

## McPherson County 4-H Fairboard Job Description

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Purpose: Provide a positive learning experience for all youth and adults by planning the McPherson County 4-H Fair that will be educational, competitive, and encourage fellowship for all 4-H Families.

### Responsibilities:

- √ Secure Superintendents for each division for the 4-H Fair and provide a training session for them.
- √ Develop a plan for 4-H Fairground improvements and make recommendations to the Executive Board/4-H Building Board.
- √ Create a 4-H Fairbook (including reviewing 4-H Fairbook for rule/class changes; gathering input for rule/class changes through a post fair evaluation meeting, proofing it, etc.)
- √ Determine awards that will be presented at the 4-H Fair and the method that will be used to secure the awards presented. Potential awards must be presented to the 4-H Fairboard no later than May 1, current year.
- √ Review the judge's and provide input regarding the judges.
- √ Set dates for the 4-H Fair each year (traditionally 4<sup>th</sup> weekend in July).
- √ Plan the 4-H Fair including the events schedule, barn assignments, and social activities.
- √ Secure sponsors and any additional funding necessary to implement changes and conduct the 4-H Fair.
- √ Be a liason with the Livestock Sale Committee.
- √ Take the leadership in preventing or solving problems that arise relating to the 4-H Fair.

### Desired Qualifications:

Fairboard members should possess:

- A desire to provide a positive, educational, learning experience for all 4-H youth of McPherson County.
- Experience and knowledge in a variety of projects.
- Ability to work with others and work through conflicting opinions
- Ability and willingness to attend meetings.

### Youth:

Minimum of 2 years 4-H experience  
Currently enrolled in the McPherson County 4-H Program  
14-16 4-H years of age at beginning of term

### Adults:

21 years of age and older  
Prior 4-H experience (4-H member and/or volunteer/parent)

Meetings: Meetings will be held as necessary. Usually there are four to six meetings per year. Members will be expected to work within their committees and individual tasks prior to full group meetings. 4-H Fairboard members are expected to attend as much of the 4-H Fair as possible.

Membership: Total membership for the 4-H Fairboard will be 9 adults and 4 youth. From the applications submitted, the Fairboard will strive to have a balanced board from throughout the county and 4-H clubs. The Extension Council Executive Board will appoint new Fairboard members.

Terms: Each representative will serve a three year term for adults and two year terms for the youth representatives (see the rotation schedule to establish the proper rotation). The youth should be one male and one female, if possible.

Rotation Schedule:

3 Adults	3 year term October 2019 - September 2022
3 Adults	3 year term October 2020 - September 2023
3 Adults	3 year term October 2021 - September 2024
2 Youth	2 year term October 2020 - September 2022
2 Youth	2 year term October 2021 - September 2023

Reappointment: A member may reapply and be reappointed; no more than two consecutive terms

Partial Term Appointments: In the case of a 4-H Fairboard member resigning, a new member will be recommended to the Extension Council Executive Board to fulfill the remainder of the resigning member's term.

Officers: Chair and Secretary from the membership will be elected by the members of the board annually.

Nomination: Interested individuals may nominate themselves by completing an application form which is available at the McPherson County Extension Office. The applications will be due Oct 1, current year to the McPherson County Extension Office. All applications will be kept confidential. Application form is attached.

Appointment of Members: The Extension Council Executive Board will make final appointments.

**You may not add any additional pages of support material to this application.**

Due Date: October 1 of current year      Returned Date: \_\_\_\_\_

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**McPherson County 4-H Fairboard Member Application**

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Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
                    Street address or PO Box                      City                      State                      Zip

Email: \_\_\_\_\_

The 4-H fairboard works cohesively and in committee groups on the 4-H Fair. The board strives to have a balanced team of individuals with diverse interests and knowledge. List divisions/areas you are most familiar/comfortable with and have the greatest interest in:

List current and previous involvement in the above listed project areas:

What are your goals and objectives for the 4-H program in general?

What are your goals and objectives for the future of the 4-H Fair?

Additional comments?

I have reviewed the 4-H Fairboard Job Description and Guidelines.

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Signature of Applicant