



CALL FOR NOMINATIONS

REGIONAL ADMINISTRATIVE COMMITTEE CHAIR

All nominees must be members of the Women's Program at least 21 years old and in good standing for a minimum of two (2) consecutive years immediately prior to the nomination. In addition, a nominee must meet the prerequisites in Article V of the [Operating Code](#) Section H found posted on the [USA Gymnastics Women's Program website](#). The positions are four (4) year terms 2023-2027. Term of office will begin July 1st, 2023.

Nominations are to be sent the National Administrative Committee Chair no later than the submission deadline of April 1st:

NACC - Jennifer Krause - jenshipman@yahoo.com

VOTING

Regional Administrative Committee Chairmen (RACC) shall be elected by a vote of the Women's Program membership within each Region.

Voting will be conducted online at www.usagym.org May 1 – 15, 2023.

Please see nomination forms below for each position.

ELECTIONS

Elections will be conducted online at www.usagym.org from May 1 – May 15. To ensure that their vote can be counted, each member should make sure of each of the following:

- That their address is current (specifically the State)
- That they know their personal User ID
- That they know their password
- That their membership, safety certification and background check must be fully processed and current.

If you have any questions regarding your voting privileges, please call the USA Gymnastics Member Services – 1-800-345-4719.

Prior to being placed on the ballot, all nominees must sign a document that verifies that they have read and understand the duties and responsibilities of the office for which they have been nominated and submit their resumes to the National Administrative Committee Chairman.



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REGIONAL ADMINISTRATIVE COMMITTEE CHAIRMAN (RACC)

Criteria for Nominations:

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

Duties and Responsibilities:

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). Necessary action will then be taken by the National Administrative Committee Chairman (NACC).
- I. Actively solicit members to the USA Gymnastics Women's Program.
- J. Request the Regional Development Program Committee Chairman (RDPPC) 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 Members.
- M. The e-mail address published in the *Women's Rules and Policies* Program Directory is required to be current and checked regularly. Failure to respond to communication within 14 days will result in notification to the National Administrative Committee Chairman. A letter advising the individual of their failure to comply will be sent. The individual will be given 14 days to respond to the letter. If no response is received, removal will be considered. See Article X – Removal.
- N. Send any materials published in the form of newsletters, etc., by the Regional Administrative Committee Chairman (RACC) to the Development Program Director and the NACC, NDPPC, and NTCC.



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- O. 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 Level 9 East/West and Level 10 National Championships
 - service and recognition awards for the region
- P. Determine the site and meet director for the Development Program Regional Championships, in conjunction with the Regional Technical Committee Chairman (RTCC) and the Regional Development Program Committee Chairman (RDPC). 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.
- Q. 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).
- R. Use the accounting office of USA Gymnastics to add to and access regional funds. Submit financial reports to the Chief Financial Officer or his designee as directed.
- S. Shall be accountable for all regional funds and publish each year the financial statement reflecting activity as of July 1 – June 30. Failure to comply with the following policies and procedures results in notification to the National Administrative Committee Chairman. Non-compliance may result in removal from office. See Article X – Removal.
- Credit card expenses must be reconciled with a check request monthly. A period of 90 consecutive days or 3 months of statements without reconciliation results in de-activation of the credit card until the expenses are brought up to date.
 - Financial accounts, including reporting on meets, recording deposits, and submitting credit card expenses must be in good standing for the Chairman to be eligible to run for election in the next term.
- T. Be directly responsible to the National Administrative Committee Chairman (NACC).
- U. Provided that they have attended a current TA Workshop, may serve as a Test Administrator for the certification of judges.
- V. Approves the lowering of any state qualifying scores.

I nominate: _____

Nominators name: _____ Nominators USAG #: _____