Function of the Judging Chair

From the American Orchid Society Judging Handbook, the following are functions of the Judging Chair:

2.3 Duties and Responsibilities

The Judging Chair shall:

1) Supervise the American Orchid Society judging system under the direction of the Board of Trustees of the American Orchid Society.

2) Establish uniform standards for the acceptance and education of judges.

3) Receive from the judging centers all nominations for new candidates for judge, notification of new students accepted into the judging centers' educational programs and changes in the status of current judges, and after review of the centers' recommendations, make its independent recommendations to the Board of Trustees.

4) Additionally, and with the approval of the Board of Trustees, the Judging Chair may initiate any action it deems necessary for the proper and ethical administration of the judging system, including suspension or termination of a judge, as described in paragraph 4.11.

5) Along with designated staff of the American Orchid Society, be responsible for maintaining a current list of the judges.

6) Be responsible for the day-to-day interpretation of judging rules, the enforcement and maintenance of any records necessary for efficient monitoring of the judging system.

7) Have the right to rescind any award which either through error or lack of knowledge was granted in violation of the rules.

8) Make recommendations to the Board of Trustees regarding the future development of the American Orchid Society judging system.

9) Be responsible, under the direction of the Board of Trustees, for biannual review and revision of the Handbook which is devoted to judging.

2.4 Duties and Responsibilities of Judging Center Chair

The chair shall:

1) Preside at all meetings of the Judging Center. In the chair's absence, the vice-chair shall preside. If both are absent, a temporary chair shall be elected by the members present.

2) At each biannual meeting, report to the Board of Trustees on Judging Center’s activities and recommendations.

3) Make a report at each biannual meeting of members of the American Orchid Society.

4) Arrange for minutes of meetings to be sent to all Judging Center’s members. The minutes shall contain a full and complete record of the meeting so members shall be able to participate in the work and decisions of the Judging Center.

5) Preside at any duly called general meeting of American Orchid Society judges.

6) Appoint committees and task forces as defined in the Handbook, as well as AD HOC working committees of the Judging Center when necessary.

7) Appoint a national education coordinator.

2.5 Judging Policy Task Force

1) A subcommittee of the Judging Center known as the Judging Policy Task Force (JPTF) shall be appointed by the chair to function as an executive task force between sessions of the Judging Center.

2) The chair shall head this task force.

3) The Judging Policy Task Force shall help prepare the agenda for Judging Center meetings, make recommendations to the Judging Center, and make policy decisions which require immediate action.

4) No formal action may be taken on matters pertaining to the status of judges. Decisions shall be made by a majority of the Judging Policy Task Force including the chair and shall be reviewed by the Judging Center at its next semiannual meeting.

2.6 Judging Ethics Task Force

1) A Judging Ethics Task Force (JETF) shall be appointed by the Judging Center chair.

2) The JETF shall recommend Handbook additions or changes on any issue involving judges' ethics and submit them in its reports to the Judging Chair.

2.7 Judging Handbook Task Force

1) The Judging Handbook Task Force (JHTF) shall be appointed by the Judging Center chair.

2) The JHTF will have the authority to correct typographical, spelling, or other administrative errors without presenting them to the Judging Center or the Board of Trustees for approval provided that the correction(s) in no way change the

meaning, intent, or substance of the Handbook.

3) Other changes to the Handbook suggested by the JHTF that change the meaning, intent, or substance of the Handbook must be approved by both the Judging Chair and

the Board of Trustees.

3.2 Duties of Officers

3.2.1 Chair

1) The chair, elected by the center committee and confirmed by the trustees, has the overall responsibility and authority for all American Orchid Society judging activities of the center.

2) Where judging centers have multiple sites, the chair may, for reasons of convenience, operate from a preferred site and serve as presiding chair of judging at that site.

The chair will:

1) Serve as a member of the Judging Center and participate actively in Judging Center matters as required.

2) Enforcement of the Handbook is a shared responsibility of the center chairs and the Judging Center.

3) Respond promptly to questionnaires or minutes of meetings from the Judging Center.

4) At least 60 (sixty) days prior to the biannual Board of Trustees meetings noted below, provide the chair of the Judging Center (or the chair’s designee) with the following information:

a. For each biannual meeting of the Board of Trustees:

i. copies of minutes of judging center committee business meetings with all;

ii. recommendations for personnel actions made by the center's committee, including the full names and addresses of the persons involved; and

iii. copy of the center's current judge's roster in text format, including the judges’ names, statuses, addresses, phone numbers, and e-mail addresses, highlighting any roster changes from previous submission.

b. For the Fall biannual meeting of the Board of Trustees:

i. recommendations of the center committee for their chair and vice-chair. Note: If changes occur at other times, the chair of the JC should be notified.

c. For the Spring biannual meeting of the Board of Trustees:

i. judging center award totals, including shows in the center's jurisdiction, for the preceding year in the prescribed format.

ii. confirm the names of at least one sponsoring Affiliated Society for the judging center. Centers with multiple locations must confirm this information for each site.

iii. If the primary sponsoring Affiliated Society for the judging center

needs to change, the following must be submitted to the chair of the

Judging Committee at the time of change:

a. Written notice from the judging center advising the Judging Chair of the change, and

b. a letter from the new sponsoring society agreeing to their new role.

5) Call and preside over business meetings of the center committee.

6) Notify the vice-chair of any proposed absence from a meeting by the chair.

7) Arrange for conducting and presiding at the center's monthly judging sessions.

8) Approve, at least four months in advance, dates and application for an affiliate’s show or event for which AOS-sanctioned judging is requested. When an affiliate requests approval with less than 4 months advance notice, the center chair may grant approval if the entire application is in order and the required fees have been paid.

9) Be responsible for certifying the accuracy of entry forms and ensuring the submission of American Orchid Society awards, including accurate data entry, and uploading of award images, to the American Orchid Society no later than 60 days from the date of judging.

10) Be responsible for ensuring compliance with the photographic process of awarded plants and the delivery of award images.

11) Appoint a secretary and a treasurer for the center committee.

12) Appoint, at their discretion, any committees necessary to aid in the administration of the center and the rules and responsibilities outlined in the Handbook.

13) Be responsible for annually notifying all judging personnel within their center of the judge’s responsibility to maintain continuous membership in the American Orchid Society.

14) Appoint an Education Coordinator.

Reference

American Orchid Society. (2023). American orchid society: handbook on judging. Online: <https://www.aos.org/AOS/media/Content-Images/PDFs/Judging-Handbook-Nov-09-clean-copy-David-Edgley.pdf>.