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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 insure that it operates within the guidelines approved by the NACQJ Board of Directors.  The Coordinator must be an NQA/NACQJ certified quilt judge.

**PROCEDURES**

The Coordinator of the Certified Quilt Judges Program shall:

1. Serve as a 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.

4. Enlist other certified judges to oversee revision of update/continuing education materials and assist the CJ Coordinator with the general business of the program.

5. Maintain records, as required, pertaining to the certification status of all certified judges, including update/continuing education forms and signed Code of Ethics.

6. Maintain the list of active certified quilt judges, making the list available through the NACQJ website.

7. Enlist a certified judge to serve as editor of the *Certified Quilt Judges Newsletter.*

8. Submit an activity report to the editor of the *Certified Quilt Judges Newsletter* and oversee the timely and professional production of the newsletter.

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

 10. Contribute program information for the website.

11. Submit space and time requirements for annual certified judges meeting to the Partner Show Director at least two months prior to a show.

12. Develop the agenda and serve as moderator of annual Certified Judges’ meetings at partner shows.

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

* The CJ 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.
* Votes may be forwarded to the CJ Coordinator or her designee electronically or by mail and receipt will be acknowledged by the CJ Coordinator or designee.
* The CJ Coordinator or her designee will send an official record of all votes to the Secretary.
* The results of final votes will be forwarded to the Board of Directors to be reviewed and approved.

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

15. Serve as the mediator when complaints are received regarding CJ, using the complaint form.

16. Submit names of newly certified judges with information about the program to quilt related publications.