

DRAFT



JOB DESCRIPTION

JOB TITLE: Judging Committee

DATE: February 22, 2018

Job Summary

The Judging Committee oversees and maintains the orchid judging system of the American Orchid Society through its regional judging centers and the Judging Handbook. It oversees the integrity of the judging process and awards system, and it selects the nominees for the national awards.

The Judging Committee consists of the Judging Center Chairs and appointees as described in the Judging Handbook.

No person unless provided otherwise by the Board shall serve as chair of any committee for more than four consecutive years. Bylaws 6.1

DUTIES & RESPONSIBILITIES:

- Supervises the AOS judging system under the oversight of the Board of Trustees.
- Establishes uniform standards for the acceptance and training of judges.
- Makes recommendations with regard to appointment, promotion or termination of judges for approval by the Board.
- Maintains a current list of judges.
- Oversees, under the direction of the Board, periodic revisions of the Judging Handbook.
- Follows the policies and procedures as presented in the Judging Handbook.
- Through its chair, oversees the day-to-day interpretation of the judging rules and maintains records necessary for efficient monitoring of the system.
- Has the right to rescind any award which, either through error or lack of knowledge was granted in violation of the rules.
- Makes recommendations to the Board with regard to the future development of the AOS judging system.
- Presents nominations to the Board for the Special Annual Awards of the AOS.
- Contributes to AOS publications and the web page.

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DUTIES OF THE CHAIR OF THE JUDGING COMMITTEE

- Prepares an agenda and presides at all meetings of the JC. In the chair's absence, the vice-chair shall preside. If both are absent, a temporary chair shall be elected by the members present.
- At each semiannual meeting, reports to the Board on JC activities and recommendations
- Makes a report to the membership at the Members Meetings
- Arranges for minutes of meetings to be sent to all JC members and to the Board. Minutes should contain a full and complete record of the meeting
- Assures that the business of the JC is continued in the interim between semiannual meetings
- Maintains close communication with the AOS president with regard to issues that could adversely affect the AOS or the judging system
- Oversees the nomination process for AOS Special Annual Awards
- Appoints a National Training Coordinator
- Appoints a Judging Policy Task Force (JPTF)
- Appoints a Judging Ethics Task Force (JETF)
- Appoints a Judging Handbook Task Force (HTF)
- Appoints other task forces as necessary.
- Ensures that judging information on the web site and in OP remains current. This includes provision of information for posting to IT/AOS staff and coordinated follow-up to implement timely posting.

Approved by the Board of Trustees

Revision approved by the Board of Trustees August 25, 2016

Amendment re posting current judging info on web/OP, approved by Board of Trustees, February 22, 2018