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**POLICIES AND PROCEDURES**

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**March 2016 Policy No. 7**

**Programs/Services – Judges Certification Candidate Coordinator (CC)           Page 1 of 2**

**POLICY**

The principal duties of the Judges Certification Candidate Coordinator (CC) are to oversee all aspects of the Judges Certification Candidate Program and insure that it operates within the guidelines approved by the Board of Directors.  The Candidate Coordinator must be an NQA/NACQJ Certified Judge in good standing.

**PROCEDURES**

The Candidate Coordinator shall:

1. Serve as a voting member of the Board of Directors and consult with the Board in all matters regarding the program.
2. With the approval of the Board of Directors, establish and document standards and procedures to be used for certifying NACQJ Quilt Judges.  These procedures shall be fully explained in a program operations and procedure manual.
3. Submit all changes in the program's policies, operations or procedures to the Board of Directors for approval before implementation.
4. Policies, operations, and procedures apply to the pool of Candidates as a whole and should not be amended on a case by case basis.
5. In conjunction with the Treasurer and upon approval of the Board of Directors, will make recommendations for setting of program fees. Fees and program applications shall be sent to the Candidate Coordinator for processing; the Candidate Coordinator shall forward all checks and a report of these transactions to the NACQJ Treasurer.
6. Develop and edit all forms necessary for the operation of this program and submit them to the Board of Directors for approval.
7. Enlist other Certified Judges to oversee updating of certification materials, perform paperwork reviews, serve on review panels, and assist the CJ Coordinator with the general business of the program.
8. Maintain records, as required, pertaining to the certification of all Candidates.
9. Maintain a list of Candidates, making the list available through the NACQJ website.
10. Communicate with the Candidates regularly to determine their intentions to complete requisite paperwork and sit for panel reviews.
11. Ensure material is supplied for publication in the *Certified Quilt Judges Newsletter.*
12. Contribute program information for the website and quilt-related publications.
13. Submit space and time requirements for any certification panel reviews to the Partner Show Coordinator at least two months preceding a show.
14. Transportation and accommodation reimbursement for the purpose of managing Panel Reviews, is provided to the Candidate Coordinator or the designated representative upon presentation of receipts. Total reimbursement amount is found in the yearly

 budget line item and the Travel Policy.

1. Candidate Coordinator addresses Candidates with respect, kindness, and empathy

 while being considerate of their varied backgrounds. Encouragement of the

 Candidates’ success should be foremost in the Coordinator’s mind.

1. Respond to all inquiries and requests for information about the program.
2. Respond to complaints or concerns about a Candidate.
3. Encourage mentoring by CJs of Candidates.  The Mentor Program is detailed in a handout in the New Candidate Packet.
4. Be available during the Partner Show to address any issues that may arise or appoint a designated representative.
5. Work with Certified Judges Coordinator and Partner Show Coordinator to schedule

timing of Break-out sessions during Partner Shows.

1. May select an Assistant to the Candidate Coordinator if desired.

Refer to Travel P and P for reimbursement eligibility for travel to Partner Show