



## Judges' Selection Committee Charter

**Function:** the purpose of the Judges' Selection Committee is to identify and recommend judges for conformation, and sweepstakes for PVIWC's annual specialty show to the Board of Directors.

All candidates should be knowledgeable about Irish Wolfhounds, respected, likely to draw a good entry, able to manage judging classes of the size normally found at our show, and considered gentle with puppies. Wherever possible, objective measures will be used to determine how well a candidate meets these criteria (e.g., approved to judge by AKC, previous IW draws, judging assignments for other specialties, service in IW clubs, breeding/show history, articles and critiques authored, etc.), along with references from previous judging assignments.

Recommendations must clearly identify the criteria used by the Committee and the composite ranking of each candidate submitted to the Board. The recommendations must also include sufficient background and financial information to enable the Board to make an informed decision based on the Committee's report.

The Committee will keep on file a list of qualified backup judges who could be called upon in the event that the contracted judge is unable to perform his/her duties as scheduled.

The final selection of judges will be made as determined by the wishes of the Board.

The Committee is not responsible for negotiating contracts with the chosen judges.

**Membership:** the Committee consists of one Chair, one assistant Chair, and other members as desired.

- The Chair is appointed by the PVIWC Board of Directors, and serves until December 31 of the year appointed. All committee members are appointed by the Chair to serve until December 31.
- Members of this committee must have been actively involved in conformation for at least two years prior to appointment to the committee.
- The assistant Chair stands in for the Chair as needed, and must be copied on all official Committee correspondence so as to be fully informed at all times.

**Activities:** the Committee's primary responsibility is to gather information about judge candidates, analyze it, and make recommendations. All candidates should be able to win approval from the IWCA and the AKC, and those organizations' requirements and timeframes for approval must always be taken into consideration. Financial considerations are not taken into account by the Committee when making recommendations.

- The first step in information gathering is to determine what additional criteria are to be used to select candidates for the relevant show year. The Board may specify criteria at its discretion. Examples include: foreign judge, breeder/judge from another Sighthound breed, American breeder from a certain geographic region, etc. The Board is responsible for identifying any criteria to be used for candidate selection for the relevant year within one month after the Chair is appointed, or the criteria will be left to the discretion of the Committee
- The next step is to gather suggestions which meet the general criteria. Suggestions may come from within the Committee, within PVIWC, or external to PVIWC. All individuals making suggestions to the committee must include the following information for any candidate to be

considered by the Committee: name and contact information (preferably including email address), AKC approved breeds/classes, past and future IW judging assignments (especially specialties), other IW experience, brief summary of positive points which might draw a large number of entries, brief summary of negative points which might inhibit entries.

- Based on this information, the Chair compiles a list of all candidates and their background information. This is distributed to the Committee members to update and vote for inclusion based on their knowledge of the candidates, within a timeframe to be specified by the Chair, but no less than one week.
- The Chair then compiles a final, updated list of the candidates marked for inclusion by a majority of the Committee, after the timeframe for comments expires. The Chair also contacts the included candidates to ascertain availability and financial requirements (as appropriate).
- The final list (excluding candidates who are unavailable) is distributed back to the Committee members to rank each candidate, again within a specified timeframe. The Chair then distributes the individual and composite rankings to the Committee members, and prepares a report for the Board showing up to 5 candidates for each judging assignment in composite rank order, along with the required background and financial information.
- The Chair shall report to the Board on status and committee membership at Board meetings.

**Deadlines:** recommendations will be presented to the Board at PVIWC's October meeting or sooner for the specialty to be held in the target year, which is the 3<sup>rd</sup> calendar year following for conformation (e.g., by October 2003 the Board will have recommendations for the 2006 conformation judge for the specialty show), and the 2<sup>nd</sup> calendar year following for sweepstakes judges. Recommendations for more than one year can be made at one meeting. In the event that judges have not been recommended for years prior to the target year, the committee will be required to present candidates for all years up to and including the target year by the October meeting.

**Financial Responsibilities:** the committee will not generate any revenue.

Regular expenses include postage, phone calls, printing and copying. Committee members will keep the chair informed of all expenditures. The Chair is responsible for submitting an annual itemized accounting of expenses to the Board by the January meeting following the end of the Chair's term.

The Chair is responsible for contacting judging candidates on the final list to ascertain financial requirements involved in contracting with that candidate, to include fees, lodging, transportation, and any other expenses required by the candidate.

**Approval:** this Charter and any revisions or amendments must be approved by the Board before taking effect.