



JOB DESCRIPTION

JOB TITLE: Judging Center Committee

DATE: February 22, 2018

REPORTS TO: The Judging Committee

Job Summary

The Judging Center Committees and their Chairs oversee and maintain the orchid judging system of the American Orchid Society in its regional judging centers following the Judging Handbook. They are responsible for the orderly process of orchid judging in their respective centers, through monthly, show, and other orchid events and outreach. They are responsible for the continuing education in the centers and for representing the centers on the Judging Committee.

No person, unless provided otherwise by the Board, shall serve as chair of any committee for more than four (4) consecutive years (Ref. By-Laws 6.1).

DUTIES & RESPONSIBILITIES:

- Maintain the center’s organization as specified in the Judging handbook
- Maintain the Judging Center and serve orchid growers and orchid societies in the region by providing judging for monthly judging in the center, judging at orchid shows and at other orchid events
- Select and train student and probationary judges
- Select nominees for the special annual awards

DUTIES OF THE CHAIR OF THE JUDGING CENTER COMMITTEE

- Oversee the integrity of the judging process and awards system in the center
- Serve as a member of the Judging Committee and participate actively in JC matters as required
- Attend or arrange for representation of the center at semiannual meetings of the JC

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- Provide prescribed documents to the Judging Committee Chair as described in the Judging Handbook
- Call and preside over the business meetings of the center committee
- Arrange for conducting and presiding at the center's monthly judging sessions
- Be responsible for the approvals of societies' shows and other events
- Be responsible for maintaining the awards information from the center's sponsored events and its transmission to the AOS in approved format
- Oversee the center's nominations for national awards
- Oversee the maintenance of a current list of center judges
- Oversee the selection and training of candidates for the judging program
- Oversee the continuing education opportunities for center judges

**Draft developed 2012 but not approved by the Board of Trustees
Approved by the Board August 25, 2016
Amendment approved by Board February 22, 2018 to keep web site
information related to regional judging centers current and up to date.**