

7 Jury

7.1 Jury chairman

The application form to NZPF from a prospective organising committee to hold a national stamp exhibition requests the name of a proposed jury chairman. For a variety of reasons, the most frequent being the time from application to holding the exhibition, the organising committee may not be able to name a jury chairman. NZPF is unlikely to decline an application where a proposed jury chairman is not nominated. However, whether a nomination is made at time of application or subsequently the jury chairman **MUST** be approved by NZPF.

Factors which NZPF will consider in approving a jury chairman are:

- The judging experience of the nominee. It would be expected the nominee would be a 'senior' judge – namely one who has judged over many years and has a good standing among their judge peers.
- The nature of the proposed exhibition. If the exhibition is to have a significant overseas presence (e.g. an Australasian Challenge [where up to seven Australian judges will be participating] or a Nations Challenge [where senior judges from other nations could be expected to participate] the nominee would preferably be an International Judge (FIP or FIAP) and one who has been a jury chairman at a national exhibition before.

Because they will have been involved in many exhibitions in the past the jury chairman may be able to provide guidance to the organising committee on many aspects of the exhibition particularly where this impacts on the exhibits and judging. While not normally attending all, or in some cases any, committee meetings the jury chairman should receive meeting minutes and agenda.

While there are advantages from a cost and convenience point of view in the jury chairman being local (e.g. is more readily able to visit the proposed venue and advise on jury room, physically attend meetings of the committee, etc.) increasingly committees are using video conference calls for holding meetings and the jury chairman should be able to attend such meetings as required.

7.2 Jury selection

The jury chairman selects and appoints the jury. While the jury chairman will seek advice from prospective jurors about their potential availability to judge well in advance of the exhibition, final selection generally only occurs once exhibit entries have been finalised. The jury chairman will ensure there is a good balance among the jury so suitable teams and team leaders can be appointed to judge the entries received in each class.

7.3 Jury secretary

The jury chairman selects and appoints the jury secretary. The jury secretary will liaise with the exhibits officer (particularly once entries have been finalised) and, at set-up and during the exhibition, will deal with the hall manager or other relevant support people.

The secretary is responsible for managing the administrative support for the jury including necessary record keeping, printing of judging sheets, feedback sheets, etc. This obviously includes assisting in the specification of equipment needs including printer (most likely an A3-capable, colour printer), stationery supplies, tables, adequate power points and cabling for jurors' laptops, etc.

The secretary should be involved in arrangements for catering of jury meals and refreshments through the period the jury is operating. This may simply be confirming timings and service issues.

7.4 Accommodation and transport

The timing of appointments of the jury and jury secretary may impact on accommodation and transport. Every effort is made to meet any deadlines the accommodation venue has in finalising room allocation. However, the jury chairman should be made aware of any such deadlines so this can be best managed [see section 8].

7.5 Jury room

The requirements for the jury room should be established when the venue is being investigated. For New Zealand national exhibitions there are often at least 16 jurors including the jury chairman (more if there are apprentices) and the secretary. Each juror is expected to have adequate space at a table and will probably have a laptop requiring charging (power points and cabling). Frequently, the jury are split into four or five teams of 3-4 and the jury chairman might prefer, space permitting, to have a table (or group of small tables) for each team.

The jury secretary and jury chairman should each have a table and for the secretary include space for a computer and printer with adequate nearby space for stationery, etc.

The position of the jury room relative to the exhibits and the path between them can be important. The jury are obliged to walk between these two areas and will be standing for significant periods of time at the frames. The distance to and from the jury room as well as any stairs (a convenient elevator or lift should be available) adds to the physical task for jurors and can impact on timing.

The jury generally prefer having a coffee/tea service available throughout the time they are working but as a bare minimum a water dispenser should always be available in the jury room (see 11.1 Catering).

From the time the jury starts working until they are released by the jury chairman the room must have restricted access. Their deliberations are confidential and while they are judging at the frames personal equipment will be left in the room. While the jury secretary will be present in the room for much of the time, whenever the secretary leaves the room, and it is unattended the door/s providing access must be lockable and the key is normally held by the secretary. Times and purposes of access by venue staff will have to be agreed with the jury chairman, hall manager and venue management.

A suitable sign banning access except by jurors should be on display at any access to the room during the necessary period.

7.6 Timetable for the jury

Jury members are expected to be punctual however, the times available for judging can be affected by issues over which they have little absolute control. These include:

- Judging at the frames cannot conveniently be started before all the exhibits are mounted.

At national exhibitions it is quite common for judges to have been asked to bring exhibits and even if not, they are a knowledgeable and generally helpful additional workforce for mounting exhibits. They recognise their judging would be easier if all exhibits are mounted but timing may mean they have to depart, with exhibits still to mount, to attend the jury chairman's first meeting. This is where the jury chairman welcomes the jury, explains 'house rules', confirms processes and specific timings for the judges during the time they are working.

This first meeting is also an opportunity for members of the organising committee who are likely to have some contact with them to be introduced to the jury. These are:

- a) Chairman of the organising committee – the final stop for resolving issues. The organising committee chairman will welcome jurors and explain how they and the organising committee can be contacted throughout the exhibition.
- b) Hall manager – the person jury members should call on if they notice problems with frames or if they would like a frame opened to review an item. In the latter case, and indeed in any other case where a frame is to be opened, it is critical more than one person is in attendance and, if the entry is from overseas, the commissioner is present.
- c) Treasurer – the person they possibly are most keen to know as payments for travel and other accepted incidentals are made by this person. The jury chairman will have previously agreed with the treasurer when claims from jurors should be received and how, and when, payments will be made. The jurors will be advised of these procedures.

- On the first public day the jury is expected to be present at any formal opening event that may have been organised and would normally be at any Organising Chairman's function if arranged (normally that evening).
- A jury photograph may be taken for inclusion in the Awards List which must be available for the Palmarès.

The photograph would normally have the jury dressed suitably and the best time for this could be immediately before the formal welcome. Note the jury chairman, who should be in the picture, might be involved in taking the VIP around exhibits of interest immediately after the opening. Another suitable time is immediately before lunch is scheduled when the jury would be expected to assemble at the same time.

- Lunches on the days they are working (two days normally) and at least one evening meal must be provided.

Lunches should be at the venue, and these might be a separate meal for the jurors, or they are given vouchers for self-selection at an on-site cafeteria. The evening meal could likewise be at the venue, and this would take place after public closing time with the jury possibly continuing to work for a period after. This approach would likely be preferred by the jury chairman and the Organising Committee. If an evening meal is at another location, even though it might be close, regathering the jurors and arranging for access at the venue outside public opening times can cause issues and delays.

Often the time when most pressure occurs is when completion of all the documentation to be included in the Awards List must be completed for printing. This includes agreement on who prizes are to be awarded to and the jury chairman's report is signed. Typically, the target for this is usually no later than midday on the day of the Palmarès as the content of the Awards List must be printed and available for the Palmarès that evening.

The jury chairman, hall manager and organising committee chairman should agree on timings but be prepared to accept that changes might happen. The amount of time available for the jury has often effectively been decided far in advance when the venue has been booked. Some, more expensive venues (particularly in large city CBDs) mean only one set-up day can be afforded. At other locations, an extra set-up day may prove advantageous.

Having the extra day need not mean extra accommodation costs as a tight judging schedule may still mean the jury have to arrive a day earlier. Options for the evening meal may provide a cheaper but more convivial affair without the pressure of having to return for more judging activity. An extra day can provide more flexibility and less pressure on everyone involved. However, the benefits and costs of an extra set-up day should be carefully evaluated when preparing the budget.