



Title: **NGJA International Vice President**

Reports to: **President, NGJA**

Date: **May 2019**

### **Position Attainment**

This position is elected by the President, 4 Regional Directors, and 2 At-Large Directors.

### **Job Description**

The General Technical Vice President is responsible for the coordination of the International Competitions Program. In the absence of the National President he will preside over all Governing Board meetings and carry out the Chief Executive's duties.

### **Essential Duties**

The Technical VP is charged with the following duties:

- Solicit nominations / manage assignment process for:
  - All International events held domestically (USAG gymnasts assigned)
  - All International events held outside the country (USAG gymnasts assigned)
  - All International events held outside the country (no USAG official gymnasts assigned)
  - All International events held outside the country requesting neutral judges
  - Intercontinental Judges Course
  - Continental Judges Course (input to USAG)
- Distribution on an Annual Report: Reviewing assignments & accomplishments of the preceding year
- Meetings: Attend Governing Board, Technical Committee, and General Meetings annually
- USAG Liaison: Act as primary liaison to USAG regarding international judging
- Judge Preparation: Brief and debrief every judge before and after each international assignment
- Report Collection: Maintain a data base of all international competition reports from assigned judges throughout the cycle
- Communication: Continually keep the NGJA Technical Committee informed about the needs and requirements for international judging in conjunction with USA Gymnastics
- International Promotions: Make recommendations to the NGJA on items that may positively affect the USA in the international judging community (hosting of social events, gifts, website, etc.)
- Education: Preside over an annual training for all international judges
- Publication: Development of an international judges' manual to be updated annually

### **Experience/Education**

- Brevet judge (preferred)
- Held an office in the NGJA
- Possess Significant International Judging Experience; former or current National Apparatus Leader, Technical Assistant or D1 technical expert (preferred)

### **Skills**

- Vast knowledge of the requirements and expertise needed from international judging
- Extremely organized and detail oriented
- Able to work well with coaches, judges, and USAG staff
- Provide responses to questions in a timely manner
- Can effectively function in a rapidly changing environment
- Remains calm in extremely stressful situations
- Ability to delegate appropriately for large projects and manage the results



## **Specific Details:**

### **International Assignments**

- In the fall, contact Men's Program Director to review the meets, importance of each competition, ability to bring in new judges, and number of judges for each assignment
- Send an e-mail to the RTD's to solicit names (again, provide details of what is required)
- Schedule a conference call with NGJA President, 3 VP's, and RTD's (voice, no vote)
- From the names selected by the NGJA, send this to the Independent Selection Committee (Men's Program Director, MPC Chairman, and the current NGJA General Technical VP). Ask Men's Program Director to schedule a call to complete this assignment
- Ask the Technical Secretary to notify all nominees of the final results

### **Scheduling NGJA Conference Calls:**

- Call 1-800-925-8000 to schedule a call
- Explain that you are with the National Gymnastics Judging Association (NGJA).
- Provide number of people for the call
- Schedule date and time (eastern time)

### **NGJA Technical Committee / Governing Board:**

- Assist in organizing the meeting
- Prepare a report summarizing what has transpired over the year and areas that need improvement