

# The Roles and Responsibilities of the iGEM Judging Program Committee (JPC)

## Roles of the Judging Program Committee

The iGEM Judging Program Committee is charged with running, updating, maintaining, and managing the judging program within the iGEM Competition. This includes: setting medal and award criteria, evaluating and refining rubric language, and writing and revising content for both judges and teams. Membership in the JPC will likely require stepping back from normal judging activities.

### *Relationship with iGEM HQ*

The members of the JPC work very closely with iGEM HQ throughout the year and coordinate their efforts primarily through the Director of the Competition (Traci Haddock-Angelli), Director of the Registry (Vinoos Selvarajah), and the Director of Judging (Peter Carr). As with all iGEM Committees, the decisions made by the JPC are subject to final approval by the President of iGEM (Randy Rettberg).

## Responsibilities of the JPC

The JPC works on the iGEM judging program throughout the year. This work is done in three major stages:

1. Preparing the judging program for the Jamboree
2. Running the judging program at the Jamboree
3. Evaluating the judging program after the Jamboree

### **1. Preparing for the Jamboree (typically involves two trips to iGEM HQ prior to the Jamboree, generally in March and August):**

- Offer advice/knowledge/wisdom regarding potential improvements in judging
- Help with editing/updating rubric and other judging-related media
- Work with iGEM HQ to define and revise medal criteria
- Promote judging in iGEM (do this at Jamboree, too)
- Recommend and help recruit new members to the JPC
- Help the JCC organize & run pre-Jamboree judging information communications (e.g., calls, mini FAQ, Slack, emails, training)
- Review and recommend updates to current year Judging Hub website
- Participate in conference calls as necessary between meetings to finalize decisions and meet agreed-upon deadlines for judging materials
- Answering questions from teams and judges throughout the iGEM season

### **2. At the Jamboree (attendance at Jamboree required):**

- Organize and help run all judging meetings at the Jamboree (details to be confirmed before Jamboree)

- Staff the JPC table and help answer judging questions in-person and on-Slack (or other)
- Make critical communications with judges about updates and clarifications
- Take on judging assignments to fill last-minute vacancies
- Decide on the winners of Judges' Prizes
- Ratify votes for medals, awards, and finalists
- Participate in awards ceremony
- Coordinate with other relevant parties (e.g., Responsible Conduct Committee (RCC), Judging Corps Committee (JCC), technology team, etc.) regarding decisions that impact judging

**3. Evaluating and Debriefing after the Jamboree (typically one trip to HQ or long meeting after the Jamboree, generally in December):**

- Meet with HQ after each Jamboree to debrief and plan for next year
- Review feedback from current year's judges and/or teams
- Discuss major changes and goals for the upcoming year
- Coordinate with relevant committees to obtain their input for the work they do as it relates to judging