

# ROLE OF JURY SECRETARY AT NATIONAL EXHIBITIONS

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IAN MCMAHON



# Ian McMahon

- National Judge since 1997
- FIAP Judge since 2007
- FIP Judge since 2009 (Postal Stationery and Revenues)
- Jury Secretary at four national exhibitions since 2006
- Jury Chair at five national exhibitions since 2008
- Jury Secretary at Indonesia 2012 (FIP); Malaysia 2014 (FIP, FIAP)



# THE JURY SECRETARY

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*The Jury Secretary is the chief assistant to the Jury Chair and is the second most senior officer of the Jury (that is unless a Vice-President of the Jury is appointed which is a rarity at National exhibitions but common at International exhibitions).*

*Works closely with the Jury Chair*

*Is the Jury liaison with the Exhibition Committee*

# APPOINTMENT

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Appointed by APF after consultation with the Exhibition and the Jury Chair.

Taking into account:

- Experience: breadth of philatelic experience as both an exhibitor and juror,
- understanding of GREX, GREV's, SREV's and Guidelines for each of the classes
- ability to manage people,
- ability to manage complex administrative tasks within a tight time frame,
- ability to meet deadlines,
- development benefits to be gained through the appointment, and
- The need to continually add to its list of qualified people for duty at national and international exhibitions.

# BEFORE THE EXHIBITION

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With the Jury Chair

- Assist with Jury assignments, timetable and jury invitations

Liaise with the Exhibition Committee to ensure that the following are available for the Jury:

- title pages
- Catalogues/list of exhibits
- list of prizes etc
- Entry forms (for the Secretary)

# BEFORE THE EXHIBITION

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Liaise with the Exhibition Committee to:

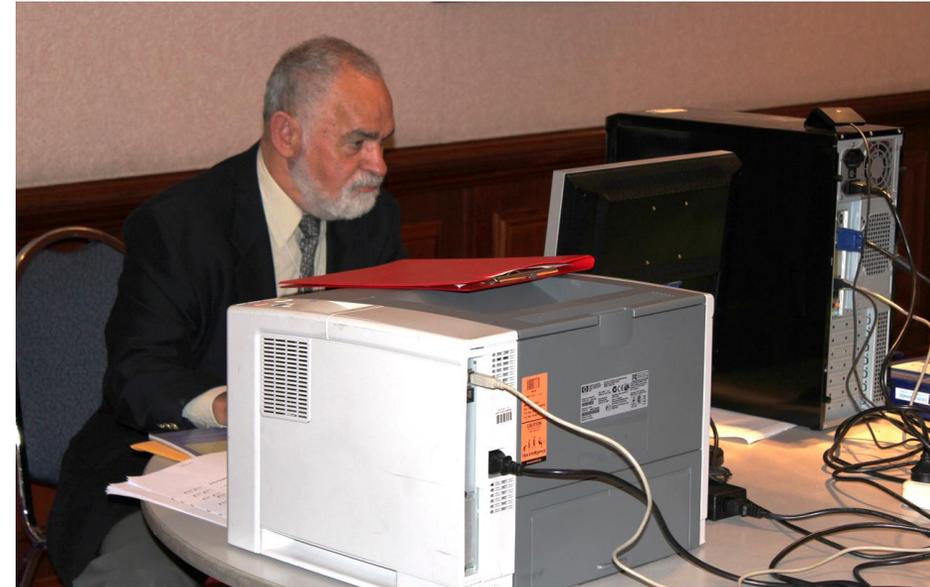
- ensure that the jury room meets the jury's requirements (size, security, location etc), room furniture and equipment is provided
- arrange a suitable layout of the jury room,
- arrange for provision of name signs,
- ensure that necessary refreshments are available,
- check on the meal provisions and arrange a suitable timetable for the taking of jury breaks,
- ensure that a photographer is provided and included provision of time for a jury photograph in the jury timetable, and
- ensure that the Organising Committee has arranged stickers or ribbons to post result on frames, and has the medals available.

# BEFORE THE EXHIBITION

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Liaise with the Exhibition Committee to ensure that the following are available for the Jury:

- Exhibition aide
- Exhibition aide operator
- Computer, printer, paper



# BEFORE THE EXHIBITION

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Liaise with the Exhibition Aide Operator:

- judging forms (Exhibition Aide)
- feedback sheets (Exhibition Aide – now electronic)



# AT THE EXHIBITION

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Arrive before the other Jurors, identify Exhibition Committee contact, set up the Jury Room and its equipment, ensure that Exhibition Aide operator and their equipment is set up.

# DURING THE EXHIBITION: GENERAL

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## Jury Secretary

- assists the Jury Chair in concluding the work of the Jury in a timely and efficient manner.
- Maintains the records of deliberations and decisions of the Jury
- Advises the Jury about the arrangements for judging sheets, feedback forms and Exhibition Aide
- Advises the Jury Chair of appropriate actions and their timings so that the work of the jury can be accomplished in the duly allotted time
- Liaises with team leaders about the progress of their work
- Liaises with the Organising Committee: activities requiring coordination or where assistance is required

# DURING THE EXHIBITION: FIRST JURY MEETING

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Jury Secretary will address the Jury on:

- Jury timetable (including roll calls, meal breaks, jury photo, completion of work, timetable changes etc etc)
- Facilities
- Payment of airfares etc
- Distribution of Judging Sheets
- Return of Judging sheets to Exhibition Aide operator
- Completion of Feedback forms (electronic)
- Other matters if not covered by the Jury Chair (confidentiality, access to dealers, attendance at feedback, etc)

# DURING THE EXHIBITION: SECURITY

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## Jury Security:

- Destroy any voting slips used as well as any results compilations used in the jury room during the deliberations of the jury,
- After the discharge of the Jury, tidy the Jury room to ensure that equipment is returned to the Organising Committee, and any jury papers are removed for safe storage or disposal.
- Challenge unauthorised visitors
- Ensure Jury Room is locked when unattended



# DURING THE EXHIBITION: JUDGING

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- Exhibition Aide identifies exhibits of 2 medals difference from past results
- Ensure that felicitation awards are not given the second time for the same exhibit.
- Prepare voting slips as necessary
- Act as a link between individual jurors and team leaders on the one hand and the Jury Chair on the other

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# DURING THE EXHIBITION: JUDGING

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- Manage completion of feedback sheets and signatures by Team Leaders, Jury Chair and delivery to Exhibition Organisers
- With the Organising Committee ensure the medals have inserts glued [eg arranging for assistance from apprentices] and arrange for the Posting of Results,
- Ensure delivery of feedbacks to the Bin Room

# DURING THE EXHIBITION: RESULTS

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- Palmares data input including
  - allocations of special prizes and the final prize list for the Palmares
  - Chair of the Jury's report
- Check the draft Palmares document for accuracy



# AFTER THE EXHIBITION

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- Apprentice and probationary judges' forms to APF Secretary
- Exhibition results to APF Webmaster, APF Judges Project Officer etc
- Assist Jury Chair if requested eg with their Jury Report
- Other issues may (will likely) arise which need the Jury Secretary to be involved (requests from exhibitors, from the organising committee etc)

# Daily Timetable

## Opening Meeting

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- Roll Call: *If you are late: Drinks to the presidium!*
- Welcome by Chair
- Jury Secretary briefing
- Appoint Presidium
- Distribution of judging sheets to team leaders
- Distribution of Apprentice /Probation Jury Evaluation Forms to team leaders; TL briefing



# Daily Timetable

## Jury Secretary briefing: Judging processes

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- Submission of marking sheets, change of marks, transfers, challenges
- ALL initial results to be submitted to Exhibition Aide operator
- Changes on forms to EA
- Grand Prix process and process for nominating Special Prizes & Felicitations
- Resolution of 'challenges' – TL discussions, challengers must mark the exhibit

# Daily Timetable

## Jury Secretary briefing: Other Matters

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- Timetable: including Roll Calls, judging times allowed etc.
- Jury Photograph: Time and Dress Code: eg Tie and Jacket
- Facilities
- Exhibition opening times, payment of reimbursements
- Meal arrangements, opening ceremony, other commitments
- Other administrative matters
- No visits to the Dealers until after the completion of Judging for all Jury members

# Daily Timetable

## Jury Room access and Security

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- Room security
- Confidentiality
- Disbursement air fares



# Daily Timetable

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Jury Secretary to

- check the preliminary results, pick up exhibits of 2 medals difference from past results, inform the team leaders accordingly and check whether adjustment of markings are necessary.
- ensure that felicitation awards are not given the second time for the same exhibit. All "Felicitation" are only awarded once.

Roll Call, Team Leaders to inform Jury Secretary of their progress.

Approval of results up to Large Vermeil (Results printed out from Exhibition Aide)

Approval of all results up to Large Gold (Results printed out from Exhibition Aide)

# Daily Timetable

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- Speakers to present Grand Prix exhibits and voting for the Grand Prix exhibits by secret votes
- All Jury members and apprentice jury to attend the feedback session
- Prepare Jury Report
- Jury Secretary to manage allocation of special prizes
- Jury Secretary to hand-over the results to the Exhibition
- Awards presentation

# Daily Timetable

## Thursday

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8 am - 10 am Jurors carrying exhibits deliver their exhibits to the Bin Room

10 am - 12.00 pm Jurors help mounting exhibits

12.00 – 1.00 pm Lunch

1.00 pm First Meeting

- Roll Call
- Payment arrangements
- Jury Arrangements

5.30 pm Jury meeting

- Call of all results that may be available

6.00 pm Dinner

8.30 pm Jury meeting

# Daily Timetable

Friday

8.00 am Jury meeting – Call of Results

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- Roll Call

10.30 am Opening Ceremony

- Jury Photo (please bring coat and tie)

11.00 am

1.00 pm Lunch

2.00 pm Jury Meeting Call of all Results

3.00 pm Finalisation of State Exhibits and Exhibits to Large Vermeil

4.00 pm Finalisation of Gold and Large Gold, Nominations for Best of Show and Runner-up

5.00 pm Voting for Best of Show and Runner-up

6.00 pm Dinner 7.00 pm resume if needed.

# Daily Timetable

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## Saturday

Written Critiques to Secretary by 12 pm Saturday

Palmares Saturday 7:00pm for 7:30pm 14 March at the Hellenic Club.

## Sunday

10.15 am Feedback session. All judges are required to attend. Brief general session followed by critiques in front of the frame with individual exhibitors.

# FIP JURY SECRETARY

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The Jury Secretary shall be responsible for :

- checking that exhibits are properly qualified for the frames and classes for which they have entered
- ensuring that the equipment necessary for jury work has been provided and that the
- secretarial staff are aware of their duties. This includes confirming that the software used by the exhibition is compatible with the FIP awards program.
- producing a timetable for jury activity
- organizing the jury groups in collaboration with the FIP Consultant and Jury President
- arranging for entry of results into the awards file
- liaising with the Expert Group to ensure that their report is available when required by the Jury

# FIP JURY SECRETARY

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- liaising with Commissioners as necessary
- managing the plenary sessions of the jury under the Chairship of the President of the Jury
- checking that the results have been correctly entered into the Palmarès
- announcing the minor awards at the Awards ceremony and managing, with the Organizing Committee the presentation of the awards.
- checking that all necessary paperwork and program files have been transferred to the FIP Secretariat at the end of the exhibition.

# WHAT THEY DON'T TELL YOU

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Flexibility

Expect the unexpected

Role varies from Exhibition  
to Exhibition

Role varies depending on  
Jury Chair

Ability to Solve Problems



# WHAT THEY DON'T TELL YOU

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Will also have judging duties

Will be part of the Presidium

Liaison with exhibition committee

Liaison with commissioners



# YOUR EXPERIENCES OF THE UNEXPECTED

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## References

FIP Jury Regulations: <https://www.f-i-p.ch/wp-content/uploads/Jury-guidelines-E.pdf>

*National Exhibitions: The Jury Its Leadership and Procedures* APF (1999) The Asia-Pacific Exhibitor Special Issue 2

