

Dear Texas NAWGJ members,

It is time once again for the Tx NAWGJ Board elections.

**This mail out will be considered the “Letter of Eligibility” for any judge meeting the following qualifications.**

- \* all Board members shall be at least 21 years of age.
- \* all Board members shall be certified judges for a minimum of one year (12 months)
- \* all Board members must be in good standing under the NAWGJ Canons
- \* all judges on the ballot must be NAWGJ professional members and meet above qualifications as of 90 days prior to June 1, 2017.

Those judges meeting the above requirements wishing to run for any position need to know that each job will be time consuming. For all positions, organizational and computer skills are a must. The majority of communication is done via e-mail, on line conferences, and the web site. Internet access is a prerequisite. Board members must be able or must agree to learn and use these skills as required in their respective positions.

Meetings:

1. Be present at all Governing Board meeting and present, discuss, and vote on pertinent issues
2. Failure to attend 2 consecutive meeting will constitute an automatic suspension. No proxy may be sent to fulfill attendance requirement.
3. Failure to comply with the responsibilities of the office could result in removal from office after review of the State Governing Board.

Each individual may hold only 1 elected position on the board. There will be 9 positions open for the Tx NAWGJ board. Brief descriptions of each job office are described below. A more detailed description job description will be sent out to individual candidates before the election.

#### **Benefits of State Board Members**

- \* Monetary reimbursement shall be awarded to Board members attending required meetings as state budget allows.
- \* Financial reimbursement may be given to Board members who attend clinics related to their Board positions, as state budget allows.
- \* Pertinent educational materials shall be provided to Board members as deemed necessary by the SJD.

#### **Elected Positions:**

**District Assigners** (Districts 1, 2/3, 4/7, 5/6)

**High School Assigner** (District 2/3)

**Secretary/Newsletter Editor**

**Event Coordinator**

**Treasurer**

**Webmaster Newly elected position**

**Appointed Position:** (not necessarily a NAWGJ member) (Not a Board member) No appointed positions... Does not apply

### **Job Descriptions**

**District Assigners-** Assign and contract officials to competitions in his/her District. Collect judge's requests and funds from the meet directors when necessary. Send the funds to SJD. Act as primary liaison between his/her district and the SJD. (District 2/3 assigner will work with the High School assigner when necessary in assigning meets) Will aide SJD with events in their district. Will learn and use the Gym Jas system in assigning judges.

**High School Assigner (District 2/3 only)** Assign and contract officials to the High School Competitions in Districts 2/3. Collect judge's requests from the meet directors and funds from the High School Association when necessary. Keep track of all schools requesting judges. Send funds to the SJD. Act as primary liaison between the High School association and SJD. Work with District 2/3 assigner when necessary in assigning meets.

**Secretary/Newsletter Editor-** Record minutes for all meetings and conferences. Prepare minutes for review and acceptance by the State Board. Place in newsletter to notify the membership. Send notifications to Webmaster to place on website. Prepare electronic newsletter as directed by SJD and distribute electronically to members. Aide SJD in sending information to membership.

**Treasurer-** Needs bookkeeping skills and a working knowledge of excel and bookkeeping program. The treasurer shall be authorized to sign checks, maintain the checking account, and provide financial reports required by NAWGJ. Work with SJD in developing a budget for the year or for events. Disburse funds as directed by SJD. Submit reports at yearly meeting and to board for approval. Receive written approval for all expenditures, gifts, or donations.

**Special Events Coordinator** – Shall be responsible to the SJD and State Governing board. Work with SJD and Treasurer on budget and expenditures for Tx Challenge and Judges Cup. Recommend sites and host for approval of State Board for events. Assists with promoting meets and clinics. Obtain assistance from the local NAWGJ Representatives. Other duties may include but are not limited to ordering medals, finding sponsors, assisting SJD with volunteer events, helping with membership discounts and clinics. Must file with treasure any moneys spent or received. Obtain permission from SJD for depreciable expenses of \$100 or more.

**Web Master-** must be able to keep website up to date in design and information. Help with the collecting of money for clinics, Judges Cup, Tx Challenge or any Tx NAWGJ event through the website. Help set up website for Judges State availability or any other forms that may be needed on the website.

**Election timeline:**

Letter of Eligibility goes out	June 1, 2017
Letter due back	June 15, 2017
Send Ballots	July 1, 2017
Ballots due back	July 21, 2017
Assume office	Aug 1, 2017

A candidate application form is included in this letter. Please fill in the position you wish to run for, and complete the personal information.

I encourage all judges who meet the requirements and want to contribute to our organization to run for a Board position. Together we can do great things.

Honored and humbled to be you SJD,

*Carol Williams*