

Walla Walla Fair & Frontier Days Board of Directors

Volunteer Position Description

Title: Fair and Frontier Days Board Member
Reports to: Board President and Fairgrounds Manager
Term: Maximum: Three 3-year terms

Purpose of Position: To serve on the Board as a voting member; to assist the Fairgrounds Manager in developing policies, procedures and regulations for the operation of the Fairgrounds facility and Fair and Frontier Days; to monitor finances of the organization and its programs and performance.

Expected Meeting Attendance:

- Regularly attend monthly meetings as scheduled – 3rd Tuesday of the month, and other scheduled meetings as needed
- Attend standing committee meetings - Times and dates vary
- Attend Board Orientation, the Annual Retreat, and other board development activities
- Attend and participate in special events as needed:
 - ✓ Showcase Party - Spring
 - ✓ Waitsburg Parade, Dayton Days Parade - May
 - ✓ Summer Demo - June
 - ✓ Fair and Frontier Days - Wednesday through Sunday of Labor Day week-end
 - ✓ Volunteer Appreciation Dinner, Board Retreat - October
 - ✓ Other functions and fundraisers

Obligations of the Board:

- Assist Fairgrounds Manager in maintaining and updating long-range plans and strategic plan.
- Serve as an ambassador, actively engage in educating, informing and advocating on behalf of the Fairgrounds as a tourism facility.
- Regularly attend board meeting and important related meetings. It also includes being prepared for Board meetings, asking critical questions, and helping the board to come to agreement in assisting Manager with decisions that affect the Walla Walla Fair and Frontier Days and fairgrounds.
- Review and update board and other policies and procedures when needed.
- Be a partner with the Fairgrounds Manager by supporting the policies, goals, and programs of the Fair and Frontier Days and Fairgrounds. The Board is not expected to manage the day-to-day activities of the fairgrounds.
- Provide annual constructive evaluation of the General Manager Reviewing monthly financial statements and understanding the financial position of the Fair and Frontier Days from expense and revenue perspectives within context of the budget year.
- Maintain confidentiality, as appropriate and required.
- Plan and execute the Fair and Frontier Days and other events approved by the Board of Directors.
- Help realize the mission for the organization, which is: "The Walla Walla Fair and Fairgrounds serves the Walla Walla Community by providing an event center to entertain and educate."
 - Attend meetings and commit to board activities.
 - Contribute skills, knowledge and experience
 - Participate in organizational decision-making.
 - Assume roles as assigned in all board activities, including fundraising.
 - Represent the organization in a positive manner to the public.
 - Educate yourself to the needs of the facility and the people you serve.
 - Commit to Board activities and working as a team.
 - Respect, communicate, and work together with other board members, manager and staff.

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Financial Commitment: **NOTE:** All items are purchased at the expense of the Board Member.

- Purchase official Board of Director's clothing: shirts, jeans, hat, jacket, dress coat, belt and boots for parades and Board activities.
- Pay expenses to travel to parades, meetings and some conventions (WA State Fair Convention and International Fair Convention).
- Purchase tickets to Board events.
- Purchase silver nametag for self and spouse (Optional).
- Pay yearly dues for Board meeting dinners and beverage supplies.

Board Members can expect the following:

- Hard work, but satisfaction from being a part of a long time, well known community event.
- Support and current information and regular monthly financial reports from the Fairgrounds Manager and staff.
- Fairgrounds General Manager available to discuss programs and policy, goals and objectives.
- Travel and other opportunities to promote Fair and Frontier Days and the fairgrounds.
- A copy of the Board of Directors' By-Laws and Fairgrounds Business Plan.
- To receive a Fair and Frontier Days belt buckle for Board commitment.
- To become an 1866 Club Member at the completion of three 3-year terms.

I understand that commitment to this board will involve a substantial number of volunteer hours each month, and that the time commitment will increase during the time frame immediately prior to and during the Walla Walla Fair and Frontier Days event itself.

Signature _____

Date _____

Revised 2-2017