

## Apprentice Judging Chair

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### General duties:

- Serve as a non-voting member of the State Executive Board.
- Serve as a member of the Student Activities Board.
- Any judge on an approved list of a sister organization be approved for that medium on the approved list for FSMTA as long as they are a member in good standing.
- Work with a two or three person committee whom they appoint to process applicants for judges.
- Advertise the program and handle necessary paperwork in the months of Student Day Examinations.
- After applicants are approved, notify them by mail and the District Student Activities Chairman in the approved members' location, VP for FSMTA Non-Competitive Student Events and Webmaster.
- Annually, verify that listing of Approved judges is current.
  - Verify with VP for membership that judges' membership is current.
  - Update list and email a copy to the Webmaster to be posted in the *Handbook* on the website.
- Assist Districts or the State Conference in holding an Apprentice Judging workshop.
- Maintain current job description and Manual of Procedure to be passed to successor.

### A suggested time-table for duties follows:

#### January, May, October

- Prepare a written report for Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline. If unable to attend the Executive Board meeting, mail or email the report to Vice-President for FSMTA Non-Competitive Student Events to present.

#### February, June, November

- Attend State Executive Board meeting.

#### June - odd year (incoming)

- Attend the State Conference and Student Activities Board meeting.
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.

#### June - odd year (outgoing)

- Attend the State Conference and Student Activities Board meeting.
- At last Executive Board meeting turn over Manual and materials to incoming Chair.