

## **SPECIFIC GUIDELINES FOR Special Appointment for NATIONAL WEBSITE DIRECTOR**

The NATIONAL WEBSITE DIRECTOR normally serves a four year term, however, this is a special appointment that shall expire on **March 31, 2020**. **Since this is a special appointment, the normal timelines have been adjusted as follows:**

A special reminder will be sent to all National Governing Board Members by the President reminding them the position of National Website Director is up for special appointment.

A letter by the President will be published on the NAWGJ website. The letter includes:

1. Letter of Eligibility and Duties of the National Website Director.
2. Candidate Application Form to be completed by the candidate.
3. The deadline date will be Monday, **July 2**. Failure to respond by the deadline date (postmarked) indicates the candidate does **NOT** wish to apply for the office.

At the summer National Governing Board meeting, the Executive Board will meet and make a recommendation to the Governing Board for their approval. The National Website Director will take office **August 1, 2018**.

# **DUTIES OF NATIONAL WEBSITE DIRECTOR**

## Meetings

1. Be responsible to attend the NAWGJ National Governing Board Meeting once per year, if requested by the President.
2. Failure to attend two consecutive National Governing Board Meetings upon request shall constitute an automatic suspension.
3. Maintain a good working relationship with a specified web master.
4. Work closely with the other At-Large Directors to post pertinent information on their event and/or publications.
5. Be accountable to the National Executive Officers and the National Governing Board.
6. Submit a report of the year's activities to the National Governing Board.

## Financial

1. Obtain permission from the Vice President for depreciable expenses of \$500 or more.
2. Work with the Director of Finance on financial matters.
3. Submit statements for web hosting, domain name and web master costs to Director of Finance for payment.

## Duties

1. Renew the domain name as needed.
2. Maintain hosting agreement for website.
3. Submit all changes with detailed instructions to web master by email. Review and test all changes and links for accuracy.
4. Keep the website professional in appearance and function.
5. Maintain the website with current information.
6. Check all gymnastic organizations (USA Gymnastics, AAU, etc.) websites and/or contact person regularly for updates on a timely basis.
7. Work with the NAWGJ National Collegiate Assigner and NCAA Rules Interpreter to keep NCAA information up-to-date.

8. Contact RJD's, SJD's and individual judges for permission to post articles, score sheet, cheat sheets and administrative forms.

9. Be responsible for regularly obtaining and updating the website contents.

Miscellaneous

1. Publish the form on the website when a candidate for the NGB runs unopposed.

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