

Duties Director of Library Projects and Technology Services

Meetings

1. Attend the NAWGJ Board of Directors meeting once per year if requested by the President.
2. Failure to attend two consecutive Board of Directors meetings shall constitute an automatic suspension.
3. Submit an annual report to the Board of Directors.

Specific Duties

1. Be responsible to the Executive Committee Officers and the Board of Directors.
2. Coordinate with the Education Committee to implement the NAWGJ educational plan.
3. Acquire approval for all technical information used.
4. Adhere to collection development and use policy regarding NAWGJ materials.
5. Obtain permission to video gymnasts at meets and events for use with NAWGJ educational projects.
6. Upload all videos to NAWGJ Shared Drive for use with NAWGJ educational projects.
7. Catalog, date, and name all video clips and maintain an inventory of videos sent to users.
8. Contract and arrange for videographer(s) services to record selected meets.
9. Provide and edit videos for clinics/clinicians as requested.
10. Provide other technical services as requested, e.g., virtual meetings, clinics, and other support.
11. Embody and enforce the adherence to high ethical standards in judging and professionalism in the sport of gymnastics.
12. Support and promote the National Judges' Cup. NAWGJ events and responsibilities must take priority over non-NAWGJ events.

Financial and Reports

1. Submit statements for costs to the Director of Finance for payment.
2. Provide a written and oral Annual report, including financial expenditures, to the Board of Directors at the Summer meeting.
3. Submit a financial report to the Board of Directors at the annual meeting.
4. Prior to the Summer Board of Directors' meeting, submit a written Annual Report to the NAWGJ Secretary and a summary for the minutes.
5. Obtain permission from the Director of Finance for depreciable expenses of \$500 or more.
6. Annually sign and submit to the Vice President a Confidentiality Agreement, a NAWGJ Conflict of Interest statement, and the Mitigation Form, if applicable.

Noncompliance with the responsibilities of this office could result in removal from office after review by the Board of Directors.