

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 the 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.
- Supply technical judges with appropriate resource materials needed for their specific competitive event (i.e. Graphic standards, copyright guidelines, document format guidelines, etc.)
- Follow-up with technical judges to assure the scoring will be completed by the deadline.
- Handle submission issues (URL not working or documents not opening for judge, etc.)
- Create report of pre-judged scores for SLC
- Secure two judges for each for approximately 25 judged events at the State Leadership Conference
- Supply onsite SLC judges with the appropriate resource materials for their specific competitive event (i.e. contest guidelines) prior to SLC
- Communicate with judges frequently to assure their attendance at SLC
- 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.
- Secure a few judges to be available to fill in if a judge does not report for their assigned event.
- Check judges in and serve as their host at SLC on Sunday and Monday (with an assistant)