



Board Position Responsibilities

President represents IOJT in all official matters and serves as chair for all meetings of the General Assembly, Board of Executives and Board of Governors. The President provides general supervision of IOJT affairs and activities. The President advances the mission of the IOJT through attendance at meetings, recommends creation of committees and oversees the IOJT membership application process. Reimbursement of the President's travel expenses subject to availability of funds. The President contributes a minimum of 240 hours per year to support the business of IOJT.

Secretary-General is responsible for arranging the IOJT Conferences including coordination with host committees, reviewing proposed presentations, developing Conference budgets and arranging for Conference events. The Secretary-General is responsible for maintaining all official records, minutes and legal documents of IOJT including the website and on-line platforms, membership directory, library, quarterly newsletter, and articles. The Secretary General also provides administrative services to the IOJT Board and Officers. The Secretary General contributes a minimum of 480 hours per year for support to the IOJT and an additional 480 hours of administrative staff support are provided by the Secretary-General's IOJT Member Institute.

Deputy Secretary-General assists the President and Secretary-General in planning the scientific program for the IOJT Conferences and may be asked to assist in generating minutes and records of IOJT official activities. The Deputy Secretary-General leads the Nominations Committee and oversees the IOJT election/appointment process. In addition, the Deputy Secretary-General may serve as chair to IOJT Standing Committees. The Deputy Secretary-General contributes at a minimum of 150 hours per year to support the IOJT.

Treasurer keeps all accounts subject to audit and is responsible for the financial activities of IOJT including depositing all moneys in banks as designated by the Board of Executives. The Treasurer is responsible for producing necessary financial documents, including filing all necessary tax and non-profit reporting forms. The treasurer also submits quarterly reports and represents IOJT with financial institutions. The Treasurer contributes at a minimum of 150 hours per year to IOJT.

Regional Deputy Presidents are responsible for communicating the policies and information to members in their regions. They assist the Secretary-General in maintaining current member contact information including direct and electronic contact of member institutes. Deputy Presidents serve on the Board of Governors and assist the Board of Executives in achieving the purposes and mission of IOJT. Regional Deputy Presidents contribute at a minimum of 60 hours per year to IOJT.

At Large Deputy Presidents serve on the Board of Governors and assist the Board of Executives in achieving the purposes and mission of IOJT. Upon request, they assist the Regional Deputy Presidents in performing their responsibilities. They also may chair special committees at the request of the IOJT President. At Large Deputy Presidents contribute at a minimum of 30 hours per year to IOJT.

At Large Board of Governors serves as general advisors to the Board of Executives. Members of the Board of Governors provide advice and comment to the Board of Executives regarding policies and procedures necessary to support the mission of IOJT. Requires general knowledge and experience in providing judicial education. At Large Board of Governors contribute at a minimum of 30 hours per year to IOJT.

The IOJT Board of Executives meet once during the year between IOJT conferences. The Board of Executives and Board of Governors meet prior to the IOJT conference. Subject to availability, financial assistance is given to Board members to attend these meetings and conferences. IOJT officials otherwise cover their own expenses.