

The Arabian Horse Association is seeking a Full-Time Judges and Stewards Commissioner. If you feel that your skills align with the job description below please submit your resume and cover letter to our Human Resource Manager, Cristina Miranda, at [cristina.miranda@arabianhorses.org](mailto:cristina.miranda@arabianhorses.org). Job Posting will be removed once position is filled.

Compensation: Annual Salary of \$60,000 - \$80,000

Status: Exempt from Overtime

Benefits: Health and Vision Insurance, Dental Insurance, Life Insurance, 401(k), Vacation, Sick Time, Paid Holidays

#### **PURPOSE OF ROLE:**

The Judges and Stewards Commissioner is a member of the Judges and Stewards department. The commissioner is responsible for evaluating the ongoing performance of Judges and Stewards to maintain standards of the Arabian Horse Association (AHA). The Judges and Stewards Commissioner will determine if individual Judges are adjudicating to class standards with impartiality and professionalism incorporating a process to require more education of, or change the status of, Judges/Stewards that fail to meet the standards of such a program.

#### **PRIMARY RESPONSIBILITIES:**

- Responsible for the establishment of the programs related to Judges and Stewards with input and assistance from the Judges and Stewards Committees and Commissions.
- Supervises, coordinate, and/or implement resolutions and the programs of the commissioner's Review Panel, Education/Evaluation Commission (EEC), the Judges and Stewards Selection Committee, and Judges & Stewards Steering Committee, Board of Directors, and the Convention.
- Maintain records relating to the conduct of the duties of the commissioner's office
- Responsible for maintaining and improving a program that will evaluate the ongoing performance of Judges and Stewards.
- Receives, acts, and acknowledges all complaints relating to Judges and Stewards conduct
- Responsible for the investigation of alleged misconduct relating to Judges and Stewards
- Reports results of any investigation at any AHA approved competitions to the Commissioner's Review Panel
- Responsible for filing charges with the United States Equestrian Federation, The Canadian Equestrian Federation, or the AHA Ethical Practice Review Board (EPRB), or arbitration
- Responsible for withdrawal (dropping) of Commissioner filed charges when deemed appropriate by the Commissioner with Commissioner's Review Panel approval.
- To oversee the system for approving officials and assigning the officials to the specific Level of Competitions.
- To employ, within budgetary constraints, adequate staff to meet the responsibilities of the office.
- To comply with financial and budgetary requirements and policies as set forth by the AHA Board of Directors.
- Works with the Executive Director, AHA staff, Executive Committee, and Regional Directors of AHA.
- Consults with the appropriate committees, commissions, Panels, and AHA Executive Director as he/she deems appropriate for the purpose of obtaining advice and information relating to matters which are the responsibility of the office of the Commissioner.
- Works closely with AHA's Competition Department reviewing Show Reports when related to officiating complaints.
- To interface with USEF and the Canadian Equestrian Federation (CEF) in all aspects required to carry out his duties as the Commissioner.
- Avoids any conduct or involvement which might result in impaired public confidence in the honest and orderly conduct of the Commissioner or the integrity of AHA approved competitions.
- Attends AHA shows and communicate and observe Judges and Stewards

#### **DECISION MAKING AUTHORITY:**

- Responsible for Judges & Stewards Division operation and decisions specific to AHA within the scope of the Judges & Stewards staff functions.
- Responsible for providing information and supporting services to the Judges and Stewards Committees and Commissions
- Responsible for anticipating and managing items that affect the financial performance of the Judges & Stewards Department within the approved plans and budgets
- Determines if Judges and Stewards are performing at appropriate levels and if improvement is necessary by applying the standards set out by the class specifications, written rules, and published standards of behavior established by Resolution, the EEC, and the Commissioner's office
- Determines appropriate action to be taken following a Judges or Stewards performance in the field.
- Engages legal or other assistance on a temporary basis to aid in misconduct investigations
- To take immediate action in any matter which can result in immediate and irreparable harm to the public or exhibitor's confidence in the conduct of the Judges or Stewards of an AHA approved competition.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**REQUIREMENTS:**

- Authorization to work in the U.S.
- Authorization to travel internationally
- Able to lift up to 35 pounds.
- Can walk, stand, and sit for long periods.
- Able to work on a computer for long periods.
- Able and willing to travel up to 25% of time including some weekends.
- Travel is required to all National Shows and Convention.
- Able to work weekends and overtime when necessary.

**QUALIFICATIONS:**

- Experience as a Show Official or experience as an Equine Judge preferred.
- Experience in conducting and reporting investigations
- Ability to delegate in all environments.
- Excellent decision making ability
- Understanding of due process
- Excellent customer service experience: ability to work with difficult people in difficult situations.
- Ability to work and navigate database management, Excel, and Microsoft Word
- Ability to work and navigate through a virtual environment with Zoom and Microsoft Teams.
- Ability to work effectively independently and with a team. Cooperation and flexibility of the team is important.
- Outstanding verbal and written communication skills in terms of both internal and external audiences.
- Proven experience working in a fast-paced environment or a non-profit environment.
- Advanced PC/Software skills including data entry.
- Demonstrated aptitude for learning new technologies.