

CWSF Chief Judge Recruitment

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Contact:

National Judge-in-Chief or Executive Director

1 Background

1.1 The key responsibilities of the CWSF Chief Judge Recruitment are recruitment, training of judges and logistics for the CWSF in their community. The judging experience and process is central to a science fair. It shapes the students' perception of the entire event, their further interest in project-based science, and the distribution of approximately one million dollars in awards and medals.

1.2 This document describes the qualifications of a typical Chief Judge Recruitment, specifies the required extent of commitment to this role, outlines the advanced planning and preparation to be undertaken, and identifies the tasks to be accomplished.

2 CWSF Chief Judge Recruitment Appointment Process

2.1 The Host Organization, in consultation with the National Judge in Chief and the Deputy National Judge in Chief, will nominate candidates for the role of CWSF Chief Judge.

2.2 The nominations for the CWSF Chief Judge Recruitment position will be reviewed by the National Judging Committee (NJC) who will make a recommendation. If the NJC deems that none of the nominees are suitable for the Chief Judge Recruitment position, it will direct the National Judge in Chief to ask the Host Organization to identify one or more additional nominees.

2.3 The appointment of the CWSF Chief Judge Recruitment will subsequently be confirmed by the National Judging Committee.

2.4 The appointment process will take place following acceptance of the Host City application and during the period in which the site qualification evaluation takes place. A CWSF Chief Judge Recruitment must be approved prior to signing of the Memorandum of Understanding. There may be exceptional circumstances under which the appointment process would take place after the signing, but such a situation is expected to be a rare occurrence.

3 CWSF Chief Judge Recruitment Qualifications

3.1 The qualifications of the CWSF Chief Judge will include many of the following attributes:

1. A PhD or equivalent.
2. An appointment as a faculty member at a local University or College.
3. Significant experience as a science fair judge at the school and regional levels, including a term as the Chief Judge at the Regional Science Fair.
4. Significant experience teaching and evaluating students in a formal setting.
5. A large and demonstrable network of contacts with potential judges in the local science community.
6. Demonstrable access to at least 75 bilingual judges.
7. A superior set of organizational skills, demonstrated by activities in both the professional and volunteer arenas that illustrate the ability to relate well to people, and to lead and inspire them.
8. Some knowledge of Youth Science Canada judging rules and processes.

4 CWSF Chief Judge Recruitment Commitment

4.1 Attend and participate in the judging activities at each CWSF from the date of appointment to the successful conclusion of his/her CWSF. It is preferable to spend the full 7 days at each CWSF. If this is not possible, the minimum time requirement is two days prior to judging day to the end of the debriefing meeting of the CWSF Judging Advisory Panel (CJAP). While in attendance, the future Chief Judge Recruitment is expected to:

- facilitate the preparation of materials for the judges
- attend and participate in the judges' orientation session(s),
- serve as a judge (preferably as a team captain),
- attend the CJAP planning and debriefing meetings,

4.2 Willingness to join and participate in the ongoing activities of the CWSF Judging Advisory Panel.

4.3 Willingness to acquire superior knowledge of Youth Science Canada judging rules and processes.

4.4 The ability and availability to devote many hours in the years and months leading up to the fair, and the ability to get full release time for the month prior to his/her CWSF.

4.5 An appreciation that the CWSF is far more complex than a Regional Science Fair.

5 CWSF Chief Judge Recruitment Job Description

5.1 Recruit approximately 350 judges. At least 75 must be able to judge in both English and French.

5.2 Train and develop the host committee judging team, including:

1. One or more Deputy CWSF Chief Judge(s) Recruitment.
2. Registrar of Judges:
 - handles initial input of judges into online registration system
 - maintains tracking of referrals and email communications with potential and recruited judges
 - processes judge cancellations
 - coordinates overnight accommodations for out of town judges with the Host Organization accommodations chair
 - organizes on site judge registration
3. Organizes an IT support individual to be on call from Saturday ? Tuesday of the CWSF, in liaison with YSC.
4. Ensure development of the Judging Committee members via:
 - Regular meetings
 - Distribution of information
 - Training sessions
 - Arranging for participation as judges in prior CWSFs as funding permits

5.3 Become totally sufficiently familiar with the software used to run the judging process, so that all registration reports can be created.

5.4 Actively participate in ongoing Host Organization meetings and maintain close links in all overlapping areas, including facilities, computer/IT support, hospitality & catering, and communications.

5.5 Become familiar with the training materials developed by the Youth Science Canada National Judging Committee.

5.6 Become familiar with all Ethics rules and procedures relating to safety, use of animals and human subjects, academic integrity, etc.

5.7 Coordinate the Judges Appreciation Reception, to be held at the end of judging day.

6 Youth Science Canada will Provide

6.1 Staff who will arrive a few days before the CWSF and set up the Judging Office.

6.2 Software that is used to assign judges and Team Captains based on their expertise and previous experience.

6.3 Mentoring for the CWSF Chief Judge Recruitment from the time of the initial appointment until the end of his/her CWSF.

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