

BOARD POSITION JOB DESCRIPTIONS

CONTRACT COORDINATOR / GA Booking Agent

- Coordinate contracts for meets
- Work as booking agent on changes during the gymnastics season
- Send a list of assignments to all judges and gyms

FUND RAISER COORDINATOR

- Takes Meet Director Certification Test
- Primary meet director for the Judges' 500
 - Find host gym for Judges' 500
 - Apply for Sanction
 - Order awards
 - Order and receive gymnasts' gifts
 - Send out meet entry forms
 - Receive meet entries and fees
 - Set and send out meet schedule to all participating gyms
 - Field phone calls regarding Judges' 500 in a timely manner
 - Keep up with scratches and additions
 - Keep up with refunds

HOSPITALITY COORDINATOR

- Provide three meals a day for judges and coaches at the Judges' 500
- Provide food for any NAWGJ sponsored clinics
- Send birthday cards to judges
- Send gifts to coaches and judges who have babies
- Send flowers or cards for hospitalization, illness & deaths in families

JUDGES' TRAINING COORDINATOR

- Set up clinics and testing opportunities with GA's SJD
- Send information sheets detailing the steps necessary to obtain a rating to potential new judges
- Coordinate handouts for judges and coaches clinics
- Keep up with new mailings and Internet postings to help the state keep current with national publications
- Prepare Judges' Handbook

MEMBER-AT-LARGE

- Work with AAU as liaison to NAWGJ
- Coordinate questions and answers throughout the year and relays answers to membership through newsletters and Internet postings
- Meet Referee Advisor
 - field questions & research answers for designated Meet Referees
- Georgia NAWGJ Video Librarian

- Maintain Mentor Program

MEMBERSHIP COORDINATOR

- Keep NAWGJ roster current and publish annually
- Receive and catalogue active status cards and send acknowledgments
- Prepare mailing labels for official mailings
- Maintain archive of each judge's documentation of memberships & ratings

SECRETARY

- Record and publish Board meeting and general meeting minutes
- Compile information for, prepare and mail newsletters

TECHNICAL COORDINATOR

- Maintain Web Site
 - Consultant for hardware and software purchases funded by GA NAWGJ
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ELIGIBILITY FOR STATE GOVERNING BOARD MEMBER

- A. All National, Regional, State and At-Large Directors and Officers shall be 21 years of age and in good standing with their State Association.
- B. All State Governing Board Members shall be certified judges for a minimum of one year (12 months).

DUTIES OF THE STATE GOVERNING BOARD MEMBER

- Be responsible to the State Judging Director.
- Be present at all Governing Board meetings and present, discuss and vote on all pertinent issues.
- Fulfill the specific duties as outlined by the State Judging Director for the Board position for which you are running.
- Expenditures incurred by a State Governing Board member must be approved by the State Judging Director.
- Enforce the adherence to high ethical standards in judging.
- Failure to attend two consecutive State Governing Board meetings shall constitute an automatic suspension. A proxy will not fulfill the attendance requirement.
- A proxy may be sent and must be approved by the State Judging Director.

Failure to comply with the responsibilities of this office could result in removal from office after review by the State Governing Board.