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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 ACC must be an NACQJ certified quilt judge in good standing.

The ACC is appointed by and serves at the pleasure of the Candidate Coordinator (CC).

The selection for the ACC position must be presented to the NACQJ Board of Directors by the CC for their approval.

The ACC is not a NACQJ Board of Directors position.

The CC may at any time for just cause excuse the ACC and notify the NACQJ Board of Directors of such action.

**DUTIES**

* The principal duties of the ACC shall be primarily secretarial in nature as delegated by the Candidate Coordinator.
* The ACC shall not be privy to any Candidate’s personal information or status in the NACQJ Candidate program.
* The ACC will not have private personal communications with any Candidate during their candidacy unless specifically directed by the CC.
* The ACC will not be a consultant of any type to a Candidate in the judging program, unless directed by the CC.
* The ACC will be reimbursed by NACQJ for expenses incurred, such as 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.
* The ACC shall assume any other unforeseen duties as they occur per the CC’s instructions so long as said duties follow the limits as set forth in the Job Description.