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**POLICIES AND PROCEDURES**

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**Assistant to the Candidate Coordinator (ACC)          Policy No. 19**

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**POLICY**

The principal duties of the ACC shall be primarily secretarial in nature as delegated by the Candidate Coordinator (CC). The ACC is appointed by the CC with the approval of the NACQJ Board of Directors. The ACC is not a NACQJ Board of Directors position. The ACC must be an NQA/NACQJ Certified Judge in good standing.

**DUTIES**

1. Principal duties are primarily secretarial.
2. The CC will specifically direct any private personal communications needed between the ACC and candidates.
3. The ACC will not be a consultant to any Candidate in the judging program, unless directed by the CC.
4. Will be reimbursed by NACQJ for expenses incurred (ex: postage and office supplies) related to the tasks completed for the CC. Receipts shall be submitted to the CC for approval before reimbursement is made by the Treasurer.
5. Shall assume any other unforeseen duties as they occur per the CC’s instructions.
6. The ACC may be excused at will by the CC from the position. The CC will notify the NACQJ Board of Directors.