

IADMS Dance Educators' Committee Charter (Operational Committee)

Purpose: As stated in the IADMS Bylaws (Section 10.3), "the Dance Educators' Committee ["DEC"] shall promote communication and education for dance teachers, dance students, parents, and dancers. The committee develops resource papers, fact sheets, and posters to disseminate information on safe, healthy dance education practices and on lifestyle choices that prolong dance careers. One of the committee's major functions is to produce A Day for Teachers, a special meeting geared to the needs of dance teachers. This important event is part of the IADMS conference each year."

The IADMS DEC aims to aid dance educators in increasing the health, well-being, and performance of their students as well as themselves. The DEC helps IADMS generate and disseminate resources from the field of dance medicine and science that are applicable to educators. Additionally, the committee advocates for the needs of educators by relaying their experiences to the broader dance medicine and science community and encouraging resources and research that addresses the needs of dance educators.

Mission: The DEC aims to be a relevant resource for IADMS and the global dance community by producing dance science materials that are responsive to the current dance climate and applicable to a wide range of educators. Further, within the IADMS community, the committee intends to advocate thoughtfully and conscientiously for dance educators. The DEC undertakes to promote the needs of dancers and dance educators with regards to dance education and training. It monitors trends and practices in dance training.

Vision: The DEC aims to increase the profile of IADMS' among a broader sector of the dance education community by targeting previously under-reached populations with our materials and events. The committee intends to achieve this by building relationships with individuals and organizations, developing innovative programming, and creating accessible materials from existing resources.

Aims:

- Assist the IADMS Board in the planning and implementation of projects, events, and activities related to dance educators.
- Promote understanding of dance science ideas and safe dance practice to our members and throughout the dance industry.
- Guide the development of dance science within dance education through increasing awareness of IADMS.
- Monitor, participate in, and report to our membership regularly on issues related to dance education and dance educators.
- Create coalitions with dance and dance education affiliate organizations to present a united voice in advocating for concerns around dance education.
- Within the field of dance medicine and science, advocate for dance education and dance educators.
- Develop strategies for supporting, advancing, and incorporating safe dance practice into all components of dance practice.

- Create and publish resource papers, infographics, blogs, webinars, and electronic discussions that translate dance medicine and science ideas into practice for dance educators.

Committee Membership: The committee will consist of a chair and a minimum of three members. The chair shall be appointed by and report to the board. The board welcomes and would consider any feedback from committee members when appointing a new chair. The chair will review applications to join the committee during the official IADMS call for applications or as needed. Committee members are appointed by the board after reviewing and considering feedback from the chair and submitted applications.

All committee members must be an IADMS member in good standing. IADMS is committed to a diverse, inclusive, and equitable environment where all committee members feel respected and valued; thus, we foster inclusion of different genders, ages, ethnicities, nationalities, sexual orientation or identities, abilities, education, or any other biases that exclude individuals. The committee's composition shall demonstrate a commitment to diversity, representation, inclusion, equity, and belonging.

Terms of Office: The chair and committee members are appointed for two-year terms. Appointments are made by the board every two years during the year between board elections (currently even years). There is no term limit for committee members, though the chair is expected to serve no more than two terms in that role (four years).

Duties and Responsibilities:

- The DEC informs the development of and brings vision to projects related to the DEC mission that are put forward to the board for approval. Once approved by the board, the DEC helps implement and monitor progress with these projects. Examples include: A Day for Teachers (ADFT), regional meetings, the Dance Educator Award (DEA), education blogs, resource papers (as well as their translations and supporting materials), DEC webinars, and the Science for Dance Educators Facebook group.
- To be the advocacy voice of IADMS for the dance educator community at large.
- Review IADMS resource materials and to provide input on the currency, research content, and references as it pertains to dance educators.
- To increase global awareness of evidence-based quality systems and continuous improvement processes for dance educators to optimize dance learning experiences and environments.
- To collaborate with the Professional Development Committee to ensure IADMS members have access to high quality dance science education professional development opportunities, within an international context.
- To collaborate with the Professional Development Committee to identify standards for dance science professional development programs to ensure there is relevant, contemporary, and evidence-based training and education for IADMS members.
- To serve as a resource to the IADMS Board on all matters related to dance educators and dance education.
- To identify and nominate, for the approval of the chair and the IADMS board, external candidates to fill DEC vacancies as and when they arise. (Before nominations are made, the DEC Chair will evaluate the balance of skills, knowledge and experience on the DEC.)
- To regularly review and provide oversight of diversity and inclusion within the DEC, including (and not limited to) diversity of skills, backgrounds, ethnicities, and gender, and to recommend measurable diversity and inclusion objectives to the DEC.

Chair Responsibilities:

- One of the main duties of the chair is to assist with developing a strong leadership pipeline and leadership succession plan for the committee.
- The chair is asked to assist with evaluating the competencies required of prospective committee members, identifying future committee members, effectively inducting new committee members, and monitoring member and DEC initiated projects and activities.
- The committee chair is responsible for communicating relevant committee business with the director of operations and board and, if requested, with the chairs of other committees.

Expectations:

- All committee members are expected to familiarize themselves with, and abide by, IADMS Bylaws and policies (posted online).
- All committee members are expected to be in attendance for committee meetings unless an unforeseen conflict arises.
- All committee members are expected to acknowledge and respond to IADMS-related emails/communications in a timely fashion, as outlined in the IADMS Committee Member Handbook.
- Committee members who are consistently (more than three months) unable to meet their committee responsibilities should discuss their circumstances with the chair as soon as feasible.
- Any committee member who does not meet minimum requirements of attendance in meetings, discussions, voting, and review of all necessary documentation as provided by committee chair, board, and staff for a period of three months without notification may forfeit the right to serve as a committee member.

Authority: Operational committees are not independent decision-making bodies. Operational committees work directly with IADMS staff and indirectly with the IADMS board. The committee chair is responsible for communicating relevant committee business with the director of operations, the board, and other committee chairs. If there is inconsistent language between this committee charter and the IADMS bylaws, then the bylaws will be considered the more authoritative source.

- The chair is responsible for defining the current goals of the committee in consultation with committee members. These should be submitted to the board for approval and should reference organizational priorities from the IADMS Strategic Plan.
- Subcommittees may pursue day to day operations of their projects without committee approval, but decisions related to the vision of the project should be explored and discussed with the committee and approved by the chair.
- Committee activities or recommendations that involve the day-to-day IADMS operations shall be approved by the director of operations.
- All budgetary requests as well as programming or policy recommendations should be submitted to the board for consideration and approval.
- For new initiatives or changes to procedures, proposals are reviewed by the director of operations and put forward for board approval.
- Per IADMS policy, prior to distribution, the Publications Committee must review, edit, and standardize the format for all formal, outgoing publications including, but not limited to, press releases; annual conference abstracts; The IADMS Bulletin; Resource Papers; the Quarterly Newsletter; Infographics, and new pages/sections of the IADMS website, with the exemption of

JDMS. The Publications Committee does not routinely review eblasts, social media posts, or the IADMS blog.

Quorum and Meeting Procedures:

- The DEC will meet four times per year, with authority to convene additional meetings as circumstances require.
- Sufficient notice should be given such that all who wish to participate may attend. There should be respect for scheduling meetings appropriate for all participant work schedules and time zones.
- The board liaison shall be invited to attend all committee meetings as a non-voting guest participant, but they are not expected to attend every meeting. The liaison can help facilitate communication between this committee and the board. The liaison may offer institutional perspectives but should not take a dominant role in any of the committee work, activities, conversations, or decisions.
- Special guests at any meetings--such as committee liaisons or operational staff-- can be suggested by committee members and must be approved and formally invited by the chair.
- The agenda and minutes of all committee meetings shall be circulated to members of the DEC.
- A working group may not propose any matters for decision to the DEC where that working group has a voting majority on Education Committee at that meeting.
- Committee members will be invited to disclose conflicts of interest at the commencement of each meeting.
- Meetings may be held in person, via telephone, or electronic means (like videoconference).
- A quorum of members of the committee shall be 2/3, including chair.
- Committee business, including electronic discussions, is confidential and must not be discussed outside the committee.

Governance: Recommendations and decisions of this committee shall be made by consensus when possible. When votes are required, motions are passed based on the majority of the voting members present. Quorum shall be required at all meetings where a decision is made.

Record-Keeping:

- Minutes of all committee meetings shall be kept by a mutually agreed upon secretary that will rotate between standing DEC members.
- All subcommittees shall report their activities to the chair.
- All committee documents, committee reports, and meeting minutes shall be stored on the shared IADMS cloud-based storage service in accordance with current IADMS policy.
- E-mails regarding official committee business should be retained during the transition from one committee chair to the next at the end of each term.

This charter was approved by this committee on May 3, 2022, and by the IADMS Board of Directors on February 13, 2022. It should be reviewed for updates and re-approval at the start of each committee term. The charter may be amended by a simple majority vote of the board at any time.