

**Ancillary Document 2.3.1.5.4.9**  
**Job Description: JUDGES CERTIFICATION PROGRAM /**  
**MASTER NEEDLEWORK JUDGES PROGRAM CHAIR**

1. **Term of Office** – Three years concurrent with the Reporting Officer.
2. **Authority**
  - 2.1. Reports to and works under the direction of the Administrator of Educational Advancement.
  - 2.2. Administers the Judges Certification Program (JCP) and Master Needlework Judges Program (MNJP).
  - 2.3. Reviews judging programs once a year.
3. **Governance.** Is familiar with job descriptions and necessary reporting forms.
4. **Program Promotion.**
  - 4.1. Meets established deadlines for issues of *Needle Arts* and the *Education Catalog* in order to promote the program.
  - 4.2. Submits appropriate articles for these publications to the Director of Education for approval and for submission to the Embroidery Editor or Education Catalog Chair.
  - 4.3. Reviews program information on EGA website quarterly or as needed; forwards updates and revisions to Director of Education (with copy to Reporting Officer) for approval and submission to EGA Electronics Media Coordinator.
5. **Winning Ways.**
  - 5.1. Selects four speakers to participate in *Winning Ways*.
  - 5.2. Selections are approved by the Judges Committee, the Administrator of Educational Advancement and the Director of Education.
6. **Bobbie Pilling Memorial Award.** Coordinates submissions and award selection; promotes program in advertising
7. **Golden Needle Award.** Coordinates with the Educational Exhibit Committee Chair to hire judges for the Golden Needle Awards.
8. **Completions.**
  - 8.1. Informs President, Director of Education, Region Director, Administrator of Educational Advancement, and Educational Exhibit Committee Chair when a candidate has successfully completed the respective certification program.
  - 8.2. Includes the information in reports for *Needle Arts* and in national board and annual meeting reports.
  - 8.3. Contacts recently certified judges confirming attendance at a national seminar and notifies the Director of Education who arranges for purchasing and presentation of roses to those attending.

9. **Committee Meetings and Functions/Meetings at National Seminars.**
  - 9.1. Notifies committee members of any scheduled committee meetings.
  - 9.2. Chairs the Judges Committee meeting at national seminars, if possible.
  - 9.3. If unable to attend national seminar, informs Administrator of Educational Advancement and Director of Education.
  - 9.4. Ensures minutes of meetings are recorded and sends copies of minutes to committee members, Administrator of Educational Advancement, Director of Education and Headquarters.
  - 9.5. Meetings/Functions at National Seminar. Participates in Education Department functions and represents program at Teachers Showcase (which includes the former Education Forum) and other Education department functions at National Seminar, if possible.
10. **Exhibition.** Works with national seminar/Exhibit Chair in arranging to exhibit judging material.
11. **Printed Materials.** Produces all printed materials used in JCP/MNJP and in program.
12. **Financial.**
  - 12.1. Submits an estimate of the committee's expenses for the following year to the Director of Education, when requested.
  - 12.2. Forwards bills as incurred or quarterly to EGA Headquarters for reimbursement; copy to Administrator of Educational Advancement.
13. **Reports/Correspondence/Records.**
  - 13.1. Maintains records for all persons enrolled in JCP/MNJP.
  - 13.2. Receives reports from committee members.
  - 13.3. Submits written reports in a timely manner to the Administrator of Educational Advancement.
  - 13.4. Sends copies of significant correspondence to Reporting Officer.
14. **Public Relations.** Agrees to have name and email address published on the EGA website.
15. **Preparation for Unexpected Absence.** Has the File/Document Emergency Location Form on file at EGA Headquarters (Ancillary Document 1.5.1.7, Document/Files Emergency Location Form).
16. **Successor.** Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up action.