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**POLICIES AND PROCEDURES**

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**March 2016 Policy No. 7**

**Programs/Services – Judges Certification Candidate Coordinator (CC)              Page 1 of 2**

**POLICY**

The principal duties of the Judges Certification Candidate Coordinator (CC) are to oversee all aspects of the Judges Certification Candidate Program and insure that it operates within the guidelines approved by the Board of Directors.  The Candidate Coordinator must be an NQA/NACQJ certified quilt judge.

**PROCEDURES**

The Candidate Coordinator shall:

1. Serve as a member of the Board of Directors and consult with the Board in all matters regarding the program.

2. With the approval of the Board of Directors, establish and document standards and procedures to be used for certifying NACQJ quilt judges.  These procedures shall be fully explained in a program operations and procedure manual.

3. Submit all changes in the program's policies, operations or procedures to the Board of Directors for approval before implementation.

4. Policies, operations, and procedures apply to the pool of Candidates as a whole and

 should not be amended on a case by case basis.

5. With the approval of the Board of Directors, set all program fees.  Fees and program applications shall be sent to the Candidate Coordinator for processing; the Candidate Coordinator shall forward all checks and a report of these transactions to the NACQJ Treasurer.

6. Develop and edit all forms necessary for the operation of this program and submit them to the Board of Directors for approval.

7. Enlist other certified judges to oversee updating of certification materials, perform paperwork reviews, serve on review panels, and assist the CJ Coordinator with the general business of the program.

8. Maintain records, as required, pertaining to the certification of all candidates.

9. Maintain the list of Candidates, making the list available through the NACQJ website and the corporate office.

10. Communicate with the candidates regularly to determine their intentions to complete requisite paperwork and sit for panel reviews.

11. Insure material is supplied for publication in the *Certified Quilt Judges Newsletter.*

12. Contribute program information for the website and quilt-related publications.

13. Submit space and time requirements for any certification panel reviews to a Partner Show Director at least two months preceding a show.

14. Transportation and accommodation stipend for the purpose of managing Panel Reviews, is provided to the Candidate Coordinator upon presentation of receipts. Total stipend amount is found in the yearly budget line item and the Travel Policy.

15. Candidate Coordinator addresses Candidates with respect, kindness, and empathy

 while being considerate of their varied backgrounds. Encouragement of the

 Candidates success should be foremost in the Coordinator’s mind.

15. Official business relating to the Candidate Program may only be conducted in accordance with established voting procedures as follow:

* 1. The Candidate Coordinator will notify all active CJs by mail or e-mail of business requiring a vote no less than three (3) weeks before the voting deadline.
	2. Votes may be forwarded to the Candidate Coordinator electronically or by mail and receipt will be acknowledged by the Candidate Coordinator.
	3. The Candidate Coordinator will keep an official record of all votes and send a duplicate to the Secretary.
	4. The results of final votes will be forwarded to the Board of Directors to be reviewed and approved.

15. Respond to all inquiries and requests for information about the program.

16. Respond to complaints or concerns about a Candidate.

17. Encourage mentoring by CJs of Candidates.  The Mentor Program is detailed in a handout in the New Candidate Packet.  Mentors serve as guides and coaches to steer Candidates toward available study materials and judging room opportunities.  It is, however, incumbent upon the Candidate to initiate all contact, from asking for a Mentor and to asking her Mentor for help.  Mentors encourage professional growth, model professional behavior and introduce Candidates to a variety of opportunities where available.