

MIDDLESEX AND NEW HAVEN
COUNTY 4-H FAIR OFFICER
AND ADVISOR PROCEDURES
MANUAL



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This book is written for the sole use of Middlesex & New Haven County members, advisors and staff for the purpose of aiding The Middlesex & New Haven County 4-H Fair Association.

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POSITION DESCRIPTIONS

PRESIDENT

The President Shall:

1. Preside at all meetings of the Middlesex & New Haven County 4-H Fair Association and the Executive Committee.
2. Appoint all necessary committees.
3. Act as the General Manager of the Fair, (Oversee function of each officer, committee and manager to see all duties carried to completion.)
4. Co-coordinate grounds layout with Vice President, Grounds Coordinator, Department Coordinators, Concessions Secretary, and Program Advisors
5. Interface with the Durham Agricultural Fair Assoc, Town of Durham and outside community organizations.
6. Call for any special committee meetings
7. Schedule Election/Evaluation Meeting
8. With the Extension Staff, organize and preside over Nomination Committee
9. Contact the Durham Conservation Commission about the usage of White's Field and Notify Town Clerk by mail
10. Update crisis Management plan for the fair and submit to Extension Staff.
11. Preside over Recognition Night
12. Supervise the completion and submission of Secretary of State forms with fees.
13. Update Crisis Management Plan with Mentor and Extension Staff in July
- 14. All email correspondence should be CC'd to Extension staff, as well as appropriate officers & advisors**

ADVISOR/MENTOR TO PRESIDENT

The Presidential Advisor shall:

1. Assist President in preparing for and conducting monthly meetings.
2. Assist President in all duties
3. Be easily accessible to the President during fair weekend and throughout the year.
4. Assist President in communications with the Durham Agricultural Fair Assoc., Town of Durham and outside community organizations.

All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff

VICE PRESIDENT

The Vice President Shall:

1. Preside at all meetings in the absence of the president
2. Maintain officers and advisors attendance at Fair and committee meetings
3. Collect and supervise the compilation of monthly officer reports.
4. Assist in the development of the Fair Plan of Action and each individual departments Plan of Action.
5. Maintain Fair Plan of Action
6. Assist the President in all duties.
7. Assign and organize fair volunteers
8. Supervise bio-security education and issues.
9. **All email correspondence should be CC'd to Extension Staff as well as appropriate Officers & Advisors**

ADVISOR/MENTOR TO VICE PRESIDENT

The vice Presidential Advisor shall:

1. Assist in the development and maintenance of the Plan of Action
 2. Assist Vice President in all duties
 3. Assist the Vice President in the registration process.
 4. Supervise Bio Security education and procedures.
- All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

COORDINATOR OF AGRICULTURE

The Coordinator of Agriculture shall:

1. Create Plan of Action for the Agriculture Department
2. Be responsible for the department budget and completing department supply and Purchasing Report.
3. Supervise the process of making Fair book revisions for the Agricultural Classes and give ribbon order to Ribbon Secretary.
4. Submit names of judges to Extension Office for approval and assist with contacting and confirming their availability.
5. Supervise the setting up and appearance of the buildings holding agricultural exhibits
6. Obtain Feed and Bedding needed for the fairs
7. Supervise Storage of the Agricultural Equipment i.e. Pens, Supplies following the fair.
8. Supervise the completion of individual animal manager books including listing of awards, number of exhibitors and exhibits in each Agricultural class area
9. Present the Agricultural Report at Regularly Scheduled Fair Meetings.
10. Obtain the assistance of one or two adults who have experience managing and showing animals for your planning.
11. Recruit, train and supervise department Superintendents and Managers under the direction of Extension Staff—submit lists of potential superintendents for approval before contacting.
12. Oversee all programs and judging events which take place in the agricultural departments.
13. Assist the Vice President in all aspects of bio security education and implementation of management practices.
14. Be the contact /"host" for the State Veterinarian during inspection.
15. Turn in completed officer book and evaluation
16. Give out awards at the annual Recognition Night
17. **All Email correspondence should be CC'd to Extension Staff as well as Appropriate Officers & Advisors**

ADVISOR/MENTOR TO COORDINATE OF AGRICULTURE

The Agricultural Advisor shall:

1. Helps oversee judging events
2. Assists coordinator of Agriculture in contacting judges
3. Be easily accessible to Coordinator of Agriculture during Fair Weekend
4. Assist Coordinator in planning the Superintendents and Managers duties
5. Assist with set up and cleanup of animal barns
6. Assist Coordinator of Agriculture with Agriculture Plan of Action and Fair book revisions.

All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff

CORDINATOR OF CONCESSIONS

The Coordinator of Concessions shall:

1. Solicit possible vendors (State Assoc. of CT Fairs meetings, membership, other fairs)
2. Contact concessionaires and secure contracts with them
3. Communicate with Durham Fair Association personnel concerning vendor insurance, site needs (electrical, water, etc.)
4. Communicate with Durham Town Officials and secure Health and Fire Marshall inspections and forms.
5. Update Concessions Letter and Contract
6. Co-coordinate grounds layout with Grounds Coordinator.
7. Map out concession location sites
8. Assist concessionaires during setup. Be in contact with Concessions during the fair to support their needs.
9. Collect Vendor contracts and fees and turn over to Treasurer with Deposit/Reimbursement Request Forms
10. Prepare final report for evaluation meeting. Send thank-you notes to vendors
11. Turn in completed Officer Book
12. **All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

ADVISOR/MENTOR TO CORDINATOR OF CONCESSIONS

The Advisor to the Coordinator of Concessions shall:

1. Assist Coordinator of Concessions in any duties necessary.
 2. Assist in supervision of concessionaires during the fair weekend
 3. Assist in the collection of the Vendor Contracts and Fees
- All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

COORDINATOR OF THE DOG SHOW

The Coordinator of the Dog Show shall:

1. Set up a Dog Show Committee and hold regular meetings
2. Create the Dog Show Plan of Action
3. Be responsible for the department budget and completing department Supply and Purchasing Report
4. Supervise the process of making Fair book revisions for the Dog Show and give ribbon order to Ribbon Secretary.
5. Coordinate setting up of Dog Show area of fairgrounds
6. Recruit, train and supervise managers under the direction of Extension Staff.
7. Oversee judging events which take place in conjunction with this event
8. Co-coordinate grounds layout of Dog Show with Grounds Coordinator
9. Submit names of judges to Extension Office for approval and assist with contacting and confirming their availability.
10. Investigate creating a Dog Show Book.
11. Obtain needed supplies/ equipment for the Dog Show
12. Supervise the storage of the Dog Show equipment/ supplies following the fair
13. Turn in completed officer book
14. Present Dog Show reports at Regularly Scheduled Fair Meetings
15. Give out awards at the annual Recognition Night
- 16. All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

ADVISOR/MENTOR TO COORDINATOR OF THE DOG SHOW

The Dog Show Advisor shall:

1. Helps oversee judging events
 2. Assist Coordinator of the Dog Show in contacting judges
 3. Be easily accessible to Coordinator during fair weekend
 4. Assist Coordinator in creating a list of manager duties
 5. Assist with set up of area
 6. Assist the Coordinator of the Dog Show with Dog Show Plan of Action and revisions to the Fair book
- All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

COORDINATOR OF ENTERTAINMENT

The Coordinator of Entertainment shall:

1. Plan, implement and evaluate the Entertainment Program for the 4-H Fair
2. Supervise the process of making Fair book revisions for the Fair schedule and office/mentor lists.
3. Recruit Acts
4. Be responsible for the department budget and completing department Supply and Purchasing Report.
5. Organize Opening & Closing Ceremonies of the Fair with the President
6. Co-coordinate grounds layout for Entertainment Acts with Grounds Coordinator
7. Coordinate Entertainment Activities
8. Secure staging, props and other necessary equipment.
9. Assist in creating the Fair Weekend Schedule of Events and displays at the Fair.
10. Supervise the storage of Entertainment Equipment following the fair
11. Turn in completed officer book and evaluation
12. Present the Entertainment Report at regularly scheduled fair meetings
13. **All Email correspondence should be CC'd to Extension Staff as well as appropriate Officers & Advisors**

ADVISOR/MENTOR TO COORDINATOR OF ENTERTAINMENT

The Entertainment Advisor shall:

1. Assist with selection of entertainment acts.
 2. Supervise signing of contracts.
 3. Assist with Opening and Closing Ceremonies of the Fair
- All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

COORDINATOR OF GATES AND PARKING

The Coordinator of Gates and Parking shall:

1. Create a Gates and parking Plan of Action to include safety measures for both parking attendants and the general public.
2. Be responsible for the department budget and completing department Supply and Purchasing Report
3. Put up signs at entrance to fairgrounds with directions and parking fees.
4. If advance sale tickets are sold, keep records of sales.
5. Coordinate the Fair program which is passed out at the gates with the Extension staff—make arrangements for its distribution during fair weekend.
6. Recruit volunteer (adult and older teens) coverage for gates for fair. Supervise changing of the shifts
7. Work with the treasurer to collect gate proceeds
8. Turn in Completed Officer Book
9. Present Report at regularly scheduled Fair Meetings
10. **All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

ADVISOR/MENTOR TO COORDINATOR OF GATES & PARKING

The Gates & Parking Advisor shall:

1. Assist Coordinator determining a Gates Plan of Action and Fair book revisions, finding coverage for the gates.
 2. Be easily accessible to Coordinator during Fair weekend
- All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

CORDINATOR OF GROUNDS

The Coordinator of Grounds shall:

1. Secure equipment and trucks for the maintenance of grounds.
2. Meet with Durham Fair Association staff on a regular basis to ensure their rules and regulations are understood and followed.
3. Be responsible for seeing only licensed drivers operate vehicles
4. Supervise the keeping of grounds during Fair time, seeing that they are kept clean and free of hazards
5. Coordinate cleanup of the grounds during and after the fair.
6. See that liners are provided for trash barrels and barrels are set up and emptied as necessary
7. See that fire buckets are filled and left in proper places and maintained during Fair time
8. Assume responsibility for cleanup of grounds and building at close of Fair in cooperation with all officers and managers
9. Be directly responsible for immediate return of all borrowed equipment
10. Submit schedule of when grounds crew plans to work
11. Plan Grounds Layout integrating all Areas—coordinate and physically map with other officers grounds layout needs
12. Assist the Coordinator of Horse Show with ordering port-o-lets, set up and clean-up as needed.
13. Make arrangements for the trash, used shavings, hay, manure, etc. to be picked up
14. Present the Grounds Report at regularly scheduled fair meetings
15. Turn in Completed Officer Book
15. **All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

ADVISOR/MENTOR TO THE CORDINATOR OF GROUNDS

The Advisor to the Coordinator of Grounds shall:

1. Assist the Coordinator of Grounds with duties
 2. Assist with planning the Grounds Layout
- All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

COORDINATOR OF HOME ARTS

The Coordinator of Home Arts shall:

1. Create the Plan of Action for the Home Arts Department
2. Be responsible for the department budget and completing department Supply and Purchasing Report.
3. Co-coordinate layout of the Home Arts Area with Grounds Coordinator
4. Supervise the process of making Fair book revisions for the Home Arts Classes and give ribbon order to Ribbon Secretary.
5. Supervise the setting up and appearance of the building holding Home Arts exhibits.
6. Recruit volunteers for managers, superintendents and adult supervision under the direction of Extension Staff—submit lists of potential superintendents for approval before contacting.
7. Train and supervise department Managers/Superintendents.
8. Oversee all programs and judging events which take place in the Home Arts Department
9. Submit suggestions for Judges to the Extension Office and upon approval, assist with contacting, confirming their appointments and thanking judges.
10. Supervise the storage of the Home Arts Supplies and Equipment following the Fair.
11. Supervise the completion of a Department Report including listing of awards, number of exhibitors and exhibits in each Home Arts class area
12. Present Home Arts Department Report at Regularly Scheduled Fair Meetings
13. Give out awards at the annual Recognition Night
14. Turn in completed officer book and evaluation.
15. **All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Advisors**

ADVISOR/MENTOR TO COORDINATOR OF HOME ARTS

The Home Arts Advisor shall:

1. Helps oversee judging events
2. Assist Coordinator of Home Arts in contacting judges
3. Be easily accessible to Coordinator during fair weekend
4. Assist Coordinator in planning the managers duties
5. Assist with set up of department
6. Assist Coordinator of Home Arts with Home Arts Plan of Action and Fair book revisions

All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff

COORDINATOR OF THE HORSE SHOW

The Coordinator of the Horse Show shall:

1. Develop Plan of Action for the Horse Show
2. Set up the Horse Show Committee and Hold Regular Meetings
3. Be responsible for the department budget and completing department Supply and Purchasing Report.
4. Supervise obtaining and making revisions for Horse Show Department from respective Managers/Secretaries and give ribbon order to Ribbon secretary.
5. Co-coordinate grounds with Haddam Neck Fair Assoc. for Horse Show with Haddam Neck Fair Grounds Coordinator
6. Coordinate setting up of Horse Show area of fairgrounds
7. Recruit and train committee members, secretaries and adult volunteers for the horse show committee
8. Recruit, train and supervise secretaries and assigned assistants.
9. Oversee work of secretaries and their assistants
10. With the Horse Show Committee, update the Horse Show Mailing List
11. Decide on the trophies for Horse Show and Order the Trophies
13. Submit names of Judges to the 4-H Office and upon approval, contact and confirm their working with the Horse Show. Send thank you notes to judges and volunteers.
14. Complete the fair book revisions for the Horse Show Classes
15. Supervise the storage of the Horse Show equipment and supplies following the horse show
16. Supervise the completion of reports including reimbursements for classes and a listing of awards, number of exhibitors and exhibits in each Horse class area
17. Present the Horse Show Report at regularly scheduled fair meetings
18. Be responsible for planning, implementation and breaking down or a horse exhibit at the fair in August. Assist in locating horses for Premier Showmanship class on Sunday at the Fair.
19. Give out awards at the annual Recognition Night.
20. Turn in completed officer book and evaluation
21. **All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

ADVISOR/MENTOR TO COORDINATOR OF THE HORSE SHOW

The Horse Show Advisor shall:

1. Help oversee judging events
2. Assist Coordinator of the Horse Show in contacting judges
3. Be easily accessible to Coordinator during the Horse Show
4. Assist Coordinator in creating a list of managers duties
5. Assist with set up of area
6. Assist Coordinator of the Horse Show with the Horse Show Plan of Action and Fair book revisions

All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff

COORDINATOR OF MARKETING

The Coordinator of Marketing shall:

1. Serve as Fair Book Chairperson
2. Create Plan of Action for Marketing Department
3. Coordinate marketing associates (members & volunteers) and be responsible for:
 - Work w/ officers, committee and staff on fair book content
 - Coordinate content/layout of cover, poster contest with Coordinator of Special Contests
 - Work w/ staff on fair book bid process, printing & mailing
4. Coordinate Promotional Activities
 - Bumper stickers & posters
 - Conduct T-shirt design contest and work on finalizing design
 - Order & price T-shirts and other promotional items
 - Poster Display
 - Collect monies & keep track of inventory of sale items
 - Sell t-shirts and other promotional items
 - Run theme, cover, poster, & dedication contests—Turn in theme, cover & dedication for fair book changes
5. Be responsible for the department budget and completing department Supply and Purchasing Report; maintain inventory of marketing supplies & shirts
6. Chair Marketing Planning Meeting with Marketing Associates
7. Complete Fair Book Revisions for Marketing
8. Supervise the storage of marketing equipment and supplies following the fair
9. Present the Marketing report at regularly scheduled fair meetings
10. Visit clubs to recruit volunteers and promote fair participation
11. Set up 4-H Informational Booth at Fair
12. Give out awards at the annual Recognition Night
13. **All Email correspondence should be CC'd to Extension Staff as well as appropriate Officers & Advisors**

ADVISOR/MENTOR TO COORDINATOR OF MARKETING

The Marketing Advisor shall:

1. Assist with contests, ordering, selling and inventorying fair promotional items.

Be easily accessible to Coordinator during the year & fair weekend

All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff

COORDINATOR OF PUBLICITY

The Coordinator of Publicity shall:

1. Create Plan of Action for Publicity Department
2. Be responsible for the department budget and completing department Supply and Purchasing Report
3. 4-H Fair Newsletter – research the possibility/Coordinate with Extension Staff to create and maintain an event page on Face Book
4. Coordinate with county/state 4-H offices for county and state 4-H newsletters
5. Prepare Public Service Announcements (PSA) and work with radio stations, newspapers, TV & cable stations
6. Prepare press releases and work with reporters
7. Prepare PSA's and work with TV and cable stations
8. Prepare and coordinate web site updates with staff and webmaster(s)
9. Make community calendar submissions to TV, radio, cable & newspapers
10. Chair Publicity Planning meetings with publicity committee
11. Build relationships with Media. Establish a media check in point and have packets available. Make contact for some human interest stories about local 4-Hers
15. Coordinate promotional activities including bumper stickers, posters, poster display, bag stuffers and all fair signage in conjunction with Extension Staff..
13. Coordinate fair signage with committee & volunteers
14. Distribute signs to others to put out. Supervise the collection, cleaning and storage of signage following the fair – maintain an inventory. List where signage was put to publicize the Fair. Purchase new ones if needed.
15. Present Publicity reports at Regularly Scheduled Fair Meetings
16. Oversee the delivery of fair information to Town Halls & Libraries
17. Get permit to have signs on Durham Green and arrange for signs to be put out.
18. Turn in completed officer book
- 19. All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

ADVISOR/MENTOR TO COORDINATOR OF PUBLICITY

The Advisor to the Coordinator of Publicity shall:

1. Assist with press releases and Public Service Announcements
2. Assist with distribution and maintenance of signage.

All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff

COORDINATOR OF LIVESTOCK PULLS

The Coordinator of Pulls shall:

1. Create Livestock Pulls Plan of Action
2. Be responsible for the department budget and completing department Supply and Purchasing Report.
3. Supervise the process of making Fair book revisions for the Livestock Pulls and give ribbon order to Ribbon Secretary.
4. Secure equipment necessary for the pulls.
5. Supervise the setting up and appearance of the areas holding contests before & after the pulls
6. Co-coordinate grounds layout for the Pulls with Grounds Coordinator
7. Order trophies for the pulls
8. Recruit volunteers for pull maintenance
9. Complete fair book revisions for Pulls & give ribbon order to Ribbon Secretary.
10. Supervise the storage of Equipment and Supplies used for Pulls following the fair and arrange for equipment rental prior
11. Turn in Completed Officer Book
12. Present Pulls Report at regularly scheduled Fair Meetings
13. Communicate with outside pull organizers including Association of CT Fairs
14. Give out awards at the annual Recognition Night

All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff

ADVISOR/MENTOR TO COORDINATOR OF PULLS

The Pulls Advisor shall:

1. Assist Coordinator in Pulls Plan of Action and Fair book revisions
2. Assist Coordinator in preparing for and conducting special contests
3. Assist with area setup
4. Be easily accessible to Coordinator during Fair weekend

All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff

COORDINATOR OF MECHANICAL PULLS

The Coordinator of Pulls shall:

1. Create Mechanical Pulls Plan of Action
2. Be responsible for the department budget and completing department Supply and Purchasing Report.
3. Supervise the process of making Fair book revisions for the Mechanical Pulls.
4. Based on insurance regulations and state law, ensure that only licensed drivers operate vehicles—drivers of farm tractors must be at least 16 years of age and drivers under age 18 must have written parental permission.
5. Secure equipment necessary for the pulls.
6. Supervise the setting up and appearance of the areas holding contests before & after the pulls.
7. Co-coordinate grounds layout for the Pulls with Grounds Coordinator
8. Order trophies for the pulls
9. Recruit volunteers for pull maintenance
10. Complete fair book revisions for Pulls and give ribbon order to Ribbon Secretary.
11. Supervise the storage of Equipment and Supplies used for Pulls following the fair and arrange for equipment rental prior
12. Turn in Completed Officer Book
13. Present Pulls Report at regularly scheduled Fair Meetings
14. Communicate with outside pull organizers including Association of CT Fairs
15. Give out awards at the annual Recognition Night

All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff

ADVISOR/MENTOR TO COORDINATOR OF PULLS

The Pulls Advisor shall:

1. Assist Coordinator in Pulls Plan of Action and Fair book revisions
2. Assist Coordinator in preparing for and conducting special contests
3. Assist with area setup
4. Be easily accessible to Coordinator during Fair weekend

All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff

COORDINATOR OF SPECIAL CONTESTS

The Coordinator of Special Contests shall:

1. Create Special Contests Plan of Action
2. Be responsible for the department budget and completing department Supply and Purchasing Report.
3. Supervise the process of making Fair book revisions for the Special Contest Classes and give ribbon order to Ribbon Secretary.
4. Supervise the setting up and appearance of the areas holding special contests
5. Co-coordinate grounds layout for the Special Contests with Grounds Coordinator
6. Work with Coordinators of Agriculture, Home Arts, Horse Show, and Dog Show to see that appropriate contests are taken care of.
7. Plan & conduct the following special contests/events in consultation with Extension Staff (includes preparing judging forms):
 - Premier Showman Event
 - Herdsman
 - Tractor Driving
 - Others as applicable
9. Obtain and contract Premier Showmanship, Herdsman & Tractor Judges.
10. Contact Volunteer to run the Tractor Driving Event and obtain tractor for event
11. Supervise the storage of Equipment and Supplies used for Special Contests following the fair
12. Present Special Contests Report at regularly scheduled Fair Meetings
13. Turn in Completed Officer Book
14. Give out awards at the annual Recognition Night
15. **All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

ADVISOR/MENTOR TO COORDINATOR OF SPECIAL CONTESTS

The Special Contests Advisor shall:

1. Assist Coordinator in Special Contest Plan of Action and Fair book revisions
2. Assist Coordinator in preparing for and conducting special contests
3. Assist with area setup
4. Be easily accessible to Coordinator during Fair weekend

All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff

RECORDING SECRETARY

The Recording Secretary shall:

1. Take minutes of all meetings. Mail minutes to designated Advisor within a week of meeting
2. Maintain official book of minutes, agendas, meeting announcements and attendance lists
3. Serve as Fair Office Co-Manager during the Fair—work with President to set up coverage schedule.
4. Clean and organize fair office
5. Supervise coverage of office during fair and the cleaning, inventory and packing up of fair office at the close of the fair.
6. Turn in completed Officer book
7. Create, disseminate, and collect nomination papers for next year's officers
8. Prepare and set-up with advisor(s) Fair Time Public Address System (PA) and coordinate announcements w/ Public Address DJ
9. **All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

ADVISOR/MENTOR TO THE REC. SEC.

The Advisor to the Recording Secretary shall:

1. Assist the Recording Secretary in transcribing and submitting minutes of each meeting and updating official documents for the Fair Association.
2. Assist in the supervision of the Fair Office during the Fair Weekend.

COORDINATOR OF RIBBONS

The Coordinator of Ribbons/shall:

1. Maintain the inventory of ribbons and order additional ribbons
2. Arrange ribbons and supply Departments with needed ribbons at the fair
3. Inventory & store ribbons during the non-fair season.
4. **All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

ADVISOR/MENTOR TO THE COORDINATOR OF RIBBONS

The Advisor to the Coordinator of Ribbons shall:

1. Assist the Coordinator of Ribbons in inventorying and ordering ribbons needed for the fair.
 2. Assist in the packing and storing of the ribbons off-season.
- All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

CORRESPONDING SECRETARY

The Corresponding Secretary shall:

1. Keep all correspondence for the Association
2. At the request of the President or petition of members of the Association will call meetings of the Association in consultation with Extension Staff
3. Serve on Annual Meeting Committee
4. Serve as Fair Office Co-Manager
5. Send correspondence to recruit or invite to the fair as needed including the following:
 - Durham Fair Association
 - Electrician
 - Plumber
 - Ambulance
 - Durham First Selectman
 - Waste Removal
 - Pull announcers
 - Pull Equipment
 - Police Auxiliary
 - Extension Administration and Government Officials
6. Send thank you letters to all volunteers and those who provide services, support or assistance to the Fair
7. **All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

ADVISOR/MENTOR TO CORRESPONDING SECRETARY

The Advisor to the Corresponding Secretary shall:

1. Assist Corresponding Secretary in any duties necessary.
 2. Assist in supervision of secretaries booth during the fair weekend
 3. Submit Fair book to Association of Connecticut Fairs for judging
- All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

TREASURER

The Treasurer shall work with the Treasury Mentor to:

1. Assist in the Preparation of the Budget with Extension Educators
2. Provide for the payment of fees and debts including the State Association of Fairs Dues, Secretary of State fees and other regular bills.
3. Supervise the storage of the Treasurer's Supplies following the Fair
4. Present the Treasurer's Report regularly scheduled fair meetings
5. Have charge of all money received and paid out by the Association
6. Keep an accurate record of all receipts and expenditures and submit a financial report at each meeting
7. Pay all bills by check drawn from Association account for bills approved by the President, Extension Educator or Fair Program Advisor
8. Before the Fair, write checks to cover Fair expenditures. Get coin wrappers and prepare cash boxes for gates, horse show & livestock fees.
9. Set-up Collection Boxes for fair weekend
Cash/Gates/Horse Show/Entry Fee Box - Livestock
10. Keep record of all money and tickets coming in by department and total each day
11. Pay all bills by close of Fair when possible
12. Prepare annual Financial statement for presentation at Annual Meeting
13. Close accounts as of December 1 and submit books to 4-H Office for auditing
14. Turn in Completed Officer Book
15. **All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

ADVISOR/MENTOR TO TREASURER

The Advisor to the Treasurer shall:

1. Assist Treasurer in any duties necessary. Maintain accounts and provide fiscal responsibility for the Association.
 2. Be easily accessible to the Treasurer during fair weekend and throughout the year
 3. Secure Fair Insurance
 10. Have charge of all money during Fair and issue receipts for all income
 4. With the Treasurer, maintain the Fair Bank Account
- All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff**

ASSISTANT TREASURER

The Assistant Treasurer shall:

1. Assist the Treasurer and assume duties of Treasurer in his/her absence
2. Conduct the Ad Campaign.
3. Keep record of sales of each 4-H member and prepare end of year awards list in consultation with Extension Staff.
4. Assist with the collection and reporting of income from the campaign.
5. Prepare invitations to sponsors and ad purchasers as deemed appropriate.
6. Prepare a monthly report.
7. Turn in completed officer book and evaluation.

6. All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff

ADVISOR/MENTOR TO ASSISTANT TREASURER

The Advisor to the Assistant Treasurers shall:

1. Assist with composition of the fair ad campaign letter
2. Assist the Assistant Treasurers in tracking of Ad Campaign collections & final report
3. Assist the Assistant Treasurers in coordinating and collecting gate pick-ups

All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff

APPOINTED MEMBERS & VOLUNTEER POSITIONS

DEPARTMENT SUPERINTENDENTS

Superintendents are selected based on recommendations of the Coordinator of the Department and the Fair Leadership Committee. They are notified early in the year.

The Superintendents shall:

1. Attend Fair meetings, including separate subcommittee during the year. Livestock superintendents are expected to attend special bio-security meetings in July.
2. Assist with fair book corrections.
3. The superintendent oversees the record keeping for the Department, and assist in completing reports or manager books which includes compiling numbers of exhibitors, points and exhibits, awards and evaluation
4. Work closely with the Officer of their area
5. Prepare a schedule and supervise coverage of the exhibit area
6. Provide assistance to the judges and orient them to the surroundings/procedures (for example):
 - Make sure ribbons are available
 - What awards the judges will be selecting
 - How to mark the awards in the book
 - Let them know where the refreshments are, etc.

A Department's Superintendent should be a teenager or have at least two years of experience as a manager and be able to complete all of the duties listed for manager.

All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff

DEPARTMENT MANAGERS

The Department Managers Shall:

1. Attend fair monthly meeting, especially February, and provide input into the fair book corrections.
2. Attend at least one of the set up days and one of the cleanup days prior to the fair (usually last weekend in July).
3. Be responsible for the setting up and decorating the area housing that department.
4. Cover areas during exhibit check-in Wednesday and Friday and be responsible for entering exhibits.
5. Provide several hours manning the exhibit area during the time the fair is open to the public (to be determined with the department superintendent and the coordinator of the area)
6. Be responsible for keeping records of exhibits, listing special award winners and returning information to their respective coordinator at the end of judging.
7. Assist judges during the judging process.
8. Be responsible for removal of all exhibits and cleanup of department at the close of the fair.
9. Assist Coordinator in creating schedule of individuals on duty

All Email correspondence should be CC'd to Extension Staff and Appropriate Officers & Staff

EXECUTIVE COMMITTEE (See Article VII – Executive Committee of Constitution and Bylaws)

The Executive Committee shall:

1. Guide the affairs of the Fair Association
2. Be the court of final appeal in all cases of dispute
3. Appoint a qualified auditor from outside the Fair Association who shall examine the financial accounts of the Association and shall file his report with the Executive Committee on a periodic basis.

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FAIR ADVISOR(S)

The Advisors of this Association shall be not more than 12 adults, four of whom shall be elected each year for a three-year term. (Article VI – Advisors)

The general duties of Fair Advisors include:

1. Attend monthly 4-H fair meetings and play an active role
2. Advise/mentor officers as to their duties
3. Help officer to assume their responsibilities at the fair
4. Be easily accessible to officers throughout the year
5. Follow individual officer's plan of action
6. Mentor a specific officer – see following job descriptions for specifics

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FAIR PROGRAM ADVISORS

The Fair Program Advisors (3) shall:

Specific individual duties will be determined in consultation with the President and Extension Staff at the beginning of each fair year (Oct/Nov). They are expected to attend all Fair Association meetings, committee meetings, the Annual Meeting, all trainings, and the 4-H Fair

Duties will include but are not limited to:

1. Assist officers in understanding their duties, determining goals and objectives and plan programs
2. Maintain Plan of Action
3. Enable advisors, officers, superintendents and managers to fulfill their responsibilities and carry out the fair
4. Assist in organizing the publicity campaign for the fair
5. Coordinate the selection of delegates and attend the Connecticut State Association of Fairs Meetings (Fall and Spring)
6. Work closely with the executive committee to plan events
7. Coordinate subcommittee meetings
8. Compile information for the association meeting and write the agendas
9. Act as the fair association's parliamentary mentor and work with the President to establish smooth meeting procedures
10. Meet regularly with the 4-H Staff to discuss objectives and programs
11. Serve as a liaison between the 4-H Fair Association and 4-H Offices
12. Follow Affirmative Action Guidelines
13. Keep abreast of new ideas and programs to help the fair association plan its program

14. Assist Adult Advisors in understanding their roles and the roles of the officers and members. Support them in the mentoring process.
15. Create and complete the evaluation process of the year's program.
16. Assist in the preparation of the fair book.
17. Assist in the formulation of the budget.
18. Assist officers in ordering ribbons and trophies.
19. Assist in the Ad and Booster Campaign.
20. Work with Secretaries to ensure that their responsibilities are being met.
21. Assist in carrying out the recruiting concessionaires.

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EXTENSION STAFF

The Extension Staff shall:

1. Facilitate the planning, implementation and evaluation of the youth development component provided through participation in the fair association.
2. Support the 4-H Fair Program, elected officers, advisors, managers, volunteers and membership in accomplishing their goals & fulfilling their responsibilities.
3. Ensure that all programs/activities related to the 4-H Fair are carried out using sound positive youth development.
4. Ensure that specific Plan of Action for Extension Staff is completed.
5. Ultimate authority over all Association matters lies in the hands of the Extension Professionals.

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DURHAM AGRICULTURAL FAIR

ASSOCIATION LIASON

The DAFA Liason shall:

1. Work with the President as their representative to the Durham Agricultural Fair Association to ensure communication lines are kept open.
2. Attend all Fair Association meetings, Committee meetings, the Annual Meeting, all trainings, and the 4-H Fair.
3. Communicate the 4-H Fair Association needs with the DAFA Grounds staff.
4. Work with the 4-H Fair Coordinator of Grounds to conduct fair set-up and clean-up as well as maintain the grounds during the fair.
5. Attend the Durham Fair Association's Meetings and act as a liaison for the 4-H Fair

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FAIR ORGANIZATIONAL ADVISOR

The Fair Organizational Advisor (Program Advisor) shall:

1. Attend all Fair Association meetings, Committee meetings, the Annual Meeting, all trainings, and the 4-H Fair.
2. Assist officers in understanding their duties, determining goals and objectives and planning programs.
3. Enable officers, advisors, superintendents and managers to fulfill their responsibilities and carry out the fair.
4. Coordinate the selection of delegates and attend the Connecticut State Association of Fairs Meetings (Fall and Spring).
5. Work closely with the executive committee to plan events
6. Coordinate Ground Layout
7. Attend the Durham Fair Association's Meetings and act as a liaison for the 4-H Fair
8. Maintain the Fair Accounts and needed insurances
9. Work closely with the Treasurer and Assistant Treasurers while planning the budget with 4-H Staff
10. Assist in Mentoring the Ad Campaign, Gates and other sources of revenue for the fair.
11. Meet regularly with the 4-H Staff to discuss objectives and programs.
12. Serve as a liaison between the 4-H Fair Association and the 4-H Offices.
13. Follow Affirmative Action Guidelines
14. Keep abreast of new ideas and programs to help the fair association plan its program
15. Assist Adult Advisors in understanding their roles and the roles of the officers and members. Support them in the mentoring process.
16. Assist in the preparation of the fair book.
17. Coordinate with the President re usage of the fair grounds and town permits for usage of the town green.
18. Assist in recruiting concessionaires.
19. Coordinate with the Coordinator of Marketing re signage
20. Assist in carrying out the Ad Campaign.

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