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**POLICIES AND PROCEDURES**

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 **May 2016 Policy No. 6**

**Programs/Services - NACQJ Certified Judges Coordinator (CJC)              Page 1 of 2**

**POLICY**

The principal duties of the Certified Judges Coordinator (CJC) are to facilitate and oversee all aspects of the certified judges’ participation in the roles and responsibilities within the NACQJ organization as granted to them by attainment of certification. The CJC will ensure that the certified judges operate within the guidelines approved by the NACQJ Board of Directors and specified in the Code of Ethics. The Certified Judges Coordinator must be an NQA/NACQJ certified quilt judge.

**PROCEDURES**

The Certified Judges Coordinator shall:

1. Serve as a member of the Board of Directors and consult with the BOD in all matters regarding the status and activities of the certified judges.

2. Maintain the list of Active certified quilt judges, making the list available through the NACQJ website, and sending updated list to all certified judges whenever there are information changes.

3. Maintain records, as required, pertaining to the certification status of all Active certified judges, including CJ update forms and the signed Code of Ethics, and participation in partner shows and professional development opportunities.

4. Maintain a list of Inactive certified judges, making sure the members of the Board of Directors and the Newsletter Editor have the most current list.

5. Share Sunshine and Shadows news with all Active and Inactive certified judges, or enlist another CJ to do this.

6. Review the Certified Quilt Judges update policies annually, as well as the update forms, and submit any desired changes and edits to the Board of Directors for approval before implementation.

7. Send a letter to newly certified quilt judges to welcome to the organization and provide them with information they need to know, including the update procedure and forms, the Code of Ethics, annual dues, the NACQJ Award of Merit, CJ conferences, partner shows, the CQJQ, volunteering for the organization, and the importance of keeping their contact information current.

8. Enlist certified judges or other guest speakers to help provide professional development opportunities for the certified judges - and for the candidates as deemed appropriate and agreed upon by the Candidate Coordinator - through scheduled Zoom presentations.

9. Arrange topics and presenters for breakout sessions at partner shows, and then work with the Partner Show Coordinator/Committee and the Candidate Coordinator to determine the space and time requirements for these sessions at least two months prior to the show.

10. Enlist a certified judge to serve as editor of the *Certified Quilt Judges Quarterly*.

11. Submit a CJC column to the the editor of the *Certified Quilt Judges Quarterly* and oversee the timely professional production of the newsletter.

12. Solicit material for the *Certified Quilt Judges Quarterly,* including, but not limited to, CJ news articles, discussion questions and answers, and the introduction of newly certified quilt judges.

13. Contribute information, via established channels, regarding the CJ program and activities for inclusion on the NACQJ website and/or Facebook page.

14. Participate in public relations activities to raise awareness of the NACQJ organization and the certified quilt judges.

15. Respond to inquiries and requests for information about the NACQJ organization.

16. Serve as mediator when complaints are received regarding a certified judge, and keep a print record of the progress and resolution of the complaint.

17. Contribute to the agendas for the board and annual meetings, and attend these meetings to represent the concerns of the certified judges in the administration of the organization.

18. Submit an annual report of the CJC office to the NACQJ President before the annual meeting.

Refer to Travel P & P for reimbursement eligibility for travel to the partner show.

Revised 5/2022 by KE