

C. Assistant Director *(as of August 2021)*

General Information

- An active banker with substantial, practical banking experience is generally selected for this position. Recommendations for Assistant Director are made to the school administrator, with approval of NDBA Chairman and NDBA President and CEO.
- The school administration is structured so that an individual serves a maximum of two years as Assistant Director and then rotates to the school director position with approval of the SVP of Education, NDBA Chairman and NDBA President and CEO.
- The Assistant Director is asked to commit to a two-year term. This term can be shortened or lengthened at the request of the Assistant Director and/or recommendation of school staff. The school administrator, who makes rehiring recommendations to the NDBA Chairman, NDBA President and CEO and the School of Banking Advisory Board, reviews the assistant director's performance annually.
- The Assistant Director assists the School Director with the curriculum and faculty. He/she is to become familiar with curriculum and operation of the school. The Assistant Director will also assume the duties of the School Director in his/her absence.
- An honorarium of \$600 is paid to the Assistant Director at the close of the school. The School of Banking Advisory Board reviews this honorarium. Personal expenses for travel, lodging, and meals are also fully reimbursed by the school.
- The Assistant Director serves as a member of the School Advisory Board. The advisory board meets once per year. The executive committee of the advisory board consists of the school director, assistant director and school administrator. Conference calls or meetings with the executive committee are conducted as needed.
- All DSB staff members must adhere to the policies of the host university. Failure to do so may result in dismissal.

Prior to the School

- In cooperation with advisory board, assists in establishing a school schedule
- Assists faculty as needed in the development and review of their session in terms of objectives, content, and methods of presentation
- Assists school staff in the recruiting of applicants (may involve telephone calls or meetings with prospective students and/or their nominating officers)
- May be asked to assist with BankExec pre-session assignments
- Participates in planning sessions or pre-school conference calls as needed
- Markets the school to bankers whenever possible and participates in special promotion efforts as requested and as available

During the School

- Work with staff to respond to on-site, changing needs of the school.
- Available to lend assistance to instructors as needed. Assistant Director will introduce faculty and make announcements as coordinated with staff and evaluate each instructor and session for adherence to and satisfaction of objectives.
- Observes student performance to ensure graduation criteria are being met.
- Is on-site during the week of school.

Following the School

- Participates in review of the school in preparation for changes to next year's schedule. Reviews written summary of school and evaluations.

B. School Director *(as of August 2021)*

General Information

- An active banker with substantial, practical banking experience is generally selected for this position. Recommendations are made to the School Administrator with approval of NDBA Chairman and NDBA President and CEO.
- The school administration is structured so that an individual serves a maximum of two years as Assistant Director and then rotates to the School Director position with approval of the School Administrator, NDBA Chairman and NDBA President and CEO.
- The School Director is asked to commit to a maximum of two years. This term can be shortened or lengthened at the request of the School Director and/or through recommendation of the school staff. Performance of the School Director is reviewed annually by the School Administrator with rehiring recommendations made to the NDBA Chairman, NDBA President and CEO and School of Banking Advisory Board.
- The School Director is responsible for assisting with the curriculum and faculty.
- An honorarium of \$750 is paid to the School Director at the close of the school. This honorarium is set and reviewed by the School of Banking Advisory Board. Personal expenses for travel, lodging, and meals are also fully reimbursed by the school.
- The School Director serves as chairperson of the School Advisory Board. The advisory board meets once per year. The executive committee of the advisory board consists of the school director, assistant director and school administrator. Conference calls or meetings with the executive committee are conducted as needed.
- All DSB staff members must adhere to the policies of the host university. Failure to do so may result in dismissal.

Prior to the School

- In cooperation with advisory board, assist in establishing a school schedule.
- Assists faculty as needed in the development and review of their session in terms of objectives, content, and methods of presentation
- Assists school staff in recruiting and screening of applicants (may involve telephone calls or meeting with prospective students and/or their nominating officers)
- Participates in planning sessions or pre-school conference calls as needed
- Markets the school to bankers whenever possible and participates in special promotion efforts as requested

During the School

- Work with staff to respond to on-site, changing needs of the school
- Lend assistance to instructors as needed. School Director will introduce faculty and make announcements as coordinated with staff and evaluate each instructor and session for adherence to and satisfaction of objectives.
- Observe student performance to ensure graduation criteria are being met
- Is on-site during the week of school

Following the School

- Participates in review of the school in preparation for changes to next year's schedule. Reviews written summary of school and evaluations.