

Duties National Judges' Cup 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. Be responsible to the Executive Committee and the Board of Directors.
2. Present an annual report at the Board of Directors meeting.
3. In conjunction with the Site Committee, select a site and a host with the approval of the Board of Directors.
4. Negotiate the final contract with the host.
5. Assist the meet host/director with promoting the meet.
6. Obtain the judges for the meet.
7. Schedule the judges for the sessions.
8. Obtain assistance from the local NAWGJ representatives.
9. Help coordinate transportation to and from the meet site.
10. For a detailed description, please refer to the Judges' Cup Guide.
11. Ensure that the appropriate gymnastics governing rules are strictly enforced.
12. Embody and enforce the adherence to high ethical standards in judging and professionalism in the sport of gymnastics.

Financial and Reports

1. Establish a separate bank account in the name of NAWGJ with the name of the President and the Director of Finance as trustees.
2. File with the Director of Finance an accounting of all monies received and disbursed within sixty (60) days of the Cup.
3. Provide a written and oral Annual report, including financial expenditures, to the Board of Directors at the Summer meeting.
4. Submit a financial report to the Board of Directors at the annual meeting.
5. Prior to the Summer Board of Directors' meeting, submit a written Annual Report to the NAWGJ Secretary and a summary for the minutes.
6. Obtain permission from the Director of Finance for depreciable expenses of \$500 or more.
7. Submit W-9's to NAWGJ Director of Finance; best practice for submission is within five days. They must be submitted by December 31st.
8. 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.