



## Job Description

**Officer Position:** VICE PRESIDENT CONTEST AND JUDGING (Appointed annually, confirmed at Fall HOD. One year term, renewable.)

**Rationale:** The Vice President Contest and Judging supervises all factors connected with the judging of District Contests and the management of the judge candidate program.

### Tasks & Responsibilities:

1. Form and chair a committee, in size and scope at his discretion, to assist him in carrying out his duties.
2. Prepare an annual work plan.
3. Report to the BOD, DMT and HOD on the status of the Contest & Judging program within the District.
4. Liaise between the Society Contest and Judging Committee and the District.
5. Attend all relevant District and Society committee meetings.
6. Communicate and coordinate Society Contest & Judging policy within the District.
7. Organize and administer all contest judging activities within the District.
8. Communicate with all potential contestants in District contests.
9. Promote and handle all applications of Judging Candidates from the District and schedule practice sessions at District contests.
10. Work with the District Vice President for Events to ensure that all contest venues have suitable sound and lighting systems for contests and satisfy appropriate Society specifications.
11. Participate in training carried out by the Society Contest & Judging Committee.
12. Serve ex officio as a member of the District Convention team.
13. Recruit and encourage new judging candidates from the District.
14. Attend all DMT and HOD meetings.
15. Prepare an annual budget proposal and submit it to the VP Finance for inclusion in the preparation of the District Budget.

**Directly Communicates with:** District President, BOD, DMT and Society Contest & Judging Committee.

Reports Required			
Type	To	Copies to	Due Date
Annual Work Plan in writing.	District President	BOD DMT	For following year one week prior to September Planning meeting.
Progress Report in writing.	District President	BOD DMT	One week prior to each DMT and HOD meeting.