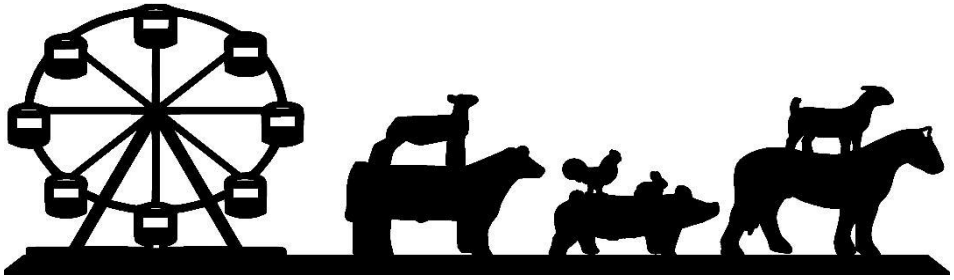
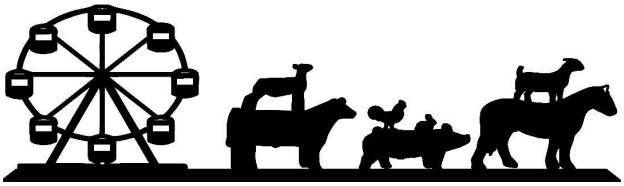
Allamakee County Fair



Board of Directors Handbook



Allamakee County Fair
705 Allamakee St.
PO Box 208
Waukon, IA 52172

Our Mission:

"The Allamakee County Agricultural Association will promote community services to all citizens by utilizing all available resources. Youth involved in 4-H and FFA will be provided a positive learning environment to promote achievement of personal goals through sportsmanship, showmanship and workmanship."

Allamakee County Fair Board of Directors:

Adam Bieber, President
Kyle Halse, Vice President
Diana Davison, Secretary
Bobbi Baxter, Treasurer
George Bieber
Brian Kerndt
Bill Behrend
Andy Darrington
Jenny Rosendahl, Pavilion Manager

Board operates on two-year voluntary terms, renewed in October.

Term Ending October 2027: Bobbi Baxter, George Bieber, Bill Behrend, Andy Darrington

Term Ending October 2028: Adam Bieber, Brian Kerndt, Kyle Halse, Diana Davison

The Allamakee County Fairboard is a member of the Association of Iowa Fairs. Guidelines set by the Association are followed and financials are reported annually.

The Allamakee County Fair and the Allamakee County Extension operate under a Memorandum of Understanding agreed upon by both parties. It is the responsibility of all board members to understand and abide by this agreement.

ALLAMAKEE COUNTY FAIR BOARD OF DIRECTORS
BOARD CULTURE

Advice to New Members of the Board

"Become involved in an area you feel needs improvement at the Fair."

"Do what is good for the Fair, not a personal agenda. We need to make this last for another 100 years to come and more!"

"Get involved in an area of interest. Serve on committees so they can learn more about the fair activities and the business."

"The Fair is a business. Businesses must keep changing with the times to make a profit in order to stay in business. Traditions are to be appreciated, but we must be looking to and on the forefront of the future."

"We are representatives of the Allamakee County Fair. We all must be optimistic with our opinions concerning the fair."

"Appreciate the fact that each person has his/her own department/area that they are involved in, and we want them to be passionate about their area. They bring energy and knowledge to the area to make it operate and grow. We need to support all of the areas of the fair."

"Learn what your role is and what is expected of you. Volunteer to continue to make the Fair Bigger and better and be ready to serve on any of the committees."

"Be patient."

"Volunteer wherever you can help the most."

"You learn a whole lot about other areas of the Fair if you serve on several committees and attend all of the meetings."

"Do not have a personal agenda. Have an open mind and a cooperative spirit, and a positive can-do attitude when it comes to helping to move the Fair forward."

"Look at the past successes, and build on that to move the Fair forward for a whole new generation of fairgoers. Don't be stagnant. Think out of the box."

Allamakee County Fair

Role of a Board Member

The board expects its members to carry out their duties in an ethical and professional manner, including proper use of authority. Meeting appropriate performance standards makes it possible to do the work of the board in an efficient and effective way.

Performance standards expected for board volunteers include:

➢ Being loyal to the Society

➢ Avoiding conflict of interest

➢ Not exercising individual authority over staff or the society

➢ Dealing with the public, clients, staff, and each other in a fair, ethical, and straight-forward manner

➢ Fostering friendly, positive working relationships between volunteers and staff

➢ Being prepared for, and actively participating in, meetings

➢ Maintaining confidentiality of board business

➢ Speaking positively of the Society to the public.

Board members are required to carry out their roles, responsibilities, and functions with a full

understanding and appreciation of the considerable legal responsibilities that go with the position.

Make sure that you:

➢ Are aware of your legal responsibilities as a board member

➢ Know that policies are in place to guide the actions and behaviors of both board members and staff

➢ Manage the Society's affairs as you would your own

➢ Participate in completing annual liability checklists.

Individual board members are generally not held liable for the debts or obligations of the Society.

However, board members can incur personal liability if they do something that shows a lack of reasonable care in fulfilling their roles and responsibilities.

The most common difficulties that can arise are:

➢ Non-management

➢ Negligence or willful mismanagement

➢ Conflict of interest and self-dealing.

When a board member does not fulfill individual and/or board responsibilities, he or she is guilty of non-management. An example of non-management is failure to attend board meetings on a regular basis.
When a board member conducts board duties poorly, improperly, or dishonestly, he or she is guilty of negligence or willful mismanagement. Hiring unqualified staff or poorly managing the organization's finances are examples of negligence or willful mismanagement.

When a board member stands to gain personally from a transaction made by the organization, he or she is guilty of conflict of interest or self-dealing. An example is selling and purchasing property on which you can make a personal gain.

As a board member, you have the right to ask questions, and the responsibility to learn as much as you can about your role, responsibilities and functions. By preparing yourself, and taking the initiative to contribute in a meaningful way to the organization, you will maximize your chance of having a positive experience.

Allamakee County Fair

Performance Expectations of a Board Member

- Loyalty

You must uphold the interest of the Society and its membership.

- Conflict of Interest

You have the fiduciary responsibility (hold a position of public trust) to act in good faith and in the best interests of the Society.

- Individual Authority

Through your position as a board member you must not exercise individual authority over staff or parts of the Society. You are part of a board that speaks with one voice in its dealings with the Society and the public.

- Conduct

When you interact with the board, staff members, or the community, your behavior should reflect the principles of fair play, ethics and straightforward communication.

- Meeting preparation

You should prepare for meetings. This includes reading the minutes of the previous meeting and identifying any questions or concerns.

- Active participation

You should attend all board meetings and meetings of any committees to which you have been assigned. Ask questions as needed and develop a working knowledge of meeting procedures.

- Board and staff relations

You should encourage a friendly working relationship with board members, staff and volunteers.

- Confidentiality

You must keep board business and matters of a delicate nature confidential.

- Image

You will always present a positive view of the organization to the public.

Allamakee County Fair

Duties of President

➢ Provides leadership to the Board of Directors

➢ Makes sure the Board adheres to its bylaws and constitution

➢ works with the Secretary or Treasurer to prepare the agenda

➢ Chairs meetings of the Board

➢ Encourages Board members to participate in meetings and activities

➢ Keeps the Board's discussion on topic by summarizing issues

➢ Keeps the Board's activities focused on the organization's mission

➢ Evaluated the effectiveness of the Board's decision-making process

➢ Chairs meetings of any paid staff

➢ Makes sure that committee chairpersons are appointed

➢ Orients Board members and committee chairpersons to the Board

➢ Makes sure there is a process to evaluate the effectiveness of Board Members, using measurable criteria

➢ Recognizes Board Members' contributions to the Board's work

➢ Act as one of the signing officers for checks and other documents, such as contracts and grant applications

➢ Plays a leading role in supporting fundraising activities

➢ Promotes the organization's purpose in the community and to the media

➢ Orients the new President, in that event

➢ Chairs the Executive Committee (VP, Sec, Treas) and calls those meetings as needed

Allamakee County Fair

Duties of Vice-President

- ➢ Acts in the absence of the President
- ➢ Serves on the Executive Committee
- ➢ Learns the duties of the President and keeps informed on key issues
- ➢ Works closely as consultant and advisor to the President
- ➢ Chairs at least one major committee
- ➢ Acts as a signing officer for checks and other documents
- ➢ Orients the new Vice President, in that event

Allamakee County Fair

Duties of Board Secretary

➢ Serves on the Executive Committee

➢ Keeps copies of the Society's bylaws and the Board's policy statements

➢ Keeps lists of officers, Board members, committees

➢ Notifies Board Members of meetings

➢ Brings official minute book to meetings

➢ Keeps record of Board attendance

➢ Makes sure that there is a quorum at Board meetings

➢ Keeps accurate minutes of meetings

➢ Records all corrections to minutes

➢ Keeps copies of minutes of both Board and committee meetings

➢ Conducts general Board correspondence

➢ Keeps records of all Board correspondence

➢ Signs official documents of the Society as required

➢ Makes sure members are notified of General Meetings

➢ In the absence of the President and Vice President, chairs Board meetings until the election of an alternate President

➢ Orients the new Secretary, in that event

Allamakee County Fair

Duties of Board Treasurer

- ➢ Serves on the Executive Committee
- ➢ Gives regular reports to the Board on the financial state of the organization
- ➢ Keeps financial reports on file
- ➢ Orients the new Treasurer, in that event
- ➢ Acts as signing officer for checks and other documents
- ➢ Keeps accurate accounts of Board receipts and disbursements for Board-related expenditures
- ➢ Makes sure all necessary financial reports are filed
- ➢ Keeps full and accurate accounts of all organizational receipts and disbursements
- ➢ Receives and banks all monies due to the organization
- ➢ Disburses all monies as directed by the Board
- ➢ Prepares and monitors overall budget
- ➢ Coordinate payroll functions
- ➢ Files necessary financial reports, tax reports and audits
- ➢Handles the mail
- ➢Applies for grants on behalf of the Board

Allamakee County Fair

Board Member Annual Agreement, renewed in October

- I support the mission and values of this organization.
- I am willing to further the work of this organization with my time and skills.
- I understand the role of the board and my responsibilities as a board member.
- I have and will continue to attend 75% of the monthly meetings.
- I help plan, promote, and execute fundraising events as the board determines.
- I prepare for meetings by reading background materials and researching issues for discussion.
- I actively participate in board meetings by listening, discussing, and presenting complete information as required.
- I am willing to support and help other board members in their development.
- I am interested and willing to participate in development opportunities including workshops, information sessions, conferences, and taking on new roles.
- I try to be an objective decision maker, considering the impact of issues on individuals, the organization and the community.
- I avoid participation in board issues which are self-serving or may be perceived as conflict of interest.
- I recognize the board must “speak with one voice” and I avoid taking action on issues unless instructed to by the board.
- I enjoy my service as a board member in this organization. If not, I am actively working to change the issues and/or activities which are a barrier, or I am reconsidering my commitment to this organization.
- I will protect and build the Fair’s legacy and help shape its future. I will not discuss, write, or electronically post my personal opinions of the Fair’s business. I will only make positive and supportive endorsements in public, and will only bring forth dissent during the decision-making process in Board meetings.
- I will stand up for individual convictions and speak my mind freely at Board meetings. Once a decision is made, I will demonstrate respect for the decision even if in disagreement and will support the Fair’s policies and programs once established.
- I will treat other Board members, staff members and volunteers with respect, civility and transparency. I will respect the views of other Board members and staff and keep disagreements impersonal.
- I will not attempt to exercise individual authority over the organization. I recognize that I do not have any authority as an individual Board member when interacting with fair staff, the media, the public or other entities except when explicitly stipulated by the Board.
- I will not publicly express individual judgements of the performance of the board members, staff, or volunteers.
- I understand this is an unpaid position. I can be reimbursed for direct expenses and mileage according to the current IRS rate. Winter storage of one vehicle is allowed, if space allows, at no charge. All winter storage contract requirements must be followed. Facility rental is allowed with board approval.

_____ _____

Signed Date