

II ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

CREDENTIALS CHAIRMAN

As a member of the Board of Directors reporting to a coordinating vice-president, this chairman is responsible for keeping all records of status and Good Standing for all Accredited Flower Show Judges and Students permanently residing in the state and for those out-of-state-judges asking for special permission to have their records held. Only one state may hold a judge's records. This chairman must be an NGC Accredited Flower Show Judge.

FLOWER SHOW JUDGES' CREDENTIAL CHAIRMAN DUTIES

The duties and responsibilities of this chairman may be handled by the FSS Chairman or another individual whose title is State or Country Flower Show Judges' Credential Chairman.

NOTE: All procedures of IA Country Judges' Credential Chm., IA Country FSS Chm., and IA Country Symposium Chm. Are exactly the same as for their counterparts in the United States. Therefore, in the English text, IA Country will be omitted for brevity unless exception exists.

I. Maintains Judges' Records and Status

- A. Chairman keeps all records of status and Good Standing for all Accredited Flower Show Judges permanently residing in the state and for those out-of-state judges asking for special permission to have their records held. Should a judge prefer her/his credentials be held in another state, that judge must conform to procedures of the adopted state. Only one state may hold a judge's records. (This does not apply to IAs.)
- B. After State FSS Chm. notifies State Credentials Chm. of a new Accredited Judge, State Credentials Chm. must immediately establish a file for the new judge. (Newly Accredited judges are issued cards by the NGC Handbook Examination Chm.)
- C. Should an Accredited Judge move from one state to another or one country to another, the judge must request that her/his credentials be transferred. It then becomes the responsibility of the State Credentials Chm. to either forward them to the State Credentials Chm. where the judge is establishing new permanent residents or provide them to the judge. (EXCEPTION: the judge may request records stay in state of former residence, and State Credentials Chm. agrees.) For such persons who elect to attend refreshers in the state or country in which they newly reside, Form 18 must be sent from the record-holding Credentials Chm. to the residing state's Credentials Chm. **one (1) month** prior to a symposium.

- D. Keeps a record of Good Standing expiration dates for all judges in the chairman's file.
- E. Advises judges whose expiration date is forthcoming (December 31st of third year after the year of becoming an Accredited Judge or attending a refresher for credit.)
- F. **It is strongly recommended that Judges' records be kept electronically with an off-site backup.**

II. Duties Relative to Refreshers

- A. Information and procedure relative to all refreshers
 - 1. Accredited Judge: Judge must submit a completed Form 13 to State Credentials Chm. for review at least one (1) month before scheduled refresher. Chairman must notify judge and refresher registrar of approval since approval must be given before judge may attend for credit.
 - a. If refresher is a Course III or Course IV, State FSS Chm. notifies State Credentials Chm. of judges who have attended and passed Written Point Scoring Examination.
 - b. If a judge is eligible for new judge's level, State Credentials chm. submits form 17 on judge's behalf to NGC Symposium Chm. for Certificate Card.
 - c. State Credentials Chm. records new Good Standing expiration date in judge's file. (December 31 of third year after year of refresher.)
 - 2. Accredited Life Judge and Accredited Master Judge: Judge submits completed Form 15 for approval of exhibiting and judging credits. Forms **MUST BE** submitted one (1) month prior to scheduled symposium. (NOTE: Accredited Life and Accredited Master Judges may only refresh at an NGC FS Symposium.)
 - 3. In-state Judge attending Out-of-state or country Symposium:
 - a. Judge must notify home State Credentials Chm. **at least six (6) weeks** prior to the symposium so that Form 18 can be sent to the out-of-state or other country's Credential Chm. one (1) month prior to the refresher.
 - b. Out-of-state (Country) Credentials Chm. will complete and return a portion of Form 18 when refresher has been accredited.
 - 4. When a judge from out-of-state or out-of-country wishes to attend a refresher for credit within a State Credentials Chm's jurisdiction:
 - a. Credentials Chm. should receive a copy of Form 18 at least one (1) month Before the refresher for all out-of-state or out-of-country judges Attending for credit.
 - b. Following the accrediting by the NGC Symposium Chm. upon the completion of the refresher, State FSS Chm. or State Symposium Chm. advises the Credentials Chm. of name/s and grades for out-of-state and/or out-of-country attendees deserving credit. Credentials Chm. completes Form 18 and mails the lower portion back to the sender.

5. All requests for Certificate Cards for advanced judge's status, Form 17, must be prepared and submitted to the NGC Symposium Chm. by that State's Credential Chm. in which the judge's records are held. For in-state symposium advancements, the form may be submitted with accrediting papers.

III. Duties relative to Extension and Lapsed Judges.

A. EXTENSIONS

1. Should judge request an extension of Good Standing, State Credentials Chm. may grant a six (6) month extension **ONLY twice.** (January 1 to June 30, July 1 to December 31) Credentials Chm. does not need to notify NGC.
2. A third six (6) month extension is granted **ONLY** if the judge attends and fails a portion of the symposium. If a refresher has not been attended for credit within the extended time period a judge is considered "lapsed." The State Credentials chm. must indicate a lapsed status on the judge's records.

B. LAPSED

1. Judge contacts State Credentials Chm. who records initial date for seeking reinstatement. State Credential Chm. informs lapsed judge of Forms 16 and 16-1 that will need to be completed and submitted.
2. Refers judge to specific requirements for each level (Form 16-1). Lapsed Accredited Judge may attend required refreshers before completing exhibiting and judging credits toward reinstatement. Accredited Life and Accredited Master Judges **MUST** fulfill exhibiting and judging requirements **PRIOR** to attending each refresher toward reinstatement.
3. When lapsed judge has fulfilled all requirements for specific judging level, Form 16 is submitted to State Credentials Chm. for approval. If all credits have been earned, including required number of refreshers, lapsed judge is reinstated to previous standing and Good Standing status is recorded.
4. State Credentials Chm. will notify NGC Headquarters of the reinstatement by submitting Form 16 and requesting appropriate Good Standing Certificate Card for judge's level.
5. Emeritus Master Judges seeking reinstatement are handled similarly. See Form 16-1 for requirements and exceptions for extended lapsed periods.

IV. Duties relative to a State Sponsored Flower Show Symposium

- A. Symposium Chm. confers with State Credentials Chm. two (2) weeks prior to symposium to confirm eligibility of all registered judges attending the symposium for credit.
- B. State Credential Chm., working with Registration Chm., is responsible for checking attendance at all symposium sessions for those judges seeking credit. Attendance card with sessions indicated is recommended. Punched card verifies attendance.
- C. During the symposium, State Credentials Chm. prepares two (2) copies, available in sets, of the Good Standing form for all Accredited Master Judges. At conclusion of final practice point score session, State Credentials Chm. hands out one of the

prepared copies complete with name, dates and expiration date to the Accredited Master Judges, and keeping one copy for the files. Alternate procedure may be issuing Form 15 to the Judges.

- D. Accredited Life Judges seeking their first refresher must await grades, and all other attending judges will be eligible for new status Certificate Cards if Point Scoring Examinations are passed.
- E. When graded papers are returned, State Credentials Chm. prepares Form 17 with names of judges eligible for status advancement. All applications for advancement in judging status are handled through the State Credentials Chm. where the judge's records are held. This chairman delivers form to State Symposium Chm. prior to when that chairman submits papers for symposium accreditation to the NGC Symposium Chm. When symposium/course (III or IV) was not held in that state, Credentials Chm. submits Form 17 for judges' status advancement directly to NGC Symposium Chm. Certificate Cards for Accredited Judge – First Refresher, Accredited Judge – Second Refresher, Accredited Life judge, and Accredited Master Judge will be sent with returned papers from NGC Symposium Chm. to State Symposium Chm.
- F. When graded Point Scoring Examination papers are returned to Accredited Life Judges, First Refresher, only the Good Standing Forms should be enclosed since there is no Certificate Card for this level due to its' usual short duration.
- G. When symposium has been accredited, Credentials Chm. updates all records for in-state judges having fulfilled all requirements of attendance and passing of Written Point Scoring Examination, if necessary.
- H. For all out-of-state or out-of-country judges, Credentials Chm. completes the lower portion of Form 18 and returns to sender.

Duties of the State Credentials Chairman may be found on the NGC Website

Gardenclub.org -Schools -Flower Show Schools -Forms -down to Credentials Chairman