JOB DESCRIPTION

JOB TITLE: Judging Committee

DATE: February 22, 2018

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.
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 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