

State Judging Director Duties

Executive

1. Represent the State where the State Judging Director's address is on file with the National Membership site, except under special circumstances where they may petition the Board of Directors in writing.
2. Be responsible to the Regional Judging Director.
3. Keep in continual contact with the Regional Judging Director and convey any educational or technical information of interest to their State membership.
4. Organize and disperse relevant information to the membership a minimum of four times a year.
5. Embody and enforce the adherence to high ethical standards in judging and professionalism in the sport of gymnastics.
6. Support and promote the National Judges' Cup. NAWGJ events and responsibilities must take priority over non-NAWGJ events.

Meetings & Minutes

1. Be present at all Regional Committee meetings and present, discuss, and vote on pertinent issues.
2. Be present at an annual national meeting as designated by the Executive Committee.
3. Hold a minimum of two State Committee meetings per year, and vote only when a tie exists.
 - a. This meeting must be publicized to all State Committees at least three weeks in advance and to the general membership at least two weeks in advance.
 - b. A quorum (one more than 50% of all State Committees) must be in attendance in order for the meeting to be official.
4. Hold a minimum of one State Membership Meeting per year.
 - a. This meeting and agenda must be publicized to the membership at least three weeks in advance.
 - b. A quorum of the State Committee must be in attendance.
5. Attend meetings as designated by the NAWGJ President. No proxy may be sent to fulfill the attendance requirement. State Judging Directors must be present from the start to the end of the SJD Workshops to satisfy the requirement for attendance. The State Judging Director must petition the Board of Directors if there are extenuating circumstances to be considered. A proxy:
 - a. Will not fulfill the attendance requirement.
 - b. May be sent, but must be an elected member of that State's Committee.
 - c. Must obtain written approval from the Regional Judging Director in order to vote.

6. Minutes: Minutes are a permanent record for all State Committee Meetings. Minutes shall be approved online with Committee members responding to all members. At each Committee Meeting the approval of the previous board meeting will be documented in the minutes. All financial decisions must be supported in respective Committee minutes and approved budgets.

- a. Minutes presented for approval within 2-3 weeks of the meeting
- b. Within one month of the meeting the approved State Committee minutes shall be sent to the Regional Judging Director and distributed to the State Committee.

Specific Duties

1. Ensure the accuracy of member information on the NAWGJ membership site.
2. Organize and disperse relevant information to the membership with a copy to the RJD a minimum of four times a year.
3. When technical information is included from USA Gymnastics, it must be approved and signed by the appropriate USA Gymnastics Officer.
4. Delegate responsibilities to the SJD's State Committee.
5. Recommend qualified judges from the State Judging Director's respective state for State and Regional competitions with the assistance of the State Committee members.
6. Attend a Test Administrators' Workshop to be eligible to administer the certification examination.
7. Upon request of the USA Gymnastics State Administrative Committee Chairperson, designate a CPE Coordinator. The State CPE Coordinator will receive and maintain all CPE reports and file them with the officers indicated in the USA Gymnastics Women's Program Rules and Policies.
8. Ensure that two administrators have the passwords/codes to the State website.

Elections

Determine positions of State Committee Members with approval of the State Committee.

- a. State Committees must have 5-9 members, excluding the State Judging Director. Exceptions are by RJD only.
- b. The State Committee must have an elected Financial Assistant or designate an elected member as a Financial Assistant.
- c. The Assigner must be an elected member to issue NAWGJ contracts.

Financial and Reports

1. Establish a separate bank account in the name of NAWGJ with the State Judging Director's own name, and that of the Regional Judging Director and the Director of Finance as trustees. All accounts and CD's should also carry the Director of Finance and Regional Judging Director as Trustees.
2. Be authorized to sign checks and maintain all accounts.
3. Report finances to the membership at least once a year. This annual financial report must indicate expenses and income for the entire year.
4. Formulate and submit an annual budget to the State Committee for approval. Send a copy to the Regional Judging Director.
5. Submit a quarterly financial report to the Regional Judging Director. The report must be reviewed and signed by the state's Financial Assistant. (Email approval sent from the Financial Assistant's email or signed copy of the Financial Report.)
6. The report will include a copy of all receipts and bank statements.
 - a. Must be received by the 20th of February, May, August, and November.
7. After consultation with and approval of the State Committee members, receive written approval from the Regional Judging Director for:
 - a. Depreciable expenditures in excess of \$400.00.
 - b. Non-NAWGJ expenses over \$100.00. NAWGJ events and responsibilities must take priority over non-NAWGJ events.
 - c. Gifts or donations exceeding \$100.00.
8. Submit W-9's and tax records to NAWGJ Director of Finance; best practice for submission is within five days. They must be submitted by December 31st.
9. Complete and submit the necessary reports as listed on the SJD Checklist.
10. Keep a list of all past State Judging Directors and State Committee members.
11. 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.