

## **ARLINGTON COUNTY FAIR BOARD MEMBER POSITION DESCRIPTION**

Purpose: The Arlington County Fair Board member is responsible for working with the full board to organize, plan and conduct an annual county fair; executing additional activities consistent with this objective for the Arlington community and surrounding area.

### Essential Functions:

- Attend monthly board meetings, occasional functions and special events.
- Pay annual dues to remain in good standing and to maintain voting privileges.
- Serve on a committee or task force in special capacities commensurate with skills.
- Be available for assigned tasks and frequent shifts for the days of the fair in August, usually 3-4 days.
- Become informed about the organization's mission, services, policies and programs and keep up to date on developments of the board.
- Have a spirit of humor and fun.

### Qualifications:

- The Board should have a mix of membership from public, private and nonprofit sectors who bring a variety of professional skills and a willingness to donate personal time and energy to further the mission of the Arlington County Fair.
- Board members should not have business or personal involvements that constitute a conflict of interest or are otherwise incompatible with board service.

### Time Commitment:

- Board members are elected for a term of three (3) years and can be elected for a second consecutive three-year term. After two three-year terms a board member can re-apply after rotating off the board for at least one year. The Board of Directors meets once per month for no more than two hours. Commitments for committee work varies based upon the required functions.

### Duties of the Fair Board Members

- Board members are responsible for day-to-day operations of the Arlington County Fair.
- Board members may be appointed to following:
  1. Nominating/membership Committee
  2. Finance/Audit Committee
  3. Outdoor Activities Coordinator
  4. Indoor Entertainment Coordinator
  5. Competitive Exhibits Coordinator
  6. Volunteer Coordinator
  7. Inside Vendors Coordinator
  8. Food Vendor Coordinator
  9. Strategic Planning Committee Chair
  10. Youth Advisory Council Chair (youth rep)
  11. Transportation Coordinator
  12. Neighborhood Liaison (member of local neighborhood association)