



# Project Charter: Conferences

Judge Foundry's Conferences Project is tasked with facilitating and promoting gatherings of judges for the purpose of education and camaraderie. This project is designated as a Critical Project.

The Conferences Project uses the common project structure.

The project will be led by the Conferences Manager.

The duties of the Conferences Manager are:

- To solicit proposals for gatherings, organized by Judge Foundry members or other parties, to be officially designated as Judge Foundry conferences (hereafter referred to simply as "conferences")
- To secure a venue for the annual meeting of Judge Foundry members and, optionally, to plan educational and social programming at this meeting
- To foster efficiently-run conferences and high-quality presentations at conferences, such as by sharing best practices for conference organizers, presenters, and attendees
- To track data and statistics on conferences, including:
  - Date and location
  - Names of organizer(s), presenter(s), and topic(s)
  - Number of attendees
  - Feedback on organizers and presenters
- To encourage conference organizers to facilitate providing feedback for presenters (e.g. through surveys or feedback forms)
- To publicly share artifacts from high-quality conferences
- To ensure equitable access to conferences across various factors, such as geographical location and proximity to other events
- To encourage diversity among conferences presenters and organizers
- To promote inclusive and welcoming environments at conferences
  - It is expected that most conferences will be open to all Judge Foundry members in good standing. However, it is permitted for some conferences to have a limited or restricted audience for the purpose of advancing an educational goal.

- To ensure that all conferences are publicly listed on JudgeApps and promoted in other reasonable venues
- To regularly report on the status of the project to the board and the membership
- To spend funds as allocated by the Board for the furtherance of these duties and goals, and to promptly provide documentation of that spending to the board on a regular basis