

## Duties and Eligibility List: NAWGJ Historian

The NAWGJ Historian is charged with identifying, organizing, and disseminating materials, data, and information that will document the history of our organization since its inception in 1972.

### Appointment and Term of Service

*The Historian is appointed by the NAWGJ National Governing Board (NGB) and will serve a three-year term beginning April 1, 2021 and ending March 31, 2024 for the inaugural term. Thereafter, the term will run for four-years following the timeline for all other At-Large Directors. The Historian may serve two consecutive terms if re-appointed after the first term. The position is subject to the same term-limit provisions as other Directors appointed by the NGB. (Operating Code, page 5, Article 1, Section III, letter I)*

### Meetings

1. 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. Submit an annual report to the National Governing Board.

### Specific Duties

1. Work with the NAWGJ webmaster to expand documents posted in the history section of the national website.
2. Collect and organize documents, photos, and other artifacts that have significance to the history of NAWGJ.
3. Trace the historical development of critical events in women's gymnastics judging and prepare reports for posting on the website, e.g., National Symposium, National Judges Cup, JAS, JCI, etc.
4. Consult with the Awards Committee as they develop tributes for new honorees. Work with the Awards Committee to create video interviews for honored NAWGJ members (Hall of Fame, Life Members) who do not yet have tributes posted on the NAWGJ website. Edit videos and prepare them for posting on the NAWGJ website and YouTube Channel.
5. Work with the Vice President to maintain a list of officers of the NGB and SJDs and assist the Vice President in the preparation of lists for election eligibility.
6. Work with the Executive Committee and President to develop an historical presentation for the National Symposium.
7. Maintain all historical documents in the archive sections of the NAWGJ Google Drive.
8. Develop an annual plan describing the scope of work for the upcoming year and present a report of progress made at the mid-year virtual NGB meeting.
9. Establish a NAWGJ History Advisory Committee consisting of members with historical knowledge of the organization. The committee will advise the Historian in the development of the annual plan, will participate in the determination of historical

events and documents of significance, and will assist with the vetting and authentication of information and materials.

10. Develop other projects as requested.

#### Eligibility

1. All National, Regional, State and At-Large Directors shall be 21 years of age.
2. They shall be certified as a Level 10 judge of above. When possible, it is suggested that the National Executive Officers and the National Governing Board (Regional Judging Directors) be certified at the National Level or above.
3. All prospective Directors and Officers shall have been voting members of their respective Governing Boards for at least one year (12 months)—[for SJD's, the State Governing Board; for RJD's the Regional Governing Board; for Executive Board Positions, the National Governing Board]. Life Members and appointed National Directors are also eligible if they currently hold the appropriate rating.
4. A candidate must be in good standing under the canons and disciplinary rules of the NAWGJ Code of Professional Responsibility.
5. A current officer must be up-to-date with all required reports to be eligible to run for office.

#### Qualifications

1. *Ideally, the successful candidate will be competent in the use of the technology needed to document historical artifacts, e.g., virtual meeting platforms (e.g., Zoom, Teams, GoogleMeet), Share Drives, presentation software (e.g. PowerPoint or comparable), video editing software, photo editing and scanning, and others.*
2. *Ideally, the successful candidate will have training and/or experience in historical research methods.*
3. *Excellent interpersonal skills and demonstrated experience working as a member of a collegial team.*