

## Defiance County Junior Fair Board Job Description

### Defiance County Junior Fair Board Purpose:

The purpose of the Defiance County Junior Fair Board shall be to assist in planning and implementation of junior fair programs and to encourage participation.

### Junior Fair Board General Responsibilities:

- Maintain the Junior Fair Board as an active, productive organization by by:
  - a. Conducting meetings to get tasks done
  - b. Electing officers based on ability, attitude and experience.
  - c. Provide orientation and assistance for new members.
  - d. Use appropriate parliamentary procedure
  - e. Keep accurate secretarial and treasurer books and records.
  - f. Comply with the Constitution and By-Laws.
  - g. Involve all youth organizations and have all members actively involved.
- Work closely with the Senior Fair Board.
- Read, understand, and enforce the general rules, agricultural rules, and the specific rules applying to your departmental exhibits. Resolve problems or issues relating to Junior Fair activities by referring to the fair book, Senior Fair Board, 4-H professional or any other relevant reference.
- Support the decisions, policies, and activities, first of the Junior Fair Board, and second of your departmental committees.
- All departments' plans, schedules and activities are subject to the Junior Fair Board approval. All Junior Fair Board plans, schedules, and activities are subject to the Senior Fair Board approval.
- Maintain appropriate records concerning judging, events, prizes and awards
- Promote the philosophy of education and improvement of skill through fair competition

### Junior Fair Board Member Requirements:

- Attend 50 % of scheduled meetings and work a minimum of:
  - 2 Junior Fair Livestock Shows
  - 2 Junior Fair events other than a livestock show
- Help with the set up and tear down of all Junior Fair related areas.
- Assist at all assigned committee events by setting up for the event, taking down after the event, record keeping, handing out awards, announcing, etc.
- Be available during the Defiance County Fair to help as needed. Respond to calls for help at Junior Fair events.
- Always act in a professional and appropriate manner while representing the Defiance County Junior Fair Board at meetings, events, functions, and other activities
- Be an effective team player. Work collaboratively with other JFB members, Adult Advisors, exhibitors



**Junior Fair Board Qualifications:**

- Must be in the 8<sup>th</sup> grade to apply.
- Be no older than 19 years old as of January 1st of the current year.
- Must complete application and interview process.
- Be a member in good standing with your Junior Fair organization.
- Have no more than 2 unexcused absences from JFB activities (including meetings, workdays, events and functions JFB participates in).
- Unexcused absences may result in removal from the Junior Fair Board. \*Excused Absences include: illness, family emergency, or a required school function – other excuses will be considered on a case by case basis.
- Have a positive, respectful attitude to everyone

By signing this form I assure that I will fulfill all my duties as a Defiance County Junior Fair Board member to my up most ability and responsibility.

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JFB Member Signature

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JFB Member Name (Print)

By signing this form I acknowledge that I have seen this form and will do my best to help my child to fulfill his/her duties as a JFB member.