



STANDING COMMITTEES AND THEIR SPECIAL DUTIES:

1. **ASSIGNMENT/OBSERVATION:** Periodically reviews and certifies High School's preferred lists and game assignments and reports to the Executive Board. Executive Board-approved observers will conduct evaluations on active members of our organization during each high school season. The Observers will work closely with the Committee and Assignor throughout the season. Requirements/Expectations of the Observers include:

- a. To observe active high school officials during the season.
- b. To report back to the Committee and the Assignor with their findings.
- c. Available to observe a minimum of 3 days/ nights per week during the HS season.

2. **ATTENDANCE:** After each meeting, this committee will submit a list of those who attended the meeting to the Secretary who will be responsible for keeping an accurate list of those who attended. Members who attend meetings at other Boards must submit written proof to the Secretary. Any Member not making required meetings are subject to probation or suspension.

3. **AUDIT & BUDGET:** Following the Annual Banquet, at the call of the Chairperson, meet with the Board Secretary/Treasurer to review that year's financial records and prepare the next year's budget for review and final approval by the Executive Committee. Informal meetings by the Chairperson and at least one other Member of the committee with the Board Secretary/Treasurer should occur periodically to assure compliance with the budget. This committee's written report shall be submitted within thirty (30) days following the annual Banquet.

4. **AWARDS:** At least once during the basketball season, at the call of the Chairperson, meet for the purpose of nominating at least two candidates for the Jim Sullivan Award (Non-Member), three candidates for the Joe Callano (Active Member) Award, along with the Gerry White and Mickey Hart Sportsmanship nominees, in accordance with specific criteria the committee establishes. In addition, the Chairperson shall collaborate with the Secretary/Treasurer for the purchase of appropriate awards, including longevity awards based on information provided by the Board Secretary/Treasurer. The committee shall coordinate the necessary voting procedures; and may, if deemed appropriate, make suggestions to the Executive Committee concerning admissions to the Hall of Fame. NOTE: A member of the awards committee cannot accept a nomination for an elected award.

5. **BANQUET/RAFFLE:** Periodically during the year, at the call of the Chairperson, meet to coordinate the following activities:

- a. Select a site and date (or confirm, if already determined)
- b. Meet with Banquet Manager at the site to discuss arrangements such as menu, prices seating, etc.
- c. Implement a program, including:
 1. Secure a toastmaster (optional)

2. Secure a guest speaker (optional)
3. Hire entertainment (optional)
- d. Solicit door prizes
- e. Type invitations and mail to Board Members and invited guests
- f. Design and print program
- g. Sell door prize tickets and pick winners
- h. Develop list of prizes for the raffle
- i. Print and distribute tickets
- j. Supervise ticket sales
- k. Collect money and ticket stubs
- l. Provide the means for a drawing at the banquet

6. CADET/PROVISIONAL MEMBER RATINGS: Periodically during the year, at the call of the Chairperson, will meet to coordinate the following activities:

- a. Design and distribute Cadet, Provisional Member rating forms
- b. Analyze forms submitted
- c. Report results and recommendations to the Cadet Supervisors.

7. CADET SUPERVISION: The Cadet Supervisors will prepare Cadets for the IAABO examination administered in November of each year, along with the Board Floor Examinations, by teaching rules, mechanics and signals in regular class sessions for eleven weeks prior to the date of the written exam.

8. COMMUNICATION: This committee is responsible for maintaining effective lines of communication with our membership, school districts we service, athletic directors, Shore Conference, NJSIAA and IAABO representatives. This includes the selection, use of, and providing support for the latest technological tools, resources and services, such as our website, electronic mail, applications and software.

9. CONSTITUTION: At least once a year, at the call of the Chairperson, will meet to review the constitution & by-laws (including the policies) of Shore District Board #194, IAABO, to determine whether or not any changes would be appropriate. Recommended changes shall be submitted by the Chairperson to the Board President for review by the Executive Committee prior to their presentation to the general membership.

10. ETHICS: This committee will review and investigate written complaints of Officials submitted by Athletic Directors, School Administrators, Executive Members and/or Members of Shore Board #194. A report will be submitted to the Executive Committee of these findings.

11. EXAMINATION: Proctor Cadet and regular Member examinations in accordance with IAABO and Board directions respectively.

12. MECHANICS: Prepare and present a 15-minute program for each regular meeting of the Board including such subjects as:

- a. Uniform, Pre-Game Conference and signals
- b. Common and Technical foul Procedures
- c. Foul Shot and Jump Ball Administration
- d. Game Management, Points of Emphasis & Rules Changes

13. MEMBERSHIP: This committee is responsible for collaborating with the Executive Board as part of maintaining effective lines of communication with all our members; this includes supporting our transfers, new provisional members, and our cadets. The recruitment of new officials, along with the retention and support of our current ones is of the utmost importance. In addition, this committee will periodically meet, at the call of the President, to review, analyze and document any Coach and School Administrator concerns about officiating and general game administration. Pertinent information should be provided to the Board President, the Mechanics Committee Chairperson and the Cadet Supervisors.

14. MENTORING: Educate, develop and provide support for all Provisional members. This is accomplished by appointment of a qualified veteran official to each provisional member.

15. NOMINATIONS: Prior to the 4th regularly scheduled meeting, at the call of the Chairperson, shall meet to develop a slate of officers and Executive Committee Members for presentation to the Executive Board & general membership. This committee shall consist of five members. NOTE: A Member of the nominating committee shall not run for an office during that season (April 1 – March 31).

16. WELFARE: Assist in obtaining information concerning ill or deceased Members and their families and pass this information to the Board Secretary/Treasurer. At the direction of the Secretary/Treasurer, purchase and deliver an appropriate token of the Board's concern to the Member or family.

