOTE: All DSA Board members and Standing Committee members are expected to be DSA members in good standing, with membership paid in full.

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Membership & Professional Development – Policies and Procedures

VP of Membership & Professional Development:

Term: Elected for 2-year term, with a possibility to renew and serve one additional 2-year term.

Approximately 1 hour work/week

Responsibilities:

- Chairs the Standing Committee on Membership & Professional Development
- Attend all Board meetings (meeting dates to be set in September); approximately 5 meetings/yr
- Letter from the VP e-blast, each March
- Take meeting minutes during Standing Committee meetings to be archived in the archive@ drive.
- Serve as a voting member of the Board of Directors and Executive Committee.
- Prepare the next VP to carry out their responsibilities.
- Represent the organization at the request of the President.
- Perform such other duties as are usual for such official or as may be duly assigned by the Board of Directors.
- Oversee and support DSA Working Groups, as a subset of DSA membership
 - Maintain policies and procedures for Working Group formation and UpkeepNOTE: Plan Zoom meeting with Working Group chairs in fall 2023 to hear what is happening and what is needed (from there make a plan for biannual check-ins?)
- Oversee and support DSA Office Hours, as a mechanism for DSA leadership to mentor, listen, and support DSA membership
 - Schedule office hours (sign-up to be administered by DSA administration)NOTE: This program has not been fully developed, but launched in fits and starts. Needs VP brainstorm and direction.
- Oversee and support biennial member survey (fall 2024)
- Identify and develop member resources/benefits with SCoMPD (i.e. Tenure guidelines, curriculum guides, JSTOR access, programs, etc.)
- Develop/convene Chair Network? (Many peer associations have a Chair Network of department heads, as a way to segment membership, interface with leadership, get in front of Deans, and push forward membership voices to those

in power.)

Standing Committee on Membership & Professional Development:

Members (3-6): 1-2 Board members at large; 2-5 DSA members at large, representing a variety of membership levels

Standing Committee positions are 1-year appointed positions (September 1-August 31), available for renewal. In order to both maintain continuity and create continuous turnover, committee members may serve no more than 3 consecutive terms.

Responsibilities:

- Clarify and support DSA Working Group program, as it relates to larger DSA membership and DSA member benefits
- Develop biennial member survey with VP (sent out in fall); what does DSA need to know in order to act?
- Amplify the DSA platform, as a means of making DSA's and our memberships' work more legible, impactful, and visible (i.e. nominations to National or State Humanities Councils, press releases, etc.)
- Annual review of this policy/procedure document for updates/edits, July. (before new Board terms begin)
- Identify and develop member resources/benefits with VP (i.e. Tenure guidelines, curriculum guides, JSTOR access, etc.); what does the DSA membership need? (the answer to this might require SCoMPD fundraising or grant writing)
- General discussion and oversight of DSA membership needs and programs; *why become a DSA member?*

Meetings & Hours:

- Quarterly Zoom meetings (all dates to be set by the end of September)
- Approximately 1-3/hours of work per month for Committee members

NOTE: All DSA Board members and Standing Committee members are expected to be DSA members in good standing, with membership paid in full.

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Awards– Policies and Procedures

VP of Awards:

Term:

Elected for 2-year term, with a possibility to renew and serve one additional 2-year term.

Approximately 1 hour work/week with seasonal upticks (see below)

December-February (putting together review committees): 2 hours/week

July-September (notifying and announcing awards): 2 hours/week

September-October (planning awards ceremony): 2 hours/week

Responsibilities:

- Chairs the Standing Committee on Awards
- Attend all Board meetings (meeting dates to be set in September); approximately 5 meetings/yr
- Letter from the VP Awards e-blast, each February when awards cycle opens
- Take meeting minutes during Standing Committee meetings to be archived in the archive@ drive.
- Serve as a voting member of the Board of Directors and Executive Committee.
- Prepare the next VP of Awards to carry out their responsibilities.
- Perform such other duties as are usual for such official or as may be duly assigned by the Board of Directors.
- Solicit and arrange review committees for all publication awards & Dance in the Public Sphere award – in alignment with DSA's vision and values
 - Communicate with review committees about rubrics, deadlines, and expectations
 - Support review committees in their work, answering emails and troubleshooting any issues
- Solicit Distinction in Dance nomination from conference program chairs (omitted in non-conference years)
- Maintain archive (via google docs) of past reviewers and of awardees
- Plan the annual awards ceremony with DSA ED, either as part of an in-person conference or as a virtual event

Standing Committee on Awards

Members (5-8): 1-2 Board members at large, 2-4 DSA members at large representing a diversity of occupational and geographical perspectives; VP of Awards can nominate members to the SCoA, and may choose to announce an open call for service

Standing Committee positions are 1-year appointed positions (September 1-August 31), available for renewal. In order to both maintain continuity and create continuous turnover, committee members may serve no more than 3 consecutive terms.

Responsibilities:

- Review submissions for Dixie Durr Award, Outstanding Scholarly Research, Mid-Career Award, Graduate Student Travel, Conference Fellows – along with VP
- NOTE: The Distinction in Dance award is singularly nominated by the conference program chairs, and thus does not require review. In the case that the conference team cannot decide (nominates more than 1 individual/organization), the SCoA will decide the Distinction in Dance awardee.
- Help promote the awards submissions cycle through personal networks, social media platforms, and/or word-of-mouth
- Review past awardees to identify individuals and demographics that have been overlooked; solicit nominations to amend these wrongs; Standing Committee members may not submit nominations themselves, but they may solicit nominations directly on behalf of individuals
- Annual review of award templates/rubrics for edits/updates
- Annual review of this policy/procedure document for updates/edits, July. (before new Board terms begin)
- General discussion and oversight of DSA awards programs

Meetings & Hours:

- Quarterly Zoom meetings (all dates to be set by the end of September)
- Approximately 1 hour of work per month for Committee members

NOTE: All DSA Board members and Standing Committee members are expected to be DSA members in good standing, with membership paid in full.

Review Committees:

Review committees are put together by the VP of Awards to review submissions for all publication awards (Brockett, Bueno, Bueno First Book, Lippincott, Selma Jeanne Cohen) and the Dance in the Public Sphere Award. Each committee consists of 3-5 DSA members at large. Committee members must be DSA members and will be asked based upon expertise, availability, willingness to serve, fulfilling a diversity of perspectives, and alignment with DSA values and vision. Review committee members may not be members of the Standing Committee on Awards or the DSA Board of Directors.

Oscar G. Brockett, de la Torre Bueno, and de la Torre Bueno First Book committee members *must* have previously published a book, monograph or anthology (as editor) in dance studies or an adjacent discipline. Review committees can expect to review approximately a dozen books, producing a short list of books and a final winner. Some years an honorable mention will also be chosen.

Gertrude Lippincott committee *must* have previously published an article in a peer reviewed academic journal, in dance studies or an adjacent discipline. Review committees can expect to review approximately 15-20 articles. Lippincott will award one author, with the option for an honorable mention.

Selma Jeanne Cohen committee chair *must* have previously published an article in a peer reviewed academic journal, in dance studies or an adjacent discipline. SJC committee members (not chair) might have published an article, but this committee is also a great assignment for a recent grad (previous SJC awardee) who is working towards publication. Review committees can expect to review approximately 15-20 articles. Selma Jeanne Cohen will award three graduate student authors.

Dance in the Public Sphere committee members will be individuals who have worked across scholarship and practice in some capacity. Review committees can expect to review 2-5 submissions for this award, and chose a single awardee.

Awards descriptions, rubrics, and template letters are available as an appendix.

Conflict of Interest – Awards

- VP of Awards may not submit/be submitted for any award that the Standing Committee on Awards adjudicates. Thus, VP may submit for publication awards (as these are reviewed by outside committees).
- Standing Committee on Awards members may not submit/be submitted for any award that the Standing Committee on Awards adjudicates. Thus, SCoA members may submit for publication awards (as these are reviewed by outside committees).
- Review committee members must disclose and recuse themselves from reviewing an individual submission if they have served as a faculty advisor, have a familial relationship with the author, served on a dissertation committee related to the research, wrote a blurb for publication, and any other action that impedes an ability to act impartially. These disclosures are self-reported after the submissions are received. If a reviewer must recuse themselves from 2 or more submissions, they must be replaced on the review committee in favor of an individual that can consider all submissions fully. This ensures that the labor of review is fully shared amongst the committee.

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Finance & Development – Policies and Procedures

Treasurer:

Term:

Elected as Treasurer-Elect, in the last year of the current Treasurer's term. Serves for 2 years as Treasurer, with a possibility to renew and serve one additional 2-year term.

Approximately 2-3 hour work/week

Responsibilities:

- Chairs the Standing Committee on Finance & Development
- Attend all Board meetings (meeting dates to be set in September); approximately 5 meetings/yr
- Monthly meetings (approx. 1 hour) with ED to review monthly finance report from accountant.
- Build annual budget (in the fall of each year) with ED and in collaboration with Standing Committee; facilitate approval by full Board (send to Board in early December for approval before the fiscal year begins); collaborate with President and Board Officers on the review of compensation for all staff and fellows.
- Bi-annual meetings with investment manager, ED, and President to oversee DSA investment portfolio and reserves; ensure portfolio is aligned with DSA values (2023: in the process of moving our investment portfolio, so this can begin once we start the new relationship)
- Report to Board on DSA financial health, including cash for operating (checking), investment portfolio, and any other relevant initiatives at DSA Board meetings.
- Report to full membership on DSA financial health at annual membership meeting.
- Work with ED on annual individual giving campaigns, fundraisers, and institutional giving.
- Work with ED on status of endowment building project (begun 2023).
- Pursue grant opportunities (see Standing Committee responsibilities below).
- Letter from the Treasurer e-blast, each December
- Take meeting minutes during Standing Committee meetings to be archived in the archive@ drive.
- Serve as a voting member of the Board of Directors and Executive Committee.

- Prepare the next Treasurer to carry out their responsibilities.
- Represent the organization at the request of the President.

Standing Committee on Finance & Development:

Members (5-8): DSA President, DSA President-Elect (when in service), 1-2 Board members at large, 2-4 DSA members at large representing a diversity of occupational perspectives (artist, arts administrator, faculty, etc.). NOTE: ED is not a member of this committee but attends meetings as an advisee, unless ED contract/payment is in discussion.

Standing Committee positions are 1-year appointed positions (September 1-August 31), available for renewal.

Responsibilities:

- Build annual budget (in the fall of each year) with Treasurer – to be approved by full Board
- Identify granting opportunities and corporate philanthropy programs; identify DSA members with personal connections to granting organizations; develop relationships with funders through meetings; make introductions to DSA Executive Committee. (grant writing *not* under the SCoFD purview). Treasurer to set timelines and structure for this work.
- Planning and implementation of Past Presidents Donor Circle for high-level donors (to be launched in 2024 in Buenos Aires).
- Annual review of membership fees (in collaboration with budget development, December); this includes survey of peer associations' member fees. (NOTE: DSA raised rates at the beginning of 2023 and agreed *not* to do this again until the end of 2024).
- Annual review of financial policy documents at end of fiscal year. (Documents currently in development (2023) with Todd Mann and Maggie Clay Love).
- Annual review of this policy/procedure document before new Board terms begin.
- Annual review of Board of Directors *Give, Get, Do* document.
- General oversight of DSA financial state and status, with ED.

Meetings & Hours:

- Tri-annual virtual meetings (all dates to be set by the end of September).
- Approximately 1-3/hours of work per month for Committee members

NOTE: All DSA Board members and Standing Committee members are expected to be DSA members in good standing, with membership paid in full.

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Publications & Research – Policies and Procedures

Publications and Research Roles and Structures

- **Leadership:** VP of Publications and Research. Elected to DSA Board.
- **Standing Committee on Publications and Research:** Editors & Associate Editors *DRJ*, *SiD*, *Conversations*, and 1-2 appointed DSA Board members
 - Meets 2-3 times per year, typically virtually except when an in-person meeting at the annual conference is possible.
 - DSA Board members help ensure that the work of the SCoPR as well as the three publications is aligned with the vision and mission of the larger organization.
- **Editorial Boards**
 - *DRJ* Editorial Board: 10-12 board members
 - *SiD* Editorial Board: 6-8 board members
 - *Conversations* Editorial Board: 3-5 board members
- **Advisory Board**
 - *DRJ* Advisory Board: 8-10 members
- **Editorial Fellows contracted by DSA**
 - *Conversations*
 - *DRJ* (*DRJ* often has additional Editorial Fellows paid through the Editor's institution)
 - *SiD*
- **Managing Editor contracted by DSA**
 - *DRJ*

Policy for Recruiting and Appointing Editors, Editorial/Advisory Board Members, and Fellows

Note that people may only serve in one elected or appointed role in DSA; serving as an Editor or Editorial/Advisory Board member precludes one from serving on another DSA committee or board.

Editors, Associate Editors, and Book Editors for *DRJ*, *SiD*, *Conversations*

- VP works with Nominations Committee to put out an open call with job descriptions in appropriate channels. In addition, VP works with current editor,

individual editorial boards, and Nominations Committee to develop a list of people to recruit to apply.

- VP receives applications and works with Executive Committee to make selection.
- VP brings forth candidates for ratification by SCoPR.
- VP brings forth candidates for ratification by DSA Board.

Editorial and Advisory Board Members

- Editors (in collaboration with VP, their Editorial Boards, the Standing Committee on Publications and Research, and the Nominations Committee) recruit applicants for their boards. Depending on the needs of each publication, the call for applicants may focus on filling a particular need (expertise, region, etc.) or may be more general.
- Selections are made by the Ed Boards based on a rubric developed in consultation with the VP, and then affirmed by the SCoPR and the DSA Board.

Editorial Fellows

- Editors recruit applicants and engage a hiring process in consultation with VP and ED and in line with DSA hiring policies.
- Contract offered by ED on an annual basis.

DRJ Managing Editor

- Editors recruit applicants and engage a hiring process in consultation with VP and ED and in line with DSA hiring policies.
- Contract offered by ED on an annual basis.

Job Descriptions

VP for Publications and Research

Elected.

Term: Serves for 2 years, with a possibility to renew and serve one additional 2-year term.

Approximately 2-3 hours work/week

Responsibilities:

- Chairs the Standing Committee on Publications and Research.
- Oversees all publications.
- Negotiates contracts with publishers, with ED; monitors contracts to review contracts prior to automatic renewal.
- Reviews the publication section of DSA website (updates to be made by DSA staff/admin upon email notification).
- Mentors/oversees individual Editors.
- Liaison between publications and DSA.
- Recruits Editors with the Nominations Committee; Nominates Editors to service,

with Board approval.

- Helps Editors recruit Editorial Board members, with Board approval.
- Maintains Publications' Conflict of Interest Policy (in process, 2023), working with ED to identify any conflicts in need of outside mediation and/attention.
- Writes one Letter from the VP e-blast annually
- Maintains SCoPR meeting agendas and minutes to be archived in the archive@drive.
- Liaises with VP of Conferences to organize the following at annual DSA conference:
 - a panel featuring Editors/Associate Editors of all three publications
 - a SiD book launch and/or *Conversations* launch
 - "office hours" for the publications

CONVERSATIONS ACROSS THE FIELD OF DANCE STUDIES

Editor, Conversations Across the Field of Dance Studies/ Chair of Conversations Editorial Board

Term: 3 years, renewable for one term

Approximately 5 hours work/week

Responsibilities:

- Works with Ed Board to draft annual call for guest editors.
- Invites guest editors to submit proposals as needed.
- Works with ED and MPS liaison to post call for guest editors on DSA website, *Conversations* website, and promote elsewhere.
- Collects proposals for *Conversations* issues and circulates to Edoard for assessment, choosing one proposed issue to publish annually.
- Acts as liaison between *Conversations* Ed Board and Guest Editors to communicate revisions for CFPs (if applicable). Works with ED and MPS liaison to post call CfP on DSA website, *Conversations* website, and promote elsewhere (if applicable).
- Communicates publication schedule to Guest Editors.
- Assigns 2-3 contributions for *Conversations* Ed Board members to review once Guest Editors have collected them, and creates timeline for review process.
- Supervises Guest Editors throughout the editing process.
 - Sets up production schedule for Guest Editors.
 - Communicates style guidelines, audio visual format guidelines, MPS metadata requirements and other pertinent info to Guest Editors.
 - Stays in touch with Guest Editors to make sure they're meeting deadlines for submissions, copyedits, and permissions.

- With Guest Editors, prepares the issue for submission to MPS platform. Ensures that all the following elements are included before sending to MPS liaison:
 - Complete text submissions, in chosen citation style, ready for copyedit
 - Audio, video, and photo files clearly labeled and adhering to MPS format requirements.
 - Captions, alt text, credit lines, web VTT transcripts as applicable
 - Permissions signed for all audio/visual material
 - Author bios submitted and agreements signed
 - Fulcrum metadata spreadsheet complete for all audio and video files
 - Janeway metadata spreadsheet complete for each contribution
 - Select header and thumbnail images for issue landing page
- Once the issue moves into production with MPS, sets up production schedule with MPS and their vendors; communicates this to Guest Editors.
- Serves as liaison between Guest Editors and MPS throughout production process
- With Ed Board, Guest Editors, and ED, creates tailored list of organizations, institutions, and individuals who will receive press release.
- With Guest Editors, drafts press release, along with accompanying image for promotion, and submits to ED for review and circulation.
- Oversees selection and mentorship of Editorial Fellow each year.
- With Editorial Fellow and/or Ed Board, oversees rolling publication of Chats and TalkBacks.

Stipend (negotiated annually when new budget is proposed by DSA Treasurer):

- \$1,000 per year is provided by DSA to be used at the Editor's discretion.

Conversations Editorial Board Member

Term: 3 years, with option to renew once.

Approximately 1 hour work/week

Responsibilities:

- Attends at least two meetings/year (often on Zoom, sometimes at Conference)
- Reads and evaluates calls for guest editors, and offers recommendations and feedback to Conversations Editor before annual circulation
- Reads and evaluates Guest Editor proposals, working with the entire Ed Board to select one proposal for annual publication.
- Serves as peer reviewer for 2-3 contributions/year for the issue.
- Serves on ad hoc review committees for Chats and TalkBacks as needed.
- Advises Editor/ votes on proposed changes to journal business.

- May not submit CFP to serve as a Guest Editor during term as Editor

Conversations Editorial Fellow

Term: 1 years, with option to renew once.
Contracted by DSA.

Approximately 70 hours of work annually

Responsibilities:

- The *Conversations* editorial fellow will attend all Editorial Board meetings and participate in email exchanges.
- The fellow will oversee the rollout of “Chats” including separate virtual meetings/ phone calls with the Editor and/or Chat contributors.
- Other duties as assigned and/or appeal to the intern's interests and expertise.

DANCE RESEARCH JOURNAL

DRJ Editor(s)/Chair of DRJ Editorial Board

Term: 3 years, with option to renew once.

Approximately 5-8 hours work/week

The DRJ Editor needs a year run-up to learn the job and then two years of doing it to make their mark on the journal. During the final year, the Editor works with and trains an **Associate Editor**, who will assume the Editor position the following year.

DRJ publishes three issues per year. The following list sets out the necessary processes to ensure the production of the journal and the high standard of the content:

Editorial Responsibilities:

- Processes submissions of articles (via ScholarOne).
- Chooses two readers per article and requests reader reports. Readers could be Editorial Board members or experts in the field.
- Upon receipt of reader reports, the Editorial Fellow(s), with the guidance of the editor, formulate their editorial opinion in relation to the reports and communicate with authors regarding the status of their submission.
- From there, the revised article may be sent back to the original readers or a new reader for further feedback.
- The revision process may be short or extensive as the Editorial Fellows and Editors work with authors to **develop** their essays. Should an article be accepted but need work, the editor guides the author intellectually to ensure the requisite

standard is achieved.

- If an article is rejected, the editor explains why to the author.
- Keeps a log of submissions and reader deadlines in ScholarOne portal.
- Manages DRJ Editorial Fellow(s) and Managing Editor.

Planning and commissioning:

- The editor(s) plans issues.
- Commission review essays and/ or dialogues.
- Writes the Editors' Note for each issue.
- With Managing Editor: organizes all images for display and if possible, works with designer on layout.
- With Managing Editor: Works with the book review editor to assemble reviews.
- With Managing Editor: Organizes all copy to go to CUP for their copyedit.
- With Managing Editor: Reviews proofs and entire issue before it is printed.

Consultation:

- Meets and communicates with the DRJ Editorial board as necessary to discuss special issues, and review progress of journal (twice a year). Applications for special issues are submitted to the editor who discusses these with the editorial board.

Co-Chair Responsibilities:

- Liaise with the CUP and VP regarding issues that arise in relation to DRJ, via email
- Liaise with Editorial Board members regarding issues that arise for DRJ and to gain the opinion of the Board
- Arrange two meetings of the DRJ Editorial Board per year, once at the conference and once either in person or virtually
- With Managing Editor: Keep a running check on Editorial Board members' term of office, with DSA ED
- Liaise with the DSA ED and the VP regarding nominations to the Editorial Board
- With Managing Editor: Respond to emails that are relevant to DRJ

Marketing

- Office hours for prospective authors with board members at conferences.
- Organizes and/or moderates *DRJ* panels at conference.
- With Managing Editor: Works with DSA to update website.
- With Managing Editor: Sends copy for DSA e-blasts, for each new issue.

Stipend (negotiated annually when new budget is proposed by DSA Treasurer):

- \$14,701 per year is provided by CUP, DRJ's current publisher, to be used at the editor's discretion. The stipend is awarded in two payments (August and January).
- \$16,000 per year is provided by DSA, as course buy-out or similar support

***DRJ Associate Editor**

Term: 1 year (and then assumes Editor Position)

The Associate Editor is chosen one year prior to an Ed Board Chair transition, and then rotates into the Editor Position after one year. This helps to ensure a smooth transition

between editors.

*This position is not yet in place.

DRJ Book Reviews Editor

Term: 3 years, with option to renew once.

Approximately 3 hours work/week

Responsibilities:

- Assigns and edits the book reviews for DRJ. Usually there are about six reviews per issue.
- Keep list of Books Received
- Use ScholarOne to both review submissions and invite authors to review books.
- The reviews are approximately 1,500 words in length and the review essays approximately 3,000 words, although these numbers are flexible.
- In the past, we also had one or two review essays in each of the three issues of the journal that are published annually, this is up to the discretion of the Editor.
- Works with Managing Editor: Prepares final reviews, cover image, and Books Received list for production.

DRJ Editorial Board Members

Term: 3 years, with option to renew once.

Approximately 10 hours work/quarter

Responsibilities:

- Advise and make recommendations regarding DRJ issues and personnel; DRJ policies; DRJ-related practices.
- Attend two DRJ Editorial Board meetings yearly.
- Review a minimum of two articles per year submitted to DRJ in their area(s) of expertise.
- Act as an extra reviewer if necessary.

Advisory Board Members

The Advisory Boards represents internationally recognized scholars across the breadth of the field.

Term: 3 years, with option to renew once.

Approximately 8 hours work/quarter

Responsibilities:

- Review a minimum of two articles per year submitted to DRJ in their area(s) of expertise.

DRJ Editorial Fellow

Term: 1 years, with option to renew once.

Contracted by DSA.

Approximately 2-3 hours/week

Responsibilities:

- Screening incoming articles
- Correspondence with authors, post peer review
- Organizing *DRJ* to-do lists
- Work collaboratively to identify promising themes for virtual issues, propose curated content
- Produce digital content to promote the journal on a quarterly basis
- Work collaboratively to identify peer reviewers and facilitate meaningful feedback exchanges from reviewers to authors
- Assist Executive Editors in providing written feedback to authors
- Assist in providing copy and copyediting for journal calls, forwards, and publicity materials

DRJ Managing Editor

Contracted by DSA. Contract may be offered for 1-5 years.

Approximately 5-10 hours/week

Responsibilities:

- Manage weekly *DRJ* meeting agenda; keep team on production schedule
- Manage the drj-editorial@ inbox; direct emails where necessary, respond to queries
- Manage the backend of ScholarOne
 - Initial evaluation of submissions; helping authors and reviewers troubleshoot
 - Coordinate with the ScholarOne team on any special issue updates, bugs, or things to tweak
- Create PDF document to onboard new *DRJ* team members (this includes organizational chart of *DRJ* with description of various roles, *DRJ* contact lists of Editorial Boards and staff, login access to google docs and/or ScholarOne as necessary)
- Coordinate with Reviews Editors on upcoming reviews, timeline for production, and approving proofs
- Work with Cambridge University Press's *DRJ* Content Manager on journal issue preparation

- Author correspondence
- Submit all author materials to production
- Provide corrections on typeset proofs
- Provide corrections for front and back matter – ensuring Editorial Board, Advisory Board, and DSA Board of Directors is accurate
- Collate all author corrections, reviews editor corrections, and *DRJ* editorial team corrections
- Onboard and Assist Special issue guest editors with ScholarOne
 - Provide support throughout their guest editorship
 - Work with CUP's content manager, authors, Reviews Editors
- Maintain *DRJ* style guidelines, contribute to journal standards, contribute to conversations on *DRJ* improvement, mission, and awareness

STUDIES IN DANCE: THEORIES AND PRACTICES BOOK SERIES

Editor of SiD/Chair of SiD Board

Term: 3 years, with option to renew once.

Approximately 10-15 hours/month

Responsibilities:

- Oversees the SiD board and all of its functions and duties.
- Acquisitions Editor for SiD
- Curates the Series in collaboration with the SiD Board.
- Seeks out author submissions in collaboration with the Board.
- Works with DSA management to update website as needed.
- Reviews all submissions of proposals and manuscripts before selecting those worthy of Board's consideration.
- Responds to all inquiries from potential authors.
- Submits materials (proposals, chapters, manuscripts) to the Board to evaluate before each board meeting (and occasionally between board meetings if warranted).
- Acts as liaison between the Board and the author.
- Authors letters endorsing projects for approval submitted to University of Michigan Press (UM Press) board (incorporating feedback of Board members)
- Authors comments and suggestions for revision to potential authors (incorporating feedback of Board members)
- Selects first-time authors, in collaboration with the Associate Editor and the Ed Board, for the First-Time Author Mentorship Program.
- Works 1:1 with authors to prepare manuscripts for submission which might include

- Close mentorship for first-time authors.
- Reading drafts in process and offering feedback.
- Setting deadlines for submission.
- Works with Board and UM Press to select 2-3 reviewers to review completed manuscripts.
- Represents SiD and DSA with Press
 - Supports VP in negotiating terms of contract and advocates for DSA in regards to budgeting and pricing.
 - Communicates concerns and suggestions to press in regards to such issues as book format, representation at conferences, etc.
 - Works as a liaison between the press, the distribution company, and DSA
- Budgeting:
 - Works with VP, treasurer, and president to set a budget for the press.
- Marketing:
 - Office hours for prospective authors with board members at conferences.
 - Announces new books at membership meeting at conference.
 - Organizes and/or moderates SiD panels at conference.
 - Works with DSA to update website to include new books.

Stipend (negotiated annually when new budget is proposed by DSA Treasurer):

- \$1,000 per year is provided by DSA to be used at the Editor's discretion.

SiD Associate Editor

Term: 3 years, with option to renew once and/or to rotate into the Editor role.

Approximately 5-6 hours work/month

Responsibilities:

- serve as a member of the larger Editorial Board
- hold office hours for interested authors during the Annual Conference
- support the Editorial Board Chair as needed, particularly in the identification of potential new authors and chairing sub-committees as specific initiatives/tasks arise
- serve as point person for the SiDH First-time Author mentorship program.
 - Recruit established scholars to act as mentors for the First-Time Author Mentorship Program; \$500 stipend/year (per mentor, over 2 years)
 - Facilitate the selection of the first time author in collaboration with the Board.
 - Notify the first time author and all the other candidates
 - Help pair the first-time author with their mentor.
 - If necessary, help facilitate the pair's meeting schedule
 - Check in with the pair
 - Solicit the end of year reports from the first time author.

Stipend (negotiated annually when new budget is proposed by DSA Treasurer):

- \$500 per year is provided by DSA to be used at the Associate Editor's discretion.

SiD Editorial Board Member

Term: 3 years, with option to renew once.

15-20 hours of work, approximately 2-3 times/year

Responsibilities:

- Attends two meetings per year (at conference and a second in-person or virtually).
- Reads and evaluates book proposals and manuscripts distributed by the SiD editor/chair in advance of board meetings (and occasionally during the year)
- Makes recommendations to the board in regards to manuscript proposals.
- Provides feedback (written and verbal) on manuscripts and proposals for SiD board chair to communicate to authors.
- Willing to keep office hours at annual conference for recruitment.
- Recruits potential authors to submit proposals.
- Willing to read work-in-progress and provide feedback to SiD authors.
- Depending on expertise, may be called upon to be a manuscript reviewer for UM Press.
- Depending on expertise, may be called upon to serve as a Mentor for the First-Time Author Mentorship Program.
- Contributes to shaping the mission of the book series, which may include occasional service on subcommittees related to book publishing.

SiD Editorial Fellow

Term: 3 years, with option to renew once.

15-20 hours of work, approximately 2-3 times/year

Responsibilities:

- Help schedule meetings
- Take notes during meetings
- Send reminder to all Ed Board members to forward notes to them within two weeks of meeting
- Collate meeting notes and Ed Board members notes for each submission for Editor (within three weeks of last meeting at least)
- Occasional research tasks for Editor or Associate Editor

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Website & Digital Communications – Policies and Procedures

Secretary:

Term:

Elected for 2-year term, with a possibility to renew and serve one additional 2-year term.

Approximately 1 hour work/week

Responsibilities:

- Chairs the Standing Committee on Website & Digital Communications
- Attend all Board meetings (meeting dates to be set in September); approximately 5 meetings/yr
- Take meeting minutes during Standing Committee meetings to be archived in the archive@ drive.
- Take meeting minutes during Board of Director meetings to be archived in the archive@drive
 - Sent to ED within 1 week of meeting
 - Highlight action items in document for ease of next steps
- Serve as a voting member of the Board of Directors and Executive Committee.
- Prepare the next Secretary to carry out their responsibilities.
- Perform such other duties as are usual for such official or as may be duly assigned by the Board of Directors.
- Establish (2023) and maintain DSA Archive, via annual review of policy document and actual practices – with SCoWDC
- Maintain contract with institutional archive (after established in 2023, fingers crossed)
- Development of digital communication policies TBA, with SCoWDC

Standing Committee on Website & Digital Communications:

Members (3-5): 1-2 Board members at large, 1-3 DSA members at large

Standing Committee positions are 1-year appointed positions (September 1-August 31), available for renewal.

Responsibilities:

- Establish (2023) and maintain DSA Archive, via annual review of policy

- document and actual practices
- Development of digital communication policies TBA (?)
 - Social media policies?
 - Online conduct policies for virtual gathering?
- Promote and share DSA news via personal/professional social platforms and personal/professional networks
- Annual review of DSA website for updates/edits, to be reported to ED in December
- General discussion and oversight of DSA website & digital communications

Meetings & Hours:

- Quarterly Zoom meetings (all dates to be set by the end of September)
- Approximately 1-3/hours of work per month for Committee members

NOTE: All DSA Board members and Standing Committee members are expected to be DSA members in good standing, with membership paid in full.

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Conference – Policies and Procedures

VP Conferences:

Term:

Elected as VP Conferences-Elect for 1 year, in the last year of the current VP's term. Serves for 2 years as VP of Conferences, with a possibility to renew and serve one additional 2-year term.

Approximately 1 hour work/week

(can be 2-3 hours/week in the weeks leading up to a conference)

Responsibilities:

- Chairs the Standing Committee on Conferences
- Letter from the VP of Conferences e-blast, each May
- Take meeting minutes during Standing Committee meetings to be archived in the archive@ drive.
- Serve as a voting member of the Board of Directors and Executive Committee.
- Prepare the next VP to carry out their responsibilities.
- Vet proposals for special topics conferences as they come in (with SC) and oversee implementation of all special topics conferences.
- Plan, oversee and manage the annual DSA conference in coordination with the Executive Director, Program Committee Chair and Local Arrangements Committee Chair – in alignment with DSA vision and values (see specifics in accompanying document for delineation of roles)
- Maintain long-term conference planning at least three years into the future.

Standing Committee on Conferences:

Members (5-7): DSA President, DSA Treasurer, 1-2 DSA Board members at large, 2-3 past and future Conference Program/Local Arrangement Chairs

Standing Committee positions are 1-year appointed positions (September 1-August 31), available for renewal.

Responsibilities:

- Maintain alignment between DSA vision/values and conference curation/execution

- Craft 1-page visioning document for Conference Chairs, broadly describes the conference themes and logistical goals that further DSA's organizational goals and mission (to assist with aligning conference with larger DSA trajectories/needs/challenges/values)
 - Discuss and vote to forward conference location, theme, title to full Board.
- Read, comment, and vote to forward CFPs to full Board.
- Read, comment, and vote to forward Program Committee to full Board.
- Read, comment, and vote to approve plenary slate
- General discussion and oversight of DSA conferencing/gathering state and status, with ED
- Draft post-conference survey, to be used as a template by the Conference Chairs
- Review SCoC organizing document annually, for edits and updates

Meetings:

- Meet quarterly (meetings to be set in September, at outset of term)
- Approximately 1-3/hours of work per month for Committee members

NOTE: All DSA Board members and Standing Committee members are expected to be DSA members in good standing, with membership paid in full.

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Directors

Director:

Term: Elected as Director, to serve 2-year term, with a possibility to renew

Approximately 1 hour work/week

Responsibilities:

- Attend all Board meetings (meeting dates to be set in September by President and ED); approximately 5 meetings/yr
- Serve as a voting member of the Board of Directors.
- Support and communicate as needed with the President and/or ED
- Perform such other duties as are usual for such official or as may be duly assigned by the Board of Directors.
- Participate actively in organizational strategic planning.
- Serve as a resource of knowledge and counsel to the ED, committees, and other board members.
- Assist in locating and developing funding sources for the organization.
- Review and respond to all action and information requests from the ED and President.
- Serve on committees as appointed:
 - Each director will be assigned a Standing Committee for 1-year term, supporting VP work and ensuring that committee work aligns with larger Board vision and action. Assignments are based upon organizational need and individual expertise. In a director's second year of service, they may request to move to a new Standing Committee.
 - Standing Committees include: Awards, Conferences, Finance & Development, Membership & Professionalization, Website & Digital Communications, and Publications & Research, and Nominations (elected positions, chaired by appointed Board members)
- Represent the organization at the request of the President

Guidelines for Missed Meetings

As leaders of the DSA, Board Members' active participation in meetings is crucial.

In the unfortunate event that you are unable to attend a meeting, please inform the DSA Executive Director and President of your intention to miss a scheduled board

meeting *before* the meeting occurs. If an emergency situation has prompted a last-minute change in plans and you are unable to attend the meeting, please inform the Executive Director and President as soon as possible.

- For planned absences: If you are a VP or committee chair, please send your formal report to the Executive Director for distribution to the Board of Directors no later than 1 week before the meeting. Please also arrange for your report to be presented by one of your committee chairs.
- Following the Board Meeting, please draft a response to the Board Meeting Minutes and Action Items you receive. Be sure to include your reactions to issues discussed at the meeting, and indicate Action Items in which you would be willing to participate and/or new Action Items you would like to propose.

NOTE: All DSA Board members are expected to be DSA members in good standing, with membership paid in full.

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Graduate Student Representative(s)

Director:

Term: Elected as Grad Rep, to serve 2-year term without renewal

Approximately 1 hour work/week

Responsibilities:

- Attend all Board meetings (meeting dates to be set in September by President and ED); approximately 5 meetings/yr
- Serve as a voting member of the Board of Directors.
- Support and communicate as needed with the President and/or ED
- Perform such other duties as are usual for such official or as may be duly assigned by the Board of Directors.
- Participate actively in organizational strategic planning.
- Serve as a resource of knowledge and counsel to the ED, committees, and other board members.
- Review and respond to all action and information requests from the ED and President.
- Serve on committees as appointed:
 - Each Grad Rep will be assigned a Standing Committee for 1-year term, supporting VP work and ensuring that committee work aligns with larger Board vision and action. Assignments are based upon organizational need and individual expertise. In a director's second year of service, they may request to move to a new Standing Committee.
 - Standing Committees include: Awards, Conferences, Finance & Development, Membership & Professionalization, Website & Digital Communications, and Publications & Research, and Nominations (elected positions, chaired by appointed Board members)
- Represent the organization at the request of the President
- Convene DSA student members virtually and/or at the conference in service of community building, resource sharing, professionalization support, etc.
 - Plan professionalization event(s) virtually and/or at the conference
 - Communicate with DSA student membership (through DSA listserv and/or website, no more than monthly) about professionalization events, and related student programming/support.

NOTE: All DSA Board members are expected to be DSA members in good standing, with membership paid in full

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Nominations – Policies and Procedures

Nominations Committee Co-Chairs:

Term: Appointed as Co-Chair by DSA President, for 1-year term with possibility for second term. Must be an elected member of the DSA Board of Directors.

Approximately 1 hour work/week

Responsibilities:

- Co-chairs the Nominations Committee
- Attend all Board meetings (meeting dates to be set in September); approximately 5 meetings/yr
- Take meeting minutes during Committee meetings to be archived in the archive@ drive.
- Serve as a voting member of the Board of Directors and Executive Committee.
- Perform such other duties as are usual for such official or as may be duly assigned by the Board of Directors.
- Working with NC to solicit nominations to the elections slate for all open positions; slate presented to the Board no later than February 1st.
 - Per DSA by-laws, the slate must be presented to the DSA Board no later than 90 days prior to the election & the election must be complete no later than May 15th.
- Maintain (via google doc) archive of past slates.
- Working with NC to clarify leadership with DSA via webinars, discussion forums, info-graphics, etc. (as discussed in spring 2023 BoD mtgs)
 - Webinar suggests for fall: *Who is DSA leadership?* (introductions); *What is DSA leadership?* (how is this organization run?); *Interested in DSA leadership?* (chance to talk with Board members about their roles, with an eye toward running in the election)

Nominations Committee:

Members (5): 2 Co-Chairs appointed by the president, 3 elected positions (3 year terms, non-renewable)

Approximately 30 minutes work/week

Responsibilities:

- Working with Co-Chairs to suggest/solicit nominations to the elections slate for all open positions; contact nominees to confirm their election participation; ensure biographies and statements-of-interest are collected; vet nominees; finalize slate; slate presented to the Board no later than February 1st.
 - Per DSA by-laws, the slate must be presented to the DSA Board no later than 90 days prior to the election & the election must be complete no later than May 15th.
- Working with Co-Chairs to clarify leadership with DSA via webinars, discussion forums, info-graphics, etc. (as discussed in spring 2023 BoD mtgs)
 - Suggested webinars in collaboration with DSA Board and Executive Director: *Who is DSA leadership?* (introductions); *What is DSA leadership?* (how is this organization run?); *Interested in DSA leadership?* (chance to talk with Board members about their roles, with an eye toward running in the election)

Meetings & Hours:

- Quarterly Zoom meetings (all dates to be set by the end of September)
- Approximately 1-3/hours of work per month for Committee members

NOTE: All DSA Board members and Nominations Committee members are expected to be DSA members in good standing, with membership paid in full.

The Nominations Committee is charged with developing a list of candidates from a larger pool of submissions of interest to present to the Board of Directors for approval, and then to the membership for an election. The Nominations Committee is eager to balance the following considerations as it develops the election ballot:

- diversity that represents the field and profession (such as gender, age, ethnicity, sexual orientation, disability status and race)
- geographic representation within the U.S. and internationally
- diversity of institutional affiliation, including independent scholars
- record of commitment to the profession
- diversity of "rank"

Per the by-laws, the slate must be presented to the DSA Board no-later than 90 days prior to the election & the election must conclude no later than May 15th. With this in mind, the approximate annual calendar (with adjustments for holidays and weekends) is:

- September, reach out to Board members with right-of-first refusal for 2nd term
- October, announce call for open positions
- October-December, slate open positions via submission/nomination/solicitation
- mid-January, full slate of nominees to Board for discussion (in advance of vote)

- mid-February, slate voted on/approved by Board at meeting
- April, Elections Live
- May, Elections Close
- early June, Newly Elected Board is Announced
- September 1, New Board Terms Begin (with virtual onboarding in late August)