

Duties National Website 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 accountable to the Executive Committee Officers and the Board of Directors.
2. Post forms on the website when a candidate for the Board of Directors runs unopposed.
3. Keep website costs current (Domain and platform fees).
4. Work closely with the other At-Large Directors to post pertinent information on their events and/or publications.
5. Keep the website professional in appearance and function.
6. Maintain the website with current information.
7. Check all gymnastic organizations (USA Gymnastics, AAU, etc.) websites and/or contact persons regularly for updates on a timely basis.
8. Work with the NAWGJ National Collegiate Assigner and NCAA Rules Interpreter to keep NCAA information up to date.
9. Contact RJD's, SJD's, and individual judges for permission to post articles, scoresheets, cheat sheets, and administrative forms.
10. Maintain and publish a catalog of NAWGJ products on the National Website.
11. Receive orders and send products upon request.
12. Be responsible for regularly obtaining and updating the website contents.

Elections

Collaborate with the Vice President on elections.

Financial and Reports

1. Obtain permission from the Director of Finance for depreciable expenses of \$500 or more.
2. Provide a written and oral Annual report, including financial expenditures, to the Board of Directors at the Summer meeting.
3. Submit costs to the Director of Finance for payment.
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.