



Title: **NGJA Technical Secretary**

Reports to: **President & Vice Presidents, NGJA**

Date: **May 2019**

Position Attainment

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

Job Description

This position requires technical expertise and the ability to communicate technical issues to the gymnastics community. The Technical Secretary is a member of both the Technical Committee and the Governing Board.

Essential Duties

The National Technical Secretary is charged with the following duties:

- The Operating Procedures delineate the job of the Technical Secretary as follows (Art X – Sect 1):
 - The Technical Secretary shall keep records pertaining to all technical matters. The Secretary is responsible for the publication and distribution of all technical writings. He is a voting member of all technical committees.
- Take notes and prepare minutes at all meetings of the technical committees
- Prepare nomination lists before and after NGJAS nomination calls
- National Course Material: With the help of the committee, assist the National Vice President to provide leadership in creating and disseminating all course material on an annual basis.
- USAG Interpretations Assist the National Vice President to: develop and maintain the USAG Interpretations.
- NCAA Interpretations: Assist the National Vice President to develop and maintain the NCAA Interpretations to meet the needs of the collegiate programs.
- Junior Olympic Program: To provide similar assistance as above to the JOVP as needed to distribute NGJA judging information for JO judges throughout the country.
- Communication: Continually keep the gymnastics community informed of any changes and/or technical issues as delegated by the appropriate NGJA Officers.
- Take minutes at the National Technical Meetings. Disseminate as appropriate.

Experience/Education: Requirements to stand for election

Minimum National Card

Brevet (Preferred)

Skills

- Extremely organized and detail oriented
- Able to work well with coaches, judges, and staff
- Provide responses to questions in a timely manner
- Can effectively function in a rapidly changing environment
- Ability to delegate appropriately for large projects and manage the results



Specific Details:

National Course Material:

- Work directly with the National VP to create and coordinate creation of national course material for the NGJA National course material
- Act as the point man for assuring completion of tasks by other members of the committee in time for distribution of the National Course Material prior to the date of the first course.
- Maintain a national course calendar of courses.
- As needed, help answer questions, complete tasks, give direction, and push for completion.
- Collect all materials as completed to create a final packet for the Course Directors and arrange for the material to be forwarded for posting to the NGJA Website or direct hard mail to the Course Directors as needed, including videos, exams, exercise analysis, forms, etc.
- Receive a copy of the results of courses.

Prepare nomination lists before and after NGJA nomination calls

- Prepare a list of nominations for assignments from the nominations of the Regional Technical Directors for each judging assignment covered by the NGJA Nominations Process prior to the NGJA nominations conference call.
- Prepare a preliminary result sheet listing the results of the nominations conference call and email it to each participant on the call.
- Prepare a final result sheet for posting on the NGJA website by the NGJA webmaster when informed of the final selection of judges by the appropriate NGJA Vice-President.
- Email the results of the selection process to all members of the NGJA selection committee and all judges considered (listed on the result form).

NCAA Championships:

- The Technical Secretary sends out an e-mail informing all the judges nominated the final results for the NCAA Championships.

USAG (NAL/B1 position):

- The Technical Secretary sends an e-mail informing all nominees the final results.

USAG Events (Winter Cup, US Qualifier, USA Championships, & Olympic Trials):

- The Technical Secretary to notify all nominees of the final results.

NGJA Technical Committee / Governing Board:

- **Take minutes at all meetings**
- **Card Revocation: the National Technical Committee is charged under the Operating Procedures to provide the due process procedure should this become necessary. Under the Operating procedures, The National Technical Secretary is charged with creating a report as follows:**
- H. The National Technical Secretary will prepare a report of the evidence presented at the revocation meeting and the results of the Technical Committee secret vote. The report will be presented to the chairman of the meeting who will check it for accuracy, adding information he deems appropriate. The chairman of the meeting will then submit the report to all Governing Board members.

Frank J. Cumiskey Judges Hall of Fame:

- **It is an obligation of all members of the Governing Board to vote in the Hall of Fame Elections.**