

Duties National History Director

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. Work with the NAWGJ webmaster to expand documents posted in the history section of the NAWGJ 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.
5. Work with the Awards Committee to video-record interviews with honored NAWGJ members (Hall of Fame, Life Members) who do not yet have tributes posted on the NAWGJ website.
6. Edit videos and prepare them for posting on the NAWGJ website and YouTube Channel.
7. Work with the Vice President to maintain a list of officers of the Board of Directors and SJDs and assist the Vice President in the preparation of lists for election eligibility.
8. Work with the Executive Committee and President to develop a historical presentation for the National Symposium.
9. Maintain all historical documents in the archive sections of the Google Drive.
10. Develop the Archives of NAWGJ.
11. Develop an annual plan describing the scope of work for the upcoming year and present a report of progress made at the Summer Board of Directors' meeting.
12. 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.
13. Develop other projects as requested.
14. Embodiment and enforce the adherence to high ethical standards in judging and professionalism in the sport of gymnastics.
15. Support and promote the National Judges' Cup. NAWGJ events and responsibilities must take priority over non-NAWGJ events.

Financial and Reports

1. Obtain permission from the Director of Finance for depreciable expenses of \$500 or more.
2. Work with the Director of Finance on finance matters.
3. Provide a written and oral Annual report, including financial expenditures, to the Board of Directors at the Summer meeting.
4. Prior to the Summer Board of Directors' meeting, collaborate with committee chair on a written Annual Report to the NAWGJ Secretary.
5. 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.