

ILNAWGJ STATE COMMITTEE POSITION DESCRIPTIONS 2023

ADMINISTRATIVE ASSISTANT

The Administrative Assistant is responsible for recording the actions of the Committee, maintaining ILNAWGJ membership documents as well as other membership related duties.

Skills, abilities and qualities needed include:

- Possess excellent organizational skills.
- Provide comprehensive support to the SJD, the Committee and the membership as the membership support services representative on the Committee.
- Possess the advanced ability to work with various software programs such as Word and Excel as well as other programs used to execute the duties assigned to the Administrative Assistant.
- Possess excellent oral and written communication skills as well as demonstrate discretion and good judgement when dealing with confidential and sensitive information. • Prepare agendas.
- Record meeting actions and translate into formal minutes.
- Develop and edit newsletters and other communications from the SJD. • Collect and record USA Gymnastics and NAWGJ membership information, current rating status and prepare group registrations for Symposiums, Clinics, Congresses as well as other educational opportunities.
- Edit the ILNAWGJ Guidelines.
- Possess knowledge of Parliamentary Procedures (Roberts Rules of Order) to assist in keeping meetings orderly.
- Assist other Board members with overflow duties such as providing membership information and record keeping for the assigning committee.

ASSIGNING TEAM MEMBERS (THREE Assigners will be elected.)

- In late-summer / early-fall, the SJD will assign each assigner his/her weekends for the assigner to begin working on a plan for each weekend.
- The assigning committee will meet throughout the fall / winter in order to assign meets for the year. Generally, there are between two and three assigning meetings prior to state meet selection.
- Meeting dates are decided by the assigning committee in advance as well as a general plan for the meeting.
- Each assigner is expected to do preliminary work for their weekends BEFORE the assigning meeting. Preliminary work includes, but is not limited to, contacting the meet director to find out how many days the meet will be, how many judges are required for the weekend, and which levels will be participating at each competition.
- All judging requests - positive AND negative - must be noted in GymJas. • Using the tools available (Meet Director requests, judge preferences, location of the meet, availability of the judges with the correct rating, etc.), assign each of your meets the necessary number of judges.
- Assign a Meet Referee to each of your meets based on the Meet Directors' request and/or any discussion at the assigning meeting.
- Send a PDF contract to any judge who is under the age of 18.
- After all assignments have been made, check to see if contracts have been created by each judge. If they have not, then send a reminder email to those that need to still

create a contract.

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- Be available to re-assign in the case of an emergency or if any other issues may arise (i.e. a judge cancels, the rating of a judge no longer satisfies the needs of a Meet Director, etc.)
- Follow all assigning procedures outlined in the Illinois NAWGJ Guidelines.

EDUCATION CHAIR

- Provide information and answer questions for people interested in becoming judges. • Arrange groups and locations for judges to study for re-testing.
- Arrange study sessions for judges who are testing for the next level certification. • Organize education clinics with visiting judges. Arrangement of the guest speaker, their transportation and hotel. Preparing clinic location, food, hotel and clean-up after the clinic.
- Coordinate volunteers for state clerking.
- Assign mentors.

FINANCIAL ASSISTANT

The Financial Assistant in coordination with the State Judging Director, handles all responsibilities related to the membership's money. This position requires the ability to scan, copy, and print. Below is a list of the main responsibilities:

- Create, monitor, and maintain a yearly Operating budget.
- Create, monitor, and maintain any budgets for Special events like Clinics, Judges Cup or other IL NAWGJ events.
- Collect receipts, copy all receipts and complete (4) Quarterly Financial reports and submit to SJD for approval and then submit to the Regional Judging Director prior to stated deadlines.
- Monitor, manage, and balance all IL NAWGJ bank accounts (Operating & Education Fund) to include copying statements for financial reports.
- Make deposits to bank accounts and collect all receipts of deposits.
- Monitor new judges for distributing \$100 Education benefits
- Invoice, track and report Assigning/Insurance fees which are required for all Meets in JAS utilizing Quick Books.
- Handle all Judges Cup financial responsibilities (must work all weekend at Admissions). • Manage and track reimbursements to the membership for Judges Cup benefits or any benefits set up by the IL NAWGJ Committee (like the Education Fund).
- In coordination with the SJD & Administrative Admin, process payments for group registrations prior to stated deadlines for Symposiums/Clinics/Congress.
- Disperse Education Fund benefits as determined by the IL NAWGJ Committee.

JUDGES CUP CHAIR

The primary responsibilities are to plan, organize, and run the ILNAWGJ Judges Cup meet.

- Meet Director certification required.
- Working knowledge of ProScore preferred.
- Tasks include, but not limited to creating a meet theme for the event, sending out meet information to all IL USAG clubs.
- Accepting entries and inputting into ProScore.

- Creating sessions & rotations.
- Recruiting and assigning volunteers for the event.

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- Be present for set-up and tear down. (generally Thursday -Sunday).
- Stay in contact and respond to all coaches and clubs questions before, during, and after the event.
- Other responsibilities include contacting and contracting vendors for a hotel, venue, equipment rental, equipment set-up and teardown, T-shirts, programs, awards, and procure donations for the hospitality room and meals for all coaches and volunteers.

WEBMASTER

The Webmaster position is responsible for maintaining and enhancing the IL NAWGJ website. This includes:

- Gathering user requirements and translating these into creative web and data enhancements, and developing interactive applications
- Updating, adding, and maintaining web content, graphics, navigation, and design elements
- Creating new templates and designs
- Monitoring web analytics to determine user behavior and implementing strategic website optimization.
- Knowledge of utilizing a web template hosting service.

