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### BOARD OF DIRECTORS APPLICATION

**APPLICATION DEADLINE:** Applications will be accepted until all vacancies are filled.

Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Daytime Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Occupation \_\_\_\_\_

Area(s) of Interest in Weld County Fair \_\_\_\_\_

Expertise of Value to Weld County Fair \_\_\_\_\_

Reasons for Wanting to Serve and/or Goals for Fair \_\_\_\_\_

Involvement/Experience with 4-H and/or FFA \_\_\_\_\_

Involvement/Experience in Other Fairs \_\_\_\_\_

Experience on Other Boards and Similar Organizations \_\_\_\_\_

Can You Contribute the Time Required as Outlined in the Guidelines? \_\_\_\_\_

As a board member you will be expected to serve on at least two of the following committees. Do you agree to serve as required? \_\_\_\_\_ Please rank each in order of preference:

__ Appreciation Lunches	__ Premier Exhibitor	__ All Around Showmanship
__ Awards	__ Royalty	__ Fair BBQ
__ Grounds Entertainment, Promotions, Sponsorship, Vendors, Car Show, Garden Tractor Pull	__ Security, Parking , Risk Management and Island Grove Representative	__ Fair Parade
__ Junior Livestock Committee Animal Health Committee	__ Catch It Contest	__ Project Inspection
__ Junior Livestock Sale Committee (Advisory only)		

(One additional page of information may be attached if desired)

References (non relatives):

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## WELD COUNTY FAIR BOARD APPLICANT GUIDELINES

1. The Weld County Fair is an annual event conducted for the educational benefit of 4-H and FFA members and to showcase the Weld County community. It is managed by the Weld County Fair Coordinator, in cooperation with the county Extension Staff and with the Fair Board of twenty-one (21) volunteer members.
2. Seven (7) new board members are recommended each year by current members, with final appointments made by the Board of County Commissioners.
3. Board member terms are three (3) years in duration. A member may serve no more than two full consecutive terms.
4. Board meetings are held the first Monday of each month at the Weld County Extension Office, Island Grove Regional Park, Greeley. Members are notified of any changes in dates and/or locations.
5. Board meeting attendance is critical to the efficient management of the Fair. Therefore, a board member with three (3) unexcused absences from regular monthly meetings in one year will be dropped from the board and a replacement named. Extenuating circumstances will be taken into consideration.  
An absence will be considered excused when a member contacts (either by phone or email) the Fair Coordinator prior to the meeting. In the event a member is no longer able to actively serve on the board they must write a letter to the board to indicate that they will no longer be serving.
6. All board members serve on committees, which require additional meeting time and/or planning sessions.
7. Extensive involvement of all board members is required during the Fair in order for all events and shows to be conducted in an organized and timely manner.
8. Special board meetings are held daily at noon during the fair to evaluate happenings and to resolve any problems which may occur.
9. All applicants are **REQUIRED** to attend a Fair Board Meeting, at 7:00 p.m., to give a brief presentation followed by a short interview. No further notice will be given regarding attendance at this meeting.

## **Fair Board Committee Responsibilities**

1. **Appreciation Luncheons**– Obtain sponsors for lunch for every day for judges and volunteers. Help with lunches every day. Works with the Fair BBQ committee.
2. **Awards** – Find people or companies to sponsor trophies and events for the fair. Most of the work is contacting people and follow up work.
3. **Bylaws** – Bylaws are examined as needed and changes are made according to need and rules of the constitution. This committee is made up of the Executive Committee of the Fair Board.
4. **Grounds Entertainment, Promotions, Sponsorship, Vendors, Car Show and Garden Tractor Pull** - This committee is in charge of having fun activities at the fair by securing on grounds attractions. The committee finds avenues of promotion and advertising for the Weld County Fair. The committee works to find sponsorships for the fair from a wide variety of local supporters including any companies doing business in Weld County. They review the Vendor Applications that are submitted and accepted those appropriate to the Fair. Work with staff on booth assignment and manage the vendor area during fair including check in and check out. Car Show and Garden Tractor Pull – Make contact with the providers for Car Show and Garden Tractor Pull events.
5. **Junior Livestock, Catch-It and Animal Health Committee** – This committee oversees all Junior Livestock issues from rule changes to judge selection. Schedule vets during the days they are needed during fair to complete the health inspections. Be available during all animal health inspections to assist in any way needed.
6. **Catch-It Contest** - Responsible for conducting the Catch-It Contests at fair and works with the specie managers of the Catch-It programs.
6. **Junior Livestock Sale** – This committee is responsible for organizing and running the Junior Livestock Sale the last day of the Weld County Fair. Fair Board member attends meeting and reports on the last Fair Board meeting.
7. **Premier Exhibitor** – Works with the Premier Exhibitor program chair. Helps get sponsorships for the program. Helps as needed during fair to manage the testing and any other areas that require help.
8. **Royalty** - The royalty committee is in charge of the royalty. They will supervise, chaperone, consult, advise, support and reprimand (if needed). The committee or individual members will take the royalty shopping, help with fund raisers, have committee meetings as well as meeting with the royalty (and parents), make schedule of parades, activities, and fair, chaperone at parades and other activities, and settle any problems that might come up. They are the link between the board and the royalty also the fair volunteers and the royalty.
9. **Security, Parking, Risk Management and Island Grove Representative** – This committee is responsible for lining up and working with security and parking throughout the fair. This committee will

also look at different items that could be a risk and put a plan in place on how to deal with the risks. One member will attend the Island Grove Advisory Board meetings to represent the Fair.

10. **All Around Showmanship** – Organize this event by lining up judges and announcer. Be present to run this event.

11. **Fair BBQ** – Help organize the annual Free BBQ. Works with the Appreciation Lunch committee getting food picked up, setting up serving, arrange for servers, help with clean up and take returns.

12. **Fair Parade** – Organizes the Fair Parade. Handles entries and secures prize money and judges. Lines up the Parade at fair and sees that it goes on as planned.

13. **Project inspection** – This committee visits randomly chosen livestock projects to maintain livestock are being taken care of appropriately. Usually each committee member visits about 10 or fewer projects.