

## **ILLINOIS STATE GOVERNING BOARD POSITION DESCRIPTIONS**

State Governing Board members are required to attend all Board meetings, respond to board emails, participate in electronic voting/discussions, attend Judges Cup, and act as a liaison to all members. Illinois elects board members by position. The available positions and descriptions of job responsibilities are as follows:

### **ADMINISTRATIVE ASSISTANT**

The Administrative Assistant must have outstanding written and oral communication skills as well as excellent organizational skills. The Administrative Assistant will record the actions of the Governing Board during meetings and edit those actions into minutes which, are the official documents of the organization and should be an articulate reflection of the Board's actions. The Administrative Assistant must have demonstrated discretion and judgement when dealing with confidential and sensitive information.

The Administrative Assistant will provide comprehensive support to the SJD, the Board and the membership as the membership support services representative on the Board. This includes collecting and filing all documents for each member to verify current memberships and ratings information. Copies of the member documentation must be kept in a secure location to ensure no member is assigned to judge without having fulfilled current membership requirements in NAWGJ and USA Gymnastics Pro Membership including Background, Safety and SafeSport. Group registrations for State, Regional, and National Congresses are also the responsibility of the Administrative Assistant.

The Administrative Assistant is the editor of the monthly *Illinois Notes* newsletter.

The Administrative Assistant will edit the ILNAWGJ Guidelines each year to reflect changes made by National NAWGJ or the State Governing Board.

The Administrative Assistant will attend all assigning meetings. Assisting with placing judges in the JAS into draft mode for assignment.

Other skills, abilities and qualities needed include:

- Possess the advanced ability to work with various software programs such as Word, Excel, and Access or other database management systems
- Possess excellent oral and written communication skills
- Possess excellent organizational skills
- Prepare agendas
- Record meeting actions and translate into formal minutes
- Proof and edit newsletters and other communications from the SJD
- Implement and record membership information on the ILNAWGJ website using Access Database Management System (DBMS) to organize information/data about judges in a flexible manner to produce various reports

- Edit the ILNAWGJ Guidelines
- Assist other Board members with overflow duties as they are assigned

### **ASSIGNING TEAM MEMBERS (three assigners will be elected)**

- The assigning team will meet two or three times in the fall to make the annual assignments.
- SJD makes a calendar of weekends that each assigner will be responsible for managing
- When the meets on your weekend come out of pending status (paid), you will be made the assigner for each meet for the weekends you are responsible to manage
- An assigning meeting date is decided on by the assigning team. A timeframe will also be decided as to what months will be assigned.
- Typically, the assigner will do preliminary work on their meets before the assigning meeting. Preliminary work includes finding out how many days the meet will be, how many judges the meet director is asking for, which judges are being requested by the meet director, individual judges meet preferences. This information is written down for easy access.
- Using as many tools available, assign the judges to each meet; i.e. location of judges, availability of the judges, level of judges requested and availability, judge's past history of canceling, not being on time, willingness to work along with their head judge. When assigning judges to a particular meet, if a judge has been on that meet multiple years and continues to meet Illinois's judging standards, that judge should be entitled to judge that meet again.
- Assign a meet referee for each meet using the meet referee requested by the meet director first or one agreed on by assigning team
- Send a Word document contract to any judge who is under the age of 18; they cannot stay overnight in hotels or be assigned to meets with multiple days (early starts and late finishes)
- Work with the meet directors and assigning team when the levels of the meet change and the correct level of judges are no longer appropriate, i.e. adds Xcel platinum to a day when you have 4/5s on the meet.
- Be available to re-assign when someone cancels due to sickness or family tragedy, etc.
- Work closely with the assigning team to assign judges to specific weekends throughout the year.
- Work closely with meet directors to assign judges that they have requested and try to assign judges to meets that they have requested if possible. After assignments check to see who has created contracts.
- Send reminder emails to those judges who haven't created contracts. In emergencies, replace judges that become ill. Assigning requires working with the SJD to secure out of state judges regularly.
- Establish a good relationship with out of state assigners to help find judges when other states are short on judges.
- Member keeps a record of assigning to pass onto new assigners.

## **EDUCATION CHAIR**

- Provide information and answer questions for people interested in becoming judges
- Arrange groups and locations for judges to study for re-testing
- Individually study with judges who are testing for the next level certification
- Organize education clinics with visiting judges. Arrangement of the guest speaker, their transportation and hotel. Setting up the location, food, hotel, and breakdown of the clinic
- Help arrange volunteers for state clerking
- Assist the Judges Cup Chair in any capacity needed including the Judges Cup Clinic

## **FINACIAL ASSISTANT**

The Financial Assistant in coordination with the State Judging Director, handles all responsibilities related to the membership's money. Must have access to a computer with MS products as well as scan, copy, and print capabilities. 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 and Judges Cup
- Collect receipts, copy all receipts and complete Quarterly Financial reports and submit to Regional Judging Director prior to stated deadlines
- Monitor, manage, and balance all IL NAWGJ bank accounts (Operating & Education Fund) includes copying statements for financial reports.
- Make deposits to bank accounts and collect all receipts of deposits
- Order Nametags and distribute them 1-2 times per year based on need
- 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
- Judges Cup financial responsibilities (must work all weekend at admissions)
- Manage and Track reimbursements to membership for Judges Cup benefits or any benefits set up by the Board (such as the Education Fund)
- Process payments for group registrations prior to stated deadlines for Symposiums/Clinics/Congress
- Disperse Education Fund benefits as determined by the Board

## **JUDGES CUP CHAIR**

Primary responsibility is planning, organizing and running the IL Judges Cup meet.

- Meet director certification is not required, however strongly suggested and/or encouraged to be obtained
- Must have working knowledge of the Pro Score software
- Tasks include but are not limited to, creating a theme for the event, sending out meet information to clubs, accepting entries, inputting into Pro Score, creating sessions and rotations, working the computer during the competition, recruiting and assigning volunteers for the event, assigning judge's jobs during the competition, present for setup and teardown.
- Other responsibilities also include contacting and contracting vendors for a hotel, venue, equipment rental, t-shirts, programs and awards, responding to all coaches/clubs with questions before, during and after the event as well as seeking donations for hospitality and planning meals for all coaches and volunteers.

## **WEBMASTER**

The Webmaster position is responsible for maintaining and enhancing the IL NAWGJ content management system or web applications. This includes

- Designing web applications
- Gathering user requirements and translating these into creative web/data enhancements; developing interactive applications
- Updating/adding/maintaining web content, graphics, navigation and design elements
- creates new templates and designs.
- Monitoring web analytics to determine user behavior and implementing strategic website optimization
- Knowledge of HTML, WordPress, Drupal, FTP, CSS, MySQL, PHP, JavaScript and database software such as MS Access.
- Must have a computer with Anti-Virus Software, Adobe Acrobat DC Pro and internet connection