



The Arlington County Fair is a non-profit volunteer-driven organization that embraces a diverse community by educating, entertaining, and showcasing the best of Arlington.

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
- Serve on a committee in special capacities commensurate with skills
- Be available for assigned tasks and frequent shifts for the days leading up to and week of the fair reoccurring in August
- Remain 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, and

Board members should not have business or personal involvement 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.

Duties of the Fair Board Members: To ensure a successful fair, board members are responsible for the yearly occurrence and day-to-day operations of the Arlington County Fair and may be appointed to following committees:

1. Executive
2. Recruitment
3. Finance
4. Community Outreach
5. Indoor Vendors
6. Entertainment
7. Logistics
8. Public Relations
9. Food Vendors
10. Competitive Exhibits



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Dear Potential Board Member,

The Arlington County Fair Board is actively recruiting candidates for Fair Board service who will enhance the production of the most popular, yearly, community event in Arlington.

The Fair Board is made up of volunteers who provide both governance and hands-on operations. The Fair Board works in partnership with the Arlington County Government to put on an exciting, quality event. Applicants for Fair Board service should be willing to embrace the Fair's mission and to gain and demonstrate knowledge and understanding of the Fair's operating principles which include: high quality service; commitment; respect for fellow Fair Board members and County staff; teamwork; empowerment; and diversity.

Fair Board members must live or work in Arlington, maintain Fair membership in good standing, serve as advocates in the Arlington community and among corporate partners and sponsors and demonstrate a willingness and ability to share resources and contacts for Fair operation and program activities.

All Fair Board members perform Board responsibilities and complete committee assignments including attending Board meetings and being onsite during the Fair in August. As the Fair Board looks to future strategic directions, new members should be open to the need for renewal and change as the Fair evolves.

In addition, the Fair Board is seeking individuals with strong leadership and communication skills, and experience and knowledge in marketing, finances, non-profit and membership organization management, outside festivals/events, legal, business, and strategic planning.

Most of all, Fair Board members should be ready to have fun putting on a marvelous event of which we can be proud. We hope that you will consider applying for this enjoyable opportunity to contribute to the Arlington community.

Sincerely,

Rachel and Lisa
Nominating Committee



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ARLINGTON COUNTY FAIR BOARD OF DIRECTORS APPLICATION

Please complete the following application and list all information, as you would like it to appear in internal documents and external publications.

SECTION A: PERSONAL INFORMATION

Name: _____

Company or Professional Affiliation and Title:

Address: _____

City State Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Work Phone: _____ Work Fax: _____

Other Contact: _____

Preferred contact point: Home Work

Recommended to the Board by: _____

SECTION B: INTERESTS AND SKILLS

What is your interest in the Arlington County Fair Board? And why do you want to be considered for election as a Board member?

The Arlington County Fair Board members bring diverse knowledge, experiences, and expertise to the Board of Directors. Please review the list below and check the boxes next to the skills, knowledge and experience you would bring to this organization:

- PR/advertising/media relations
- Event Planning
- Financial Management
- Contract Negotiations
- Development (fundraising/marketing)
- Volunteer Recruitment & Management
- IT/Web Design
- Program Evaluation
- Multicultural Expertise
- Business Development
- Strategic Planning
- Teen/Youth Involvement
- Legal Expertise
- Other (Please specify): _____

SECTION C: REFERENCES, RESUME AND COMMITMENT

1. Please list two references (Must include one professional and one personal.)

Name:

Title:

Company:

Daytime phone:

Email Address:

Relationship:

Name:

Title:

Company:

Daytime phone:

Email Address:

Relationship:

2. The Arlington County Board requires a commitment of involvement. By signing this application you agree to the following statement:

I acknowledge that Board Members are expected to work hard, increase awareness, and raise resources such as volunteers and potential sponsors to enable the Board to carry out its mission. I understand that if elected I am committed to attend Board Meetings, to serve on at least one Board committee and to be a member in good standing.

Print name: _____

Signature: _____

Date: _____

3. Please attach your resume to this application and return by fax or email to:

Nominating Committee

arlingtoncofair@gmail.com

PO Box 40244, Arlington, VA 22204

Thank you for your interest in the Arlington County Fair Board