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**POLICIES AND PROCEDURES**

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**Programs/Services - NACQJ Certified Judges Coordinator (CJC)              Policy No. 6**

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**POLICY**

The principal duties of the Certified Judges Coordinator (CJC) are to oversee all aspects of the Certified Judges Program and ensure that it operates within the guidelines approved by the NACQJ Board of Directors.  The CJC must be a NQA/NACQJ Certified Judge in good standing.

**PROCEDURES**

The Coordinator of the Certified Quilt Judges Program shall:

1. Serve as a voting member of the Board of Directors and consult with the Board in all matters regarding the program.
2. Submit all changes in the program's policies, operations or procedures to the Board of Directors for approval before implementation.
3. Develop and edit all forms necessary for the operation of this program and submit changes to the Board of Directors for approval.

1. Enlist other Certified Judges to oversee revision of update/continuing education materials and assist the CJ Coordinator with the general business of the program.
2. Maintain records, as required, pertaining to the certification status of all Certified Judges, including update/continuing education forms and signed Code of Ethics.
3. Maintain the list of active Certified Judges, making the list available through the NACQJ website.
4. Enlist a Certified Judge to serve as editor of the *Certified Quilt Judges Newsletter* with the assistance of the Communications Chair.
5. Submit a report to the editor of the *Certified Quilt Judges Newsletter* and oversee the timely and professional production of the newsletter.
6. Ensure material is supplied for publication in the *Certified Quilt Judges Newsletter.*
7. Contribute program information for the website.
8. Submit space and time requirements for Annual Certified Judges meeting to the Partner Show Coordinator at least two months prior to a Partner Show.
9. Develop and oversee Break-Out Sessions for Partner Shows by arranging for

 classes/discussions, working with Partner Show Coordinator and Certified Judges

 Candidate Coordinator as to location and timing of sessions.

1. Respond to all inquiries and requests for information about the program.
2. Serve as the mediator when complaints are received regarding CJ, using the complaint form.
3. Submit names of newly Certified Judges to the NACQJ Newsletter editor(s), Webmaster and to the Communications Chair for publication.
4. Encourage Certified Judges to assist in Candidate Paperwork and Panels.
5. Be available during the Partner Show or appoint a designated representative to address any issues that may arise.
6. Keep records of Certified Judges who are in the process of attaining qualifications for evaluating Masterpiece Quilts.

Refer to Travel P and P for reimbursement eligibility for travel to Partner Show