

# **Indiana Business Professionals of America (BPA) State Leadership Conference Judge Coordinator Job Description**

The SLC (State Leadership Conference) Judge Coordinator will perform tasks associated with the use of judges for the State Leadership Conference (SLC) competitive events. The position will report to Debbie Darnell, State Advisor.

## **Description of Major Duties:**

- Set up the pre-submission system for submission of required documents for all judged events
- Secure two judges for each of the 15 pre-judged events for SLC
- Inform judges of the pre-judged events of the deadline to complete judging of the events.
- Create report of pre-judged scores for SLC
- Secure judges for approximately 25 judged events at the State Leadership Conference (a current database of judge information is available)
- After receiving and verifying the times and locations of the judged events with the registration/scheduling coordinator, notify judges of the name and schedule of the event(s) they will be judging by the stated deadline.
- Report names of the assigned judges for each judged event to the registration/scheduling coordinator by stated deadline.
- Handle submission issues (URL not working or documents not opening for judge, etc.)
- Secure a few judges to be available to fill in if a judge does not report for their assigned event.
- Check judges in at SLC on Sunday and Monday (with an assistant)
- Make arrangements with our off-site parking currently in place

**Stipend:** This position will be compensated for the total amount of \$2,500, plus reimbursement of travel to and from the State Leadership Conference. Lodging and meals will be provided at the State Leadership Conference.

**Application Process:** Submit a cover letter and resume by email to John Dawson, Executive Board Chair ([johndawsonjr@yahoo.com](mailto:johndawsonjr@yahoo.com)) by September 2, 2016.