

# **UNITED STATES OF AMERICA TRADITIONAL KODOKAN JUDO (USA-TKJ)**

**BOARD OF DIRECTORS MANUAL  
As of January 15, 2005**



**Officers:**

President, Bruce R. Bethers  
Vice-President, Patrick M. Hickey  
General Secretary, Ernest G. McPeck, J.D.  
Treasurer, John F. Chatwood

**National Office:**

3816 Bellingham Drive  
Reno, Nevada 89511 USA  
Website: [www.usatkj.org](http://www.usatkj.org)

## ***USA Traditional Kodokan Judo Board Manual***

**The USA National Judo Organization of the World Judo Federation (WJF)**

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# USA TRADITIONAL KODOKAN JUDO BOARD MANUAL

## BOARD MANUAL

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## INTRODUCTION

In order for **USA Traditional Kodokan Judo (USA-TKJ)** to be a Dynamic, Vital, and Effective Force in the Kodokan Judo Community, persons with commitment and dedication are needed to serve as volunteers on its National Board of Directors and Committees. They must be informed about the USA-TKJ. They must help to establish challenging and attainable directions, imaginative strategies, and overall policies which will effectively guide the Federation's work. They must develop a productive partnership with the Board of Directors which will enhance the character, growth, and influence of the USA-TKJ. This interpretive booklet is designed as an orientation for new National Directors/Board Members and a reference for current National Directors/Board Members on the roles and functions of the USA-TKJ. It also gives a brief overview of the annual planning process.

## A WORKING PARTNERSHIP

The special contributions of both the National Directors/Board Members and the Federation's Members are essential ingredients to make a "Working Partnership" of the USA-TKJ Leadership Team.

### **NATL. DIRS / BD. MEMBERS BRING:**

1. Special abilities, skills, & insights which are needed by USA-TKJ
2. Legal foundation of USA-TKJ, knowledge, continuity, & identification of needs & interests of people in the martial arts community & the general public
3. Awareness of potential financial support from the amateur sports and/or corporate community based on interests and concerns.
4. Credibility & confidence to the USA-TKJ & its work in the martial arts community

### **REGIONAL LEADERS & MEMBERS BRING:**

1. Knowledge of traditions & ideals of Traditional Kodokan Judo
2. Technical skill in Traditional Kodokan Judo.
3. Ability to discern interest and needs of Judoka & knowledge of resources which can increase the scope of services to meet the needs.
4. Awareness of current & future changes in Judo, ability to make decisions which are responsive to these conditions.

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A “Working Partnership” of the USA-TKJ National Directors / Board Members and its Members will thrive on open & honest communications, a shared sense of responsibility, and a climate of mutual support.

## **ORGANIZATION GOALS**

The Programs of the **USA Traditional Kodokan Judo (USA-TKJ)** are based on the following statement of purpose:

As stated by the Articles of Incorporation of the **USA-TKJ**:

**The Mission of the USA Traditional Kodokan Judo (USA-TKJ) is to unify American Judoka with a Foundation of Mutual Respect and Mutual Benefit for All and to provide services / guidance to foster Technical Excellence, Fellowship and Human Character Development. As the USA National Governing Body for Judo with the World Judo Federation (WJF), USA-TKJ selects, prepares and sends the Official USA TEAMS to Continental, International & World Level Competitions.**

Objectives developed to achieve this purpose, helping its members to:

Develop the various styles and systems of Judo into a unit working together for a common goal.

Develop self-confidence and self-respect and an appreciation of their worth as individuals.

Grow as responsible members within their respective Judo School/Club(s) and be positive citizens within their communities.

Appreciate that health of mind and body is a sacred gift and that physical fitness and mental well-being are conditions to be achieved and maintained.

Recognize the worth of all persons, and work for interracial and inter-group understanding through Judo.

Develop a sense of world-mindedness, and work for world-wide understanding through Judo.

Develop their capacities for leadership and help them to use this responsibility in their own Judo School/Club(s) and in community life.

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## **PROGRAM GOALS**

IN GIVING EFFECT TO THE PURPOSE AND GOALS OF THE FEDERATION, THE USA-TKJ CHOOSES TO, AND WILL:

- 1. EXCELLENCE IN TRADITIONAL KODOKAN JUDO**

Demonstrate its commitment to the further technical development of Judo & Service to its Members through its National Directors / Board Members, Volunteers, Staff, Programs and Activities.
  
- 2. INTERNATIONAL UNDERSTANDING & UNITY IN TRADITIONAL KODOKAN JUDO**

Join with others locally, nationally & around the world to recognize the unique qualities of all Judoka and provide the fairest (politics free) promotion system in American Judo.
  
- 3. BUILDING CHARACTER & INTERPERSONAL RELATIONSHIPS**

Provide programs and activities that build a sense of personal self-worth, strengthen family and develop an appreciation of interpersonal relationships through the study & participation in Judo.
  
- 4. PHYSICAL AND MENTAL WELL BEING**

Provide motivation and opportunity for achievement of physical and mental well being through Judo programs of recreation, skill training, self-defense, conditioning and competition activities.
  
- 5. HUMAN RESOURCES**

Recruit & develop both volunteer and paid personnel to assure growth and

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productivity in the achievement of USA-TKJ's program goals.

**6. PLANNING AND FINANCIAL RESOURCES**

Institute and maintain a corporate planning and financial development process for the achievement of USA-TKJ's program goals.

## **CORE PROGRAMS**

***PROVIDING:***

1. Technical, Philosophical and Leadership Development in Judo.
2. A National and International Network of Judoka.
3. National & International Judo Rank Certification for the USA-TKJ Membership.
4. Written US Judo Rank Requirements available to all USA-TKJ Members.
5. A "Fair" Promotion System for all US Judoka.
6. High Quality Training Materials (including Posters, Videos & Books) in Judo.
7. Internationally Standardized Competition Rules for both "Shiai" and "Kata" Competition.
8. National & International Referee Training and Certification.

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9. The Finest Website for all Judoka.
10. Instructor / Examiner Certification.
11. Coaching Training and Certification.
12. The development of the USA National Judo Institute and National Judo Training Centers for expert training in both Traditional and Competitive Judo.
13. Local, Regional, National and International Competition Programs and Events for all members of USA-TKJ.
14. International Exchange Programs and Services with other National Judo Organizations of the WJF.

## **DIVIDING THE WORK**

Policies are principles, selected from available alternatives, which provide a course of action. They are stated broadly enough to encompass the full range of anticipated actions and narrowly enough to provide definite guidance. They are guides to the National Directors / Board Members who set specific rules and regulations to provide direction in the development of American Judo and the USA-TKJ.

THE DISTINCTION BETWEEN THE FUNCTIONS OF THE NATIONAL DIRECTORS / BOARD MEMBERS AND THE REGIONAL LEADERS IS:

**POLICY DETERMINATION** – is the responsibility of the NATIONAL DIRECTORS / BOARD MEMBERS as defined in the By-Laws of the USA Traditional Kodokan Judo. This responsibility is derived from their legal status and their relationship to both the martial arts community and the general public. Their action establishes policy.

**POLICY FORMULATION** – is the task of “BOTH” the NATIONAL DIRECTORS / BOARD MEMBERS and the REGIONAL LEADERS. In this they cooperate, each bringing their special insights, experience, and skills to bear on the concerns or opportunities involved.

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POLICY EXECUTION – is the responsibility of the OFFICERS and the REGIONAL LEADERS in the USA-TKJ Regional Judo Organizations. Once policies are established, it is the task of the Regional Judo Leaders to see that the policies are carried out. USA-TKJ Members may participate in this, but the Regional Leaders are ultimately responsible to see that policies are placed into action, regardless of who engages in the tasks involved.

## **RESPONSIBILITIES OF THE NATIONAL DIRECTORS / BOARD MEMBERS**

- I. TO PERFORM ITS LEGAL RESPONSIBILITY as set forth in the Articles of Incorporation and Bylaws including those statutory requirements of federal and state governments relating to tax exempt, non-profit organizations; and to provide appropriate resolutions for all contracts, bank signatures, membership in Governing Bodies for Amateur Sports, and all other agreements normally associated with a corporate body.
- II. TO FORMULATE PLANS AND DIRECTIONS FOR THE FEDERATION AND ADOPT POLICIES AND OPERATING PROCEDURES, including, but not restricted to, personnel policy, salary administration, program, budget policy, membership policy, international relations and such other policies normally required as a corporate body.
- III. TO SELECT OR EMPLOY A CHIEF EXECUTIVE OFFICER and authorize the employment of additional staff necessary to carry out the purposes and programs of USA-TKJ.
- IV. ANNUALLY TO ADOPT AND CONTROL AN OPERATING BUDGET AND A FINANCIAL PLAN, AND TO PROVIDE AN ANNUAL INDEPENDENT AUDIT of the USA-TKJ's financial operations.
- V. TO PROTECT THE ASSETS OF USA-TKJ, including the investment of endowment funds, the safe keeping of all legal documents and provision for adequate insurance coverage.
- VI. TO PROVIDE FOR MAINTENANCE OF PROPERTY AND EQUIPMENT by provision for adequate funds in annual operating budgets and provision for repair and replacement reserves.

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- VII. TO APPROVE AND PROVIDE EFFECTIVE PROGRAMS AND SERVICES which fulfill the purpose and goals of USA-TKJ and meet the needs of the martial arts community and the general public served by the USA-TKJ.
  
- VIII. TO MAINTAIN GOOD PUBLIC RELATIONS by maintaining a continuous program of interpretation through an effectively managed and operated National Organization.

## **DETAILED AUTHORITY EXPLANATION FOR THE USA-TKJ NATIONAL DIRECTORS / BOARD MEMBERS**

### **I. PLANNING**

- a. Establishes the short and long range goals of USA-TKJ and annually reviews the achievement of these goals.
  
- b. Approves USA-TKJ's annual goals and objectives.
  
- c. Maintains all official relationships with other Governing Bodies within the martial arts community, such as the World Judo Federation, the North American Judo Federation, Panamerican Judo Union, the United States Olympic Committee (USOC), the Amateur Athletic Union (AAU) and other National Judo Federations, as well as other youth & adult serving organizations (i.e. YMCA of the USA, Boy Scouts of America, the United Way, etc.)
  
- d. Develops and adopts policies relative to financial and business practices of the Federation, including but not limited to budgeting, funding, purchasing, contracting, insurance, annual audits, and annual reports. Such policies shall be binding upon all elements of the Federation.

### **II. PERSONNEL**

- a. Selects or employs the Executive Director for the USA-TKJ. The Executive Director employs all USA-TKJ employees, either directly or by delegation.

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- b. Approves the salary administration program upon recommendation of the Executive Director, in conjunction with the personnel committee.

### **III. PROGRAM**

- a. Studies the needs of the members of USA-TKJ, identifies the significant Judo concerns & opportunities, and clarifies objectives which, where possible, lead to developing programs to satisfy these needs.
- b. Supervises USA-TKJ programs and services.
- c. Approves membership fees, program fees, insurance fees and marketing policies related thereto.

### **IV. PUBLIC RELATIONS**

- a. Makes official statements and interpretations of the USA-TKJ to the public.
- b. Keeps members and employees informed about the Federation's policies, future plans, and such other information which will help the public to be knowledgeable about the work of the Federation.

### **V. FINANCE**

- a. Provides a system of uniform accounting and internal control to be used by the USA-TKJ.
- b. Authorizes the borrowing of all funds.
- c. Authorizes the raising of and the allocation of both sustaining, endowment and capital funds.
- d. Approves operating budgets.

- e. Establishes accounts with banks and other financial institutions.
- f. Provides for an independent audit of the USA-TKJ's financial operations.
- g. Protects the assets of the Federation, including the investment and allocation of Endowment Funds, the safe keeping of all legal documents and provision for adequate insurance coverage.
- h. Formulates a financial development strategy and implements an active plan for generating necessary operational funds.
- i. Insures an adequate financial base to assist in underwriting the operation of the USA-TKJ.

## **VI. LEGAL**

- a. Holds mortgages, sells or otherwise disposes of all real and leasehold property.
- b. Has responsibility for all legal matters as identified in the Articles of Incorporation and By-Laws and the Laws of Nevada.
- c. Receives by gift, grants, devise, bequest, etc., real, leasehold, or personal property or money.
- d. Approves contracts outside the current operating budget and grants authority to sign such contracts.
- e. Fulfills all requirements necessary to continue status of a non-profit tax exempt charitable organization.
- f. Has authority to create and approve the formation of, committees, councils, foundations, institutes, training centers, task groups, clubs, or any other

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organization within or in connection with the USA-TKJ. Has authority to overrule any action at any time as well as reorganize or disband such organizations.

- g. Retains legal counsel to advise and represent USA-TKJ.

## **COMMISSION TO THE PRESIDENT**

1. To preside over the Board and give leadership to its smooth functioning as a working and policy making body.
2. Represent the Federation at all official national and international events & functions.
3. Provide personal leadership, technical guidance and supervision to all USA-TKJ Programs.
4. To familiarize himself/herself with the Constitution & By-Laws of the USA-TKJ. Ensure that the Statutes of the Constitution & By-Laws of USA-TKJ are properly enforced.
5. Appoint all standing committees of the Board of Directors. He/she shall sign all legal documents of the Federation as authorized by the Board of Directors.
6. To give leadership to the considerations of liability of the USA-TKJ, both legal and moral, to its members, its Board and the Martial Arts Community, with relation to:
  - a. Personal injuries
  - b. Instructor & Officials' liability
  - c. Fire, theft, property damage
  - d. Workmen's Compensation
7. To give leadership to financial and tax considerations as:
  - a. Adequate accounting procedures
  - b. Competent audits
  - c. Necessities for bonds on officials & staff
  - d. Income tax returns for non-profit corporations

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- e. Qualification of the Federation as a tax exempt organization, to which gifts can be made with tax exemption benefits to the donor
  - f. Sales tax of all re-sales
  - g. Requirement of filling all reports required by state or federal agencies.
8. To ensure that a successful “Working Partnership” between Directors and Members is accomplished and maintained.

## **COMMISSION TO THE VICE-PRESIDENT**

1. In the absence of the President, preside over the Board of Directors and give leadership to its smooth functioning as a working and policy making body.
2. To familiarize himself/herself with the Constitution, Articles of Incorporation and By-Laws of the USA-TKJ.
3. To serve as the Acting President during USA-TKJ related meetings or official duties in the absence or disability of the President of the USA-TKJ.
4. Perform assigned other Leadership Duties as assigned by the Federation’s President.

## **COMMISSION TO THE GENERAL SECRETARY**

1. Together with the President, the General Secretary will execute all legal papers, documents or instruments of the Federation as authorized by the Board of Directors.
2. To keep minutes of all meetings of the Board of Directors.
3. To distribute Board of Director Meeting Minutes and other pertinent USA-TKJ information to the Board of Directors.
4. To provide for the safekeeping of the Corporate Seal and affix to USA-TKJ documents as authorized by the Board of Directors.

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5. To provide for the safekeeping of all USA-TKJ documents and records.
6. To represent the USA-TKJ at formal and informal Judo related events as directed by the President.
7. Correspond with other WJF Officials, other National Organizations and various Judo (and related martial art groups) as needed on behalf of USA-TKJ.
8. Perform other USA-TKJ official tasks as assigned by the President.

## **COMMISSION TO THE TREASURER**

1. Serve as Chairman of the USA-TKJ Finance Committee.
2. To provide supervisory charge of the funds and securities of USA-TKJ and shall cause them to be deposited in depositories approved by the Board of Directors.
3. To see that accurate record is kept of the funds and make required reports to the Board of Directors.
4. To ensure that all checks upon bank accounts of the USA-TKJ shall be signed as directed by resolution of the Board of Directors.
5. Perform other USA-TKJ official tasks as assigned by the President.

## **NATIONAL BOARD OF DIRECTORS**

### ***“WHAT CAN A USA-TKJ MEMBER EXPECT FROM A NATIONAL DIRECTOR”***

1. He/She carries out policies and procedures of the Board of Directors and produces results.

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2. He/She will assist the Members in their individual or group development in his/her particular Judo School/Club(s).
3. He/She will ensure that the most up to date information on his/her particular Judo School/Club is made available to Members,
4. He/She works at public relations constantly.
5. He/She keeps Members informed – both on problems and accomplishments.
6. He/She should educate the Members as to what the USA-TKJ is trying to do.
7. He/She does his/her homework before meetings – facts, figures, and alternatives.
8. He/She will use Members' special skills when needed.
9. He/She doesn't waste the Members' time with unimportant details.
10. He/She lets the Member run the meeting if the member is the chairperson of the meeting.
11. He/She should give the Member the real financial facts without hiding anything relevant to the issue.
12. He/She makes wise use of his/her time to further the cause of the USA-TKJ.
13. He/She is constantly visible in the Martial Arts Community.
14. He/she is personally acquainted with the leadership structure of his/her Judo School/Club (s).
15. He/She must motivate Members on his/her ideas.

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16. He/she should fight for his/her beliefs, but should also respect the Members' beliefs.
17. He/She asks for help when he/she needs it.
18. He/She helps the Members to consider the "Big Picture" of the USA-TKJ.
19. He/She is not a "rubber stamp" of the USA-TKJ.
20. He/She does not gripe or complain publicly, but instead, deals with the appropriate individual (s) or group (s) to resolve specific problems or concerns.
21. He/She sets an example of good citizenship for others to follow.
22. He/She doesn't keep on the "old work horses", instead he/she keeps finding "new blood" to work on USA-TKJ issues and projects.
23. He/She keeps the USA-TKJ's President & Chairman of the National Board of Directors informed on all important issues and concerns.

## **COMMITTEE STRUCTURE**

All committees work under the direction of the Board of Directors and are responsible to the President. The USA-TKJ's Officers and Charter Life Members are ex-officio members of all committees.

A part of every committee member's responsibility is to actively participate as a worker in Annual Sustaining Membership or special campaigns to support the USA-TKJ. Fund Raising Campaigns help subsidize the operation of the USA-TKJ (i.e. insurance & other admin. expenses, as well as the USA-TKJ's Scholarship Program and Capital Projects).

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## **PROCEDURES:**

### **A. COMMITTEE MEMBERSHIP –**

1. Each committee chairperson will be selected and recruited by the nominating committee for a minimum of a two year term, unless relieved of their duty sooner by the President.
2. Each committee shall have a secretary to record minutes and serve as a back up to the chairperson. Minutes of all committee meetings will be provided to the President and the Executive Board.
3. Committee chairperson (in coordination with the President/Chairman of the Board) is responsible for the recruitment of a sufficient number of USA-TKJ members required to accomplish the committee goals.
4. Prospective committee members are to be approved by the President & the Executive Board.

### **B. ROLE OF A COMMITTEE –**

1. Committee goals are approved by the President & the Executive Committee.
2. Committee members are responsible to establish achievable goals and to accomplish these goals.
3. The President & the Executive Committee will assist each committee as needed to include:
  - a) Correspond or meet with committee chairperson in advance of meeting to set agenda.
  - b) Work with chairperson to set up specific plan.

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- c) Give guidance to project documentation and materials.
- d) Monitor committee's progress.
- e) Review with chairperson the reports and documentation to be submitted to the Board of Directors.

### **C. REPORTING TO THE BOARD OF DIRECTORS –**

1. Items required to submit to the Board of Directors:
  - a. Deviation (s) from established goals.
  - b. Policy recommendation(s).
2. Each committee shall have a liaison to the Board of Directors. (Normally, this will be the Committee Chairperson.)
3. Documentation should be submitted one week prior to a Board of Directors Meeting, for a Committee Report to be placed on the Board of Director's Agenda.
4. In event that special funds are required for a committee project, a written request must be submitted for approval to the Executive Board.

## **COMMISSION TO THE EXECUTIVE BOARD COMMITTEE**

The Executive Board Committee (or Executive Board) is composed of the officers and selected members of the Board of Directors. It shall be the duty of this Executive Board Committee to:

1. Provide day-to-day operations for the USA-TKJ between the meetings of the Board of Directors.
2. Assist, stimulate, define and critically review the work of all committees.

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3. Recruit and appoint committee chairpersons for all committees as approved by the Board of Directors.
4. Give leadership to the Federation for membership and funding campaigns.
5. Review and evaluate the monthly and year-to-date operating statements of the corporation.
6. To actively participate as a campaigner in the USA-TKJ Sustaining and Capital Fund Campaigns.

## **COMMISSION TO THE CENTRAL TECHNICAL COMMITTEE**

The Central Technical Committee will report to the Board of Directors. It shall be the duty of this Central Technical Committee to:

1. Provide technical guidance & administration for the National USA-TKJ Rank Standards.
2. Provide for Instructor (“Sensei” & “Shihan”) Development.
3. Provide technical guidance & administration for the USA-TKJ Instructor/Examiner Certification Program.
4. Provide the Board of Examiners for USA-TKJ High Dan Promotions.
5. Provide for the Judo Rank Oversight Sub-Committee.
6. Provide guidance for the Development of the USA-TKJ Competition Program.
7. Provide guidance to the Referee Licensing Program.
8. Provide guidance and assistance to academic research in the martial arts, to include coordination with other martial art organizations.

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9. Provide periodic progress reports to the Board of Directors
  
10. Actively participate as a campaigner in USA-TKJ Sustaining and Capital Fund Campaigns.

## **COMMISSION TO THE INTERNATIONAL AFFAIRS COMMITTEE**

The International Affairs Committee will report to the Board of Directors. It shall be the duty of this International Affairs Committee to:

1. Ensure USA-TKJ representation to World Judo Federation Meetings, Judo Congresses, Competitive, Training Events and other “key” events as required.
  
2. Coordinate International Travel for any USA-TKJ Teams or Delegations.
  
3. Provide “Event” and “After-Action” Reports after the completion all World Judo Federation and related events.
  
4. Actively participate as a campaigner in USA-TKJ Sustaining and Capital Fund Campaigns.

## **COMMISSION TO THE FINANCE COMMITTEE**

The Finance Committee will report to the Board of Directors. It shall be the duty of this Committee to:

1. Prepare and present a proposed annual budget to the Board of Directors.
  
2. Review monthly and year-to-date financial statements of the USA-TKJ and report to the Executive Board unusual differences in actual and budgeted income and expense figures.
  
3. Develop and review financial policies that affect the fiscal operation of the USA-TKJ and recommend changes as the Committee deems necessary.

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4. Report regularly to the Executive Board information that indicates change in membership trends, program cost and program participation.
5. Help in the preparation of cost studies, making recommendations in membership and program fee structure.
6. Assist in preparing material and presentations to Corporations, Foundations, & other agencies when applicable.
7. Authorize the establishment of local bank accounts for handling of USA-TKJ funds.
8. Review and recommend to the Board of Directors all proposals for facility construction, improvements, and/or extension of programs that involve financing not planned for in regular budgeting.
9. Actively participate as a campaigner in the USA-TKJ Membership, Sustaining and Capital Fund Campaigns.

NOTE: The Finance Committee may meet and work in conjunction with the Executive Board at appropriate times.

## **COMMISSION TO THE ENDOWMENT COMMITTEE**

The Financial Development Committee will report to the Board of Directors. It shall be the duty of this Committee to:

1. Direct the Endowment Development Program of the USA-TKJ.
2. Develop an Annual Endowment Plan by setting goals, acquainting friends with the opportunities of this program and selecting a consultant for the program if necessary.

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3. See that funds available from the Endowment Development Program are invested and derive maximum income to the USA-TKJ.
4. Recommend to the Board, when necessary, the employment of an investment company to handle all or part of the USA-TKJ's Endowment Development funds. The Endowment Committee would then supervise the investment company.
5. Make quarterly reports to the Board of Directors regarding the investment program of the Federation.
6. Actively participate as a campaigner in the USA-TKJ Membership, Sustaining, and Capital Fund Campaigns.

## **COMMISSION TO THE RISK MANAGEMENT COMMITTEE**

The Risk Management *or Insurance* Committee reports to the Executive Board. It shall be the duty of this Committee to:

1. Analyze, review options and make recommendations to the Executive Board the proper insurance protection for USA-TKJ and its members.
2. Recommend any changes of the insurance program to the renewal of policies to the Executive Board.
3. Review periodically the entire insurance program of the USA-TKJ, recommending agents and placement of insurance to the Executive Board.
4. Actively participate as a campaigner in the USA-TKJ Membership, Sustaining and Capital Fund Campaigns.

## **COMMISSION TO THE PERSONNEL COMMITTEE**

The Personnel Committee will report to the Board of Directors. It shall be the duty of this Committee to:

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1. Review, update and recommend annually to the Board of Directors a Personnel Policy for the USA-TKJ. This policy will be in harmony with the best personnel practices in related fields.
2. Work with the President/Chief Executive Officer in the enforcement of the Personnel Policy of USA-TKJ.
3. Review and recommend to the Board of Directors a Salary Administration Plan, in conjunction with the President/Chief Executive Officer. Ensure that the Salary Administration Plan follows, as a minimum, standard industry guidelines.
4. Assist the President/Chief Executive Officer in providing for a systematic plan as related to staff development.
5. Assure that all employees are fully informed in regard to the Personnel Policy.
6. Actively participate as a campaigner in the USA-TKJ Membership, Sustaining and Capital Fund Campaigns

## **COMMISSION TO THE AUDIT COMMITTEE**

The Audit Committee reports to the Executive Board. It shall be the duty of this Committee to:

1. The Audit Committee makes recommendations to the employment of a Certified Public Accountant to audit the books of USA-TKJ periodically, reviews the report of such audit, and refers to the Executive Board any recommendations deemed advisable.
2. NOTE: The Audit Committee responsibility may be included into the Finance Committee's jurisdiction when directed by the Board of Directors.
3. Actively participate as a campaigner in the USA-TKJ Membership, Sustaining and Capital Fund Campaigns.

## **COMMISSION TO THE FACILITY & EQUIPMENT COMMITTEE**

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The Facility & Equipment Committee reports to the Board of Directors. It shall be the duty of this Committee to:

1. Review and recommend new construction, repair, maintenance, &/or alterations of Federation Buildings, as well as purchase, utilization, transportation, storage & maintenance of USA-TKJ Equipment.
2. Consult with the Executive Board and Finance Committee regarding project or equipment acquisition for USA-TKJ.
3. Supervise and negotiate bids (or proposals) for new, repair or alteration of USA-TKJ Facilities.
4. Consult with the Building Superintendent in the development of an effective program of cleaning and maintenance of the Federation's facilities & equipment.
5. Review with the Finance Committee and the Executive Board on the maintenance and cleaning budget during annual budget preparation.
6. Actively participate as a campaigner in the USA-TKJ Membership, Sustaining and Capital Fund Campaigns.

## **COMMISSION TO THE CORPORATE PLANNING COMMITTEE**

The Corporate Planning Committee will report to the Board of Directors. It shall be the duty of this Committee to:

1. The corporate Planning Committee will report to the Board of Directors. It shall be the duty of this Committee to:
2. Meet with the President/Chief Executive Officer on an annual basis for the purpose of evaluating and reviewing the work of the USA-TKJ during the preceding program year.
3. Develop, review and recommend an annual calendar of major Federation events.

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4. Actively participate as a campaigner in the USA-TKJ Membership, Sustaining and Capital Fund Campaigns.

## **COMMISSION TO THE MEMBERSHIP COMMITTEE**

The Membership Committee reports to the Board of Directors. It shall be the duty of this Committee to:

1. Assist and guide volunteers & staff to plan, evaluate, market and recommend procedures relating to the area of USA-TKJ Membership Campaigns.
2. Develop an ongoing public relations plan related to USA-TKJ Membership.
3. Be responsible to plan and organize annual Membership Campaigns.
4. Be responsible to collect data and submit a periodic committee report to the Board of Directors.
5. Actively participate as a campaigner in the USA-TKJ Membership Sustaining and Capital fund Campaigns.

## **COMMISSION TO THE PUBLIC RELATIONS COMMITTEE**

The Public Relations Committee reports to the Board of Directors. It shall be the duty of this Committee to:

1. Develop and recommend the USA-TKJ's general marketing plan. To assist in the publishing and distribution of information through the USA-TKJ's Official Website and other media.
2. Assist in the coordination of printing and distributing promotional materials to specific individual or groups.
3. Coordinate human interest or achievement news releases for publication with local & national newspapers (& other media).

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4. Contact and make public relations presentations to service clubs, educational institutions and other groups as approved by the Board of Directors.
5. Actively participate as a campaigner in the USA-TKJ Membership, Sustaining and Capital Fund Campaigns.

## **COMMISSION TO THE SPECIAL EVENTS COMMITTEE**

The Special Events Committee reports to the Board of Directors. It shall be the duty of this Committee to:

1. Analyze, review, develop special event budgets & make recommendations of special events to the Board of Directors.
2. Upon approval by the Board of Directors – plan, organize & conduct USA-TKJ Special Events with the Officers/Regional Leaders and staff assistance.
3. Plan, coordinate & implement the USA-TKJ Volunteer and Leadership Recognition Program.
4. Assist staff in the planning, marketing & coordination of USA-TKJ “Sign-Up Days” or Special Events.
5. Be responsible for any special Events (i.e. Dedications, National Training Center “Open Houses”, Athlete Recognition, Awards Ceremonies, Special Rank Promotions, etc.).
6. Submit a periodic committee report to the Board of Directors.
7. Actively participate as a campaigner in the USA-TKJ Membership, Sustaining and Capital Fund Campaigns.

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## **COMMISSION TO THE NOMINATING COMMITTEE**

The Nominating Committee will report to the Board of Directors. It shall be the duty of this Committee to:

1. Nominate persons for the Board of Directors and USA-TKJ Committees as defined by the By-laws of the USA-TKJ.
2. Develop and implement a program that will appraise, select, recruit, train and assimilate volunteer leaders for the Board and Committees of the USA-TKJ.
3. Develop, maintain and implement a program of both annual recognition as well as special recognition for Leadership Service &/or Achievement in the USA-TKJ.
4. Actively participate as a campaigner in the USA-TKJ Membership, Sustaining and Capital Fund Campaigns.

## **COMMISSION TO THE ADVISORY COUNCIL**

The Advisory Council does not report to the Board of Directors. Instead, the Advisory Council provides advice, experience &/or council to the Board of Directors, National Officers, National Directors, Staff and Committees of the USA-TKJ. It shall be the duty of this Council to:

1. Bring together representatives and interested persons –
  - a. Who appreciate the importance of training youth & adults in Judo to take part constructively as citizens in a society based upon the American traditions of democracy, physical & mental well being, responsibility & personal initiative;
  - b. Who desire to give young people & adults the chance to merit success through their own character, skills, knowledge and leadership;
  - c. Who see the USA Traditional Kodokan Judo as an agency of great potential effectiveness in this essential work with youth, adults and families.

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2. Interpret the USA-TKJ and enhance its prestige in circles which exert strong and constructive influence in our Communities across the USA and around the world.
3. Counsel the Officers, National Directors & Staff of the USA-TKJ regarding effective development in the work of the USA-TKJ.
4. Foster and advance generally the service of the USA-TKJ to the youth, adult and families of the community.

NOTE: The members of the Advisory Council will receive minutes of the Board of Directors and be:

1. Notified and invited to Board Meetings.
2. Listed on all official Rosters.
3. Recognized at periodic meetings.
4. Invited to a special meeting at least once a year called by the President.
5. Contacted from time to time to give advice, counsel and support to the USA-TKJ programs.

# USA TRADITIONAL KODOKAN JUDO

- NATIONAL DIRECTOR / BOARD MEMBER -

## JOB DESCRIPTION

**National Director / Board Member** \_\_\_\_\_  
(Printed or Typed Name)

### USA-TKJ's MISSION:

The Mission of the USA Traditional Kodokan Judo (USA-TKJ) is to unify American Judoka with a Foundation of Mutual Respect and Mutual Benefit for all and to provide services / guidance to foster Technical Excellence, Fellowship and Human Character Development. As the USA National Governing Body for Judo with the World Judo Federation (WJF), USA-TKJ selects, prepares and sends the Official USA TEAMS to Continental, International & World Level Competitions.

### BASIC FUNCTION:

To identify and prioritize the Developmental Needs which the USA-TKJ is best able to meet and help provide the Leadership & Funding for the resulting programs.

### RESPONSIBILITIES:

1. Be a Current & Sustaining Member of the USA-TKJ.
2. Invest in the USA-TKJ financially through a sustaining membership, and participate actively in recruiting new members & obtaining sustaining contributions from other USA-TKJ Members or interested persons. (Also participate in Capital Fund Campaigns.)
3. Attend at least 80% percent of the meetings of the Board of Directors as scheduled by the USA-TKJ.
4. Be an active member of one or more committees.
5. Constantly familiarize yourself with the program activities and operations of the USA-TKJ.
6. Interpret the USA-TKJ to others in the martial art community & general public.
7. Participate in the development of short and long range plans.
8. Make recommendations as to annual budget issues.

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9. Support and participate in those activities of the USA-TKJ which are appropriate (i.e. periodic meetings, training seminars, competitive &/or other special events, etc.)
10. Maintain positive & constructive communications with the President and other Federation Officers.

I have read the above Job Description for a USA-TKJ National Director & will fulfill my responsibilities to the best of my ability.

I agree to serve as a National Director / Board Member through \_\_\_\_\_

\_\_\_\_\_  
**(Board Member's Signature)**