HOSA Management selects a Judge Coordinator to oversee the Judge Recruitment and Check-in/Welcome during the ILC. Public relations and helping judges understand the HOSA organization are important responsibilities of the Judge Coordinator.

Prior to ILC
- Recruits judges for all events
- Instructs judges where to register and handles all communication with judges to ensure they know where to go, and what to do in their role.
- Coordinates with the CE Lieutenants to share information with judges about the Judge Orientation which takes place prior to ILC
- Make all changes in judge placement based on availability and last minute changes in judge’s schedules

On-Site at ILC
- Place reminder calls and emails to all judges confirming participation
- Set up check in rooms
  - List of judge names by event
  - Judge name tags
  - HOSA materials/programs for judges
  - Judge Gifts
- Greet judges at door – direct to refreshments and event area
- Consult with HOSA Management members for any area where judges are absent
- Fill in judges as needed if short

After ILC
- Send thank you notes to all judges