

**Nomination Form for the
Women's Regional Administrative Committee Chair Position**

All nominees must be USA Gymnastics Women's Program Professional Members in good standing for a minimum of two consecutive years immediately prior to the nomination, be at least 21 years old and meet the prerequisites in Article V of the Operating Code Section H found posted in the Rules section of the USA Gymnastics website, Women's Program home page. The position will begin immediately following the completion of the election and will run through the current term, ending in 2023.

Nominations are to be sent to the Women's Junior Olympic Program Director and the NACC no later than March 1, 2019. Annie Heffernon – aheffernon@usagym.org Cori Rizzo - coririzzo@gmail.com

CRITERIA FOR NOMINATION

**SECTION H – REGIONAL ADMINISTRATIVE COMMITTEE CHAIRMAN
(RACC)**

Must have served for a minimum of two (2) consecutive years as:

1. State Administrative Committee Chairman, or
2. Regional Administrative Committee Chairman, or
3. A National sub-committee member

I nominate:

Return the completed form to the Junior Olympic Program Director and the NACC via email to aheffernon@usagym.org and coririzzo@gmail.com.

DUTIES AND RESPONSIBILITIES

REGIONAL ADMINISTRATIVE COMMITTEE CHAIRMAN (RACC)

The Regional Administrative Committee Chairman (RACC) is responsible for the overall organization, administration, and finances of the Region.

- A. Must submit all meeting agendas and subsequent minutes to the National Administrative Committee Chairman (NACC) prior to distribution.
- B. Be responsible for the overall organization of all regional events.
- C. Represent the region as a voting member on the Administrative Committee (AC) and attend any Sub-committee meetings for the Region, as needed.
- D. Attend as many events in the region as possible to lend assistance and to evaluate the program.
- E. Prepare a written annual report of regional activities and submit this report to the National Administrative Committee Chairman (NACC).
- F. Serve as the Women's Program consultant for the region and answer correspondence directed to the regional office.
- G. Inform the National Administrative Committee Chairman (NACC) of any major problems.
- H. After due investigation, receive recommended corrective measures from the National Administrative Committee Chairman (NACC).
- I. Actively promote membership to the USA Gymnastics Women's Professional Membership Program.
- J. Request the Regional Junior Olympic Committee Chairman (RJOCC) and the Regional Technical Committee Chair (RTCC) to submit reports of their activities.
- K. Be responsible to see that all states have a State Administrative Committee Chairman (SACC), either by election or appointment.
- L. Prepare and disseminate information to Women's Program Professional Members.
- M. Send any materials published in the form of newsletters, etc., by the Regional Administrative Committee Chairman (RACC) to the Director of Program Administration and the NACC, NJOCC, and NTCC.
- N. Be responsible for:
 - conducting regional congress
 - awarding of regional competitions and ordering awards
 - attending all regional meetings and competitions
 - providing consultation for the organization of all events
 - collecting entry forms for Regional entries into the Junior Olympic East/West and National Championships
 - service and recognition awards for the region
- O. Determine the site and meet director for the Jr. Olympic Regional Championships, in conjunction with the Regional Technical Committee Chairman (RTCC) and the Regional Junior Olympic Committee Chairman

(RJOCC). Site and directors shall be determined by soliciting bids. The Regional Administrative Committee Chairman (RACC) shall see that these events follow the USA Gymnastics *Rules and Policies* for competitions.

- P. Establish procedures to raise operating funds for the region, if necessary. The Regional Administrative Committee Chairman (RACC) may, with the approval of the Regional Administrative Committee (RAC), determine and/or collect competition and/or club fees for the purpose of raising operating funds for the region. All fees will be retained in the Regional account for use as determined by the Regional Administrative Committee (RAC).
- Q. Use the accounting office of USA Gymnastics to add to and access regional funds.
- R. Shall be accountable for all regional funds and publish each year the financial statement reflecting activity as of July 1 – June 30.
- S. Be directly responsible to the National Administrative Committee Chairman (NACC).
- T. Provided that they have attended a current TA Workshop, may serve as a Test Administrator for the certification of judges.
- U. Approves the lowering of any state qualifying scores.