

GENERAL RESPONSIBILITIES OF JUNIOR FAIR BOARD SUPERINTENDENTS

1. Attend all regular and special meetings of the Board and Department Committees. Notify the county Extension office if you are unable to attend. The Constitution has specific rules about attendance.
2. Obtain a folder or three-ring binder notebook for Junior Fair Board letters, information, and handbook materials and bring the notebook to all meetings.
3. Maintain active membership in at least one of the organizations represented on the Board.
4. Maintain the Junior Fair Board as an active, productive organization by:
 - a. Conducting meetings to get tasks done.
 - b. Electing officers based on ability, attitude, and experience.
 - c. Providing orientation and assistance for new members.
 - d. Using appropriate Parliamentary Procedure.
 - e. Keeping accurate secretarial and treasury records.
 - f. Complying with the Constitution and By-Laws.
 - g. Involving all youth organizations and having all members actively involved.
 - h. Being objective in making decisions that affect the overall quality of the entire Junior Fair program.
5. Assign members to be responsible for second departments.
6. Search for methods and programs to improve Junior Fair activities.
 - a. Visit other fairs to look for ideas.
 - b. Participate in Ohio Fair Manager`s Meeting in Columbus in January.
7. Develop and conduct activities to involve more youth in the Junior Fair.
8. Take full responsibility for planning and conducting your department`s activities and assist wherever needed in all events that are part of the Junior Fair.
9. Preside over departmental meetings in which you are assigned and perform those department responsibilities as needed.
10. Involve interested youth and adults in reviewing and revising department plans and rules and in conducting department activities.
11. Work closely with Senior Fair Board in the planning and conducting department and Junior Fair activities.
12. Contact and secure trophy and award sponsors as needed for respective departments.
13. Complete the Junior Fair section of the premium book.
14. Read, understand, and enforce the general rules, agricultural rules, and the specific rules applying to your department exhibits. Resolve problems or issues relating to Junior Fair activities.
15. Support the decisions, policies, and activities; first, of the Board; and second of your respective department.
16. All department plans, schedules, and activities are subject to Junior Fair Board approval. All Junior Fair Board plans, schedules, and activities are subject to Senior Fair Board approval.
17. Maintain appropriate records concerning judging, events, prizes, and awards.
18. Assist in operating the Junior Fair Board office facilities.
19. Assist Senior Fair Board as needed.
20. Promote the philosophy of education and improvement of skills through fair competition.
21. Keep communications open. Between your department, the board, your organization, with Senior Fair Board.