

## **The Roles and Responsibilities of the iGEM Judging Corps Committee (JCC) 2021**

### **Roles of the Judging Corps Committee.**

The iGEM Judging Corps Committee is charged with recruiting, training and maintaining the judging cohort and community year on year. This includes recruiting and evaluating judge applicants, educating and training judges in preparation for the Giant Jamboree, evaluating judging feedback to help improve the judging experience and maintaining a judging community that carries on year after year. The main responsibility of the committee is to ensure a “Happy 😊” judging community that wants to participate in the judging process year on year !

### **Relationship with iGEM HQ and other iGEM committees**

The members of the JCC work very closely with iGEM HQ throughout the year and coordinate their efforts primarily through the Director of the Competition (Traci Haddock-Angelli). The members also work closely with the Executive Judging Committee (EJC) in the build up to the Jamboree to address issues pertaining to the Judges. As with all iGEM Committees, the decisions made by the JCC are subject to final approval by the President of iGEM (Randy Rettberg).

### **Responsibilities of the JCC**

The JCC works on the iGEM judging cohort throughout the year. This work is done in four major stages:

1. Recruiting judges for the Jamboree
  2. Training judges for judging at the Jamboree
  3. Evaluating judging processes and experience after the Jamboree
  4. Development of projects to increase judge satisfaction and provide a year on year judging community
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- 1. Recruiting judges for the Jamboree (This will usually involve analysis of judge applications)**
    - Work with iGEM HQ to review and evaluate judging applications
    - Update application as needed
    - Identify key representation, skill or other gaps in our Judging Corps
    - Strategize to fill those gaps
  
  - 2. Training judges for judging at the Jamboree (This will involve planning meetings as a group and then online delivery of training materials)**
    - Identify key areas for judging training
    - Develop appropriate materials, whether text or video, to aide judging training

- Deliver online judge training
  - Training may involve producing asynchronous or self-study materials and/or developing synchronous or live trainings
- 3. Evaluating judging process and experience after the Jamboree (This will involve evaluating judge feedback forms and online discussions with the rest of the committee )**
- Review and update the Judge Survey to be sent out following the Jamboree
  - Review responses to the judging survey to identify areas of improvement to the judging experience
- 4. Developing a Judging community that is active and engaging outside of the Jamboree (This will involve planning meetings as a group and working independently and as a group to develop and deliver special projects)**
- Identification of areas of improvement to the judging experience
  - Design of projects to improve these areas
  - Implementation of these projects

**The JCC Committee will also be expected to participate during the jamboree by**

- Maintaining a presence in the Jamboree space to communicate with Judges
- Providing training materials and guidance
- Providing daily briefings and updates to the Judging Corps
- Fielding questions on all judging matters via official iGEM platforms
- Resolving judging issues in real time
- Liaising between the Judging Corps and HQ during the Jamboree
- Assisting the EJC, RCC and HQ upon request