

Judges Education Coordinator Job Description

The term for the Judges Education Coordinator (JEC) is 3 years

The Judges Education Coordinator (JEC) is responsible for the following:

Oversight of the Judges Education Advisory Committee (JEAC)

Point of contact for Communication between the judges Education Advisory Committee (JEAC) to the Board of Directors (BOD)

Point of Communication between Judges Education and AKC Judges department.

Maintaining the parent club approved mentors list: Obtaining and soliciting mentors as needed, updating the website as needed.

Presenting the BOD with all applicants for Parent Club Approved Mentors for approval

Coordinating judges with mentors in their respective area of the country.

Coordinating judges with ringside tutors using the GSPCA Parent Club Approved Mentor List

Maintaining and distributing Parent Club approved (BOD) JE materials as needed for events.

Scheduling and Manning Judges Educational Seminars, Workshops and ringside tutoring using Parent Club approved presenters and mentors for all workshops to include the NSS. (Averaging between 4-6 per year) NOTE: The JEC is expected to attend the NSS each year. If as JEC you are not able to attend, provide appointed Parent Club approved Presenter with a JEC NSS on site check list to insure NSS workshop is completed.

Maintaining and Providing AKC Judges Department with all required Seminar reports, Attendance sheets and Workshop forms.

Point of contact for the AKC Judges Online Canine College Presentation regarding judging GSP

Overseeing the GSP Canine College presentation of the GSP.

Providing Judges Education articles for the Journal

Providing Committee reports to the BOD for the January and June BOD meetings

When needed and with the approval of the BOD providing Notifications to AKC judges department to be sent to all AKC Conformation judges regarding judging the GSP to the standard. (See attached example: Tan points)

Point of contact for all questions, concerns and complaints from both judges and members regarding inappropriate comments by mentors while mentoring, mentors behavior and inappropriate comments while exhibiting etc.

Point of contact for all complaints regarding GSP judges.

Maintain records of complaints and actions taken (if any) for all Mentors, exhibitors and judges.