

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.

Duties National Education 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 Officers and/or the Board of Directors.
2. Collaborate with the National Librarian to develop and provide educational materials.
3. Coordinate with the National Website Director to provide online education, including the development of online courses.
4. Assist the Education Committee Chair in overseeing the development of projects.
5. Collaborate with the Board of Directors on the National Symposium.
6. Create an annual plan for development of new educational projects..
7. Work with the Website Director to ensure educational sites are current and accurate.
8. Acquire approval for all technical information used.
9. Collaborate with USA Gymnastics and other national gymnastics organizations on judges' education.
10. Embody and enforce the adherence to high ethical standards in judging and professionalism in the sport of gymnastics.
11. 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.

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. Embody 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.

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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.

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.

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