Committee Description	2.07.01
Date of Enactment	September 1998
Date last amended	June 2020

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(s) appointed by the JCP Chairman as needed to administer and promote the program
2. Committee appointments will be made at a Board meeting prior to the end of the term of the position. 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.
4. The Board may reappoint the Chairman and Vice Chairman for a second term.
5. At the conclusion of the term in office, the Chairman will transfer all files and records to the new Chairman or Board Liaison.

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 21days 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 the office
    - 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 or contract with another ANG Judge to proctor it
5. Send a written report of items for attention and actions taken to the Certification Coordinator prior to each Board meeting, for Board consideration
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 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
    - 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 check request forms are available from the Treasurer or the Vice President for Education. Requests must be accompanied by attached copies of receipts. Send requests electronically or mail check request forms to the Vice President for Education for approval and payment by the Treasurer.
2. If the Vice President for Education requests the Chairman attend meetings at seminar, and if there is money in the budget for that expense, the Chairman **may** receive travel expense reimbursement up to $300 per Policy 4.01.

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.