

## TENNESSEE NAWGJ STATE BOARD POSITIONS AND DUTIES

### ASSIGNOR

- Works with the governing board and SJD in assigning invitationals
- Sends out and receives all contracts for invitational meets
- Sends any out of state requests to SJD
- Works with SJD if cancellations are made by judges

### MEMBERSHIP COORDINATOR

- Works with the SJD in maintaining Tennessee NAWGJ roster and publishes annually
- Maintains “Judges Resumes”
- Notifies judges when membership is due
- Maintains In-Gym and CPE requirements as per TN-USAG guidelines

### SECRETARY

- Records and publishes Board meeting and general meeting minutes. (If unable to attend meeting this person would appoint another board member to publish the meeting minutes)
- Assists Website Chairman and SJD in updating the website
- Researches updates of USAG and NAWGJ changes

### WEBSITE COORDINATOR

- Maintains TN-NAWGJ website
- Updates TN-NAWGJ website a minimum of four times a year
- Works with SJD on information that is put on the website
- Works with Secretary and Assignor to put their information on the website

### HOSPITALITY/FUNDRAISER COORDINATOR

- Assists with Judges Cup
- Develops gift ideas for Judges Cup
- Coordinates food for Judges Cup and any NAWGJ sponsored clinic, with the help of the Board
- Coordinates with the Board and SJD fundraising ideas and projects

### JUDGES TRAINING/ETHICS COORDINATOR

- Helps train new and current judges
- Stays current with ethic and technical information
- Works with Secretary and Website Coordinator to ensure all information is forwarded to membership
- Works with SJD on any ethic relevant topics