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| Committee Description | 2.07.01 |
| Date of Enactment | September 1998 |
| Date last amended | May 2011 |
| Page | 1 of 3 |

JUDGING CERTIFICATION PROGRAM COMMITTEE

DEFINITION AND OBJECTIVE

The Judging Certification Program Committee shall be a standing committee reporting to the Certification Program Coordinator.

The objectives of the committee are:

1. To examine and certify qualified judges for needlework shows and exhibitions in support of the object of ANG as stated in the Bylaws, i.e., "The object of this Guild is for educational and cultural development through participation in and encouragement of interest in the art of needlepoint."
2. To review the Exhibit and Judging policies and procedures (Section 8 of Policies) utilized for the national exhibit at the annual seminar and make recommendations to the Board of Directors.
3. To recommend judges for the national exhibit.
4. To educate the ANG members through programs and articles presented on the subject of judging.
5. To make recommendations to the Board of Directors for consideration and action.

STRUCTURE AND TERM OF OFFICE

1. The Judging Certification Program Committee shall be composed of the following members:
 - Chairman, an ANG certified needlework judge
 - Vice Chairman, an ANG certified needlework judge
 - Certification Program Coordinator
 - Board liaison, Vice President for Education
 - Additional member recommended by the JCP Chairman and approved by the Board as needed to administer and promote the program
2. Committee appointments will be made at the first Board meeting of the fiscal year. Term of office will begin at the end of the following Seminar. Newly appointed committee members will be invited to attend the committee meeting at Seminar before their term of office begins.
3. The term of office for appointed members of the committee is two (2) years, with the following rotation:
 - Even-year appointments: Chairman and Vice Chairman (Board appointed). The candidates must be ANG certified judges.
 - Vice Chairman may become the Chairman when the current Chairman completes their term with Board approval.
 - An additional member may be recommended by the Chairman and appointed by the Board.
4. The Board may reappoint the Chairman and Vice Chairman for a second term.
5. At the conclusion of the term in office, all files and records will be transferred to the new Chairman.

RESPONSIBILITIES AND PROCEDURES

The Chairman will:

1. Preside at committee meetings held during the Seminar.
2. Correspond with committee members throughout the year.
3. Send minutes to the Vice President for Education within twenty one (21) days after the Seminar committee meeting.
 - Serve as certified judge candidate supervisor
 - Send information to prospective candidates upon request
 - Review applications and send to committee members for approval
 - Notify the Treasurer of candidate's acceptance and forward the candidate's check to Treasurer
 - Mail to candidate a letter of acceptance and the judging workbook
 - Supervise candidate's completion of requirements
 - Schedule trial judging at Seminar; evaluate trial judging
4. Administer the final exam
5. Send a written report of action taken and items for Board consideration to the Certification Program Coordinator a month prior to each Board meeting.
6. Maintain a list of ANG certified judges and candidates
 - Accept annual reports from certified judges
 - Notify certified judges of renewal dates
7. Review and maintain program materials.
8. It is the responsibility of the JCP Chairman to appoint two ANG certified judges who are attending Seminar to judge the Seminar nametag contest if there is such a contest. There is no remuneration for this judging.
9. It is the responsibility of the JCP Chairman to appoint two ANG certified judges or one ANG certified judge and one ANG Judging candidate who are attending Seminar to judge the Quest contest. There is no remuneration for this judging.

The committee will:

1. Recommend judges for Exhibit.
2. Recommend to the Seminar Faculty Committee up to three ANG certified judges as possible teachers for a two-day judging class to be held at the next Seminar:
 - Invite the selected ANG certified judges to submit a proposal for teaching the judging class, and report the names of these judges to the Seminar Faculty Committee Chairman.
 - Proposals shall be submitted to the Seminar Faculty Committee for consideration in accordance with published deadlines. The JCP chairman may also choose to submit a proposal for teaching the judging class.
3. Assist the Chairman as directed.

The JCP Program members will:

1. Make recommendations to the chairman regarding
 - Exhibit policies and procedures
 - Articles pertinent to judging
 - Books for addition to or removal from the book list
 - Potential material for e-newsletter
 - Names of potential teachers for future judging classes
2. Encourage qualified needleworkers to enter judging program

FINANCES

1. Reimbursement will be paid for expenses of telephone, postage, photocopying, office supplies, and other Board-approved purchases incurred in the business of the committee. Official ANG forms are available from the Treasurer or the Vice President for Education. Reports must be accompanied by attached copies of receipts. Mail check request forms to the Vice President for Education for approval and payment by the Treasurer.

2. Travel expenses up to \$300 will be reimbursed for the chairman to attend meetings at Seminar per Policy 4.03. There will be no other reimbursement for travel, lodging or per diem for members of this committee.

GENERAL

1. Article XII, Section 2 of the ANG Bylaws state: "The President shall be a member *ex-officio* of all committees except the Nominating Committee." ANG practice also includes the President Elect.
2. These criteria and guidelines may be changed by the Board of Directors or upon recommendation of the Judging Certification Program Committee with approval from the Board.

Approved at Board of Directors meeting, September 1998

Amended at Board of Directors meeting, November 2000

Amended at Board of Directors meeting, February 2005

Amended at Board of Directors meeting July 2005

Amended at Board of Directors meeting February 2008

Amended at Board of Directors meeting May 2011