

# **How to be an Official Institutional Representative to NASD**

Congratulations! Your institution is an accredited institutional member of NASD and you have been appointed its official representative to the Association. This document provides a brief overview of your fundamental responsibilities, with appropriate links to other information found on the [NASD Web site](#).

## **SIX BASICS**

1. Accredited Membership in NASD is held by the institution, and thus only the institution has a vote in official membership actions. Each accredited institution selects one official representative through a procedure or protocol determined by the institution. It is common practice for the executive leader of the dance unit to be the official representative to NASD; however, some institutions choose another administrator or a member of the faculty with knowledge of education and training in dance.
2. Individuals serve as official representatives on behalf of the institution, its dance program, and its faculty, administrators, students, and other associated constituencies. Although individual official representatives exercise judgment and carry out most of the volunteer work of the Association, they are delegates to, not members of, NASD.
3. The official representative is an emissary representing both NASD to his or her institution, and the institution to NASD. Both roles are necessary if either is to function effectively.
4. Effective communication within the institution by the official representative is essential.
5. Procedures or protocols regarding the distribution of official communications about specific NASD matters are determined primarily at each member institution. These procedures and protocols should describe the levels and types of information various offices or groups want and need to know, and when and by whom they are to be informed. NASD provides [internal communications worksheets](#) to assist in this regard. NASD does provide copies of accrediting commission actions to the chief executive officer, and if requested to the chief academic officer and the dean with administrative responsibility for the dance unit.
6. NASD exists to provide assistance and appropriate support. It seeks a positive, productive relationship with its member institutions and representatives.

## **MAJOR RESPONSIBILITIES**

### **1. Communicate**

As the official institutional representative, you should communicate effectively, promptly, and judiciously, balancing information-sharing with respect for others' interests and time. Consistent with item 5. above, the official institutional representative is expected to foster policies, protocols, and common understanding regarding various NASD matters within the dance unit, and beyond if the institution is multipurpose. All items below are central to or matters for communication.

**2. Become Familiar with NASD**

Know how NASD is structured, its basic philosophical principles, and how it works. Resources to support this objective may be found on the Web site under [About NASD](#) and [General Information](#).

**3. Represent Accurately**

Represent NASD policies, procedures, and standards accurately. Current versions are found in the latest NASD [Handbook](#), including any current addenda, and in the [Procedures documents](#). Be sure that all involved parties at your institution are using current information. Make clear distinctions between what is under discussion or review at NASD and NASD's current policies and standards.

**4. Be Informed**

Make it your business to know what NASD is doing and share the information with others. View periodically the [Current Notices](#) and [Standards Review](#) sections of the Web site. Attend annual meetings. Provide regular information on important points, issues, or discussions to faculty and other administrators as predetermined by your communications plan or as appropriate to the nature of the topic.

**5. Be Proactive**

Respond in a timely manner on behalf of the institution to requests for comment on drafts, suggestions, and information. Local consultative review and response to standards drafts are especially important.

**6. Attend the NASD Annual Meeting**

The [annual meeting](#) provides the most concentrated exchange of information among institutions and between institutions and the association. Institutions are welcome to send as many additional representatives as they wish, or a substitute for the designated official representative. Report ideas from the annual meeting to interested parties on your campus consistent with item 4. above.

**7. Vote at the Annual Meeting**

Votes are taken at the national level. These include actions on the NASD standards and elections of officers. An institution may change its official representative temporarily for purposes of voting at an annual meeting.

**8. Volunteer**

Volunteer as opportunities arise and, if nominated, agree to stand for elected office. Only the official representative is eligible for most offices in NASD.

**9. Provide Leadership in Matters of Accreditation**

a. Provide leadership or management for NASD reviews for renewal of Membership. This means applying knowledge of the standards and procedures of the association, understanding the options for [self-study process and format](#), developing an [internal institutional communication](#) plan that addresses various steps in the review, and ensuring that the overall process is oriented and structured to serve current and future

needs of the dance school or department. NASD provides [annual meeting](#) sessions and Web information to assist with these responsibilities.

- b. Provide leadership or management for NASD [reviews of new curricula](#) being developed at the institution between regular reviews for renewal of Membership. Each new curriculum must receive Plan Approval from the Commission before students are enrolled.

#### **10. Submit Required Annual Reports**

Assure that [NASD Annual Reports](#), which include, the HEADS Data Survey, the Accreditation Audit, the Affirmation Statement, and the Supplemental Annual Report (a report required only of institutions for which NASD could serve as the gatekeeper for the purpose of eligibility in federal Title IV programs), are submitted by each assigned deadline. NASD offers to each official representative information annually regarding Annual Reports and submission requirements.

#### **11. Use HEADS Data**

Be knowledgeable about the ways HEADS data, compiled from institutional annual reports, can be used beneficially in decision making at the institution and in the dance school or department. Understand the possibilities inherent in [special statistical reports](#) customized for the institution.

#### **12. Use and Share Access to HEADS Online System and NASD Web Site**

Use, share, and otherwise work with login information you are given to the HEADS system and to the entire NASD Web site according to policies and protocols developed in the communication plan created within the institution. For security reasons, these two unique sets of login information are provided only to the official institutional representative. NASD has no interest in who else has the login information as long as the decision regarding distribution is made within, and access controlled by, the institution.

#### **13. Ensure Accuracy in NASD's Published and Internal Records of Your Institution**

Assure that the annual [NASD Accreditation Audit](#) is carefully reviewed and returned to NASD by the deadline. This audit is informational, not financial. The request is sent from NASD to the official representative.

#### **14. Contact NASD**

If a problem, concern, or question arises that remains after consulting published material, contact the [NASD National Office](#) immediately to seek resolution, and if necessary, counsel others to do the same.