

Calendar of specific dates relative to 2018 elections

Packets available:October 1, 2018
Nomination Forms due:November 1, 2018
Ballot committee appointed:November 15, 2018
Ballots available:by November 15, 2018
Ballots due:November 30, 2018
Ballots counted:First week of December

BOARD OF DIRECTORS – ROLES & RESPONSIBILITIES

The Board's job is to lead and govern the Association on behalf of the citizens of Napa County and to define and ensure appropriate organizational performance based on the strategic plan while serving as the conduit representing the community and connecting its interests in promotion of the Association mission:

**To serve the citizens of Napa County with cultural, social, and economic benefits
in times of celebration as well as need**

LEGAL DUTIES, ROLES & RESPONSIBILITIES

Governing boards must meet certain legal obligations, referred to as "duties," as failure to fulfill them may result in liability. The Board of Directors occupies a position of trust. The highest fiduciary standards apply to their conduct.

The Duty of Care: *Be reasonably informed about activities, participate in making good decisions with the care of a "prudent person"*

- Actively participate in meetings. The Board holds regular meetings on the second Thursday of every month at 7:00 pm, unless otherwise noticed. Attendance is mandatory. For the purpose of ensuring a quorum, Board members should advise the Chief Executive Officer in advance if unable to attend a meeting;
- Attend all special activities of the Board, including fundraising events and such Board events, trainings, or retreats as may be planned;
- Stay well informed by carefully reviewing the agendas and minutes of Board meetings and committee meetings; financial statements; and other materials provided. Be aware of and notice community activities and legal/political developments which may impact the Association or our programs and bring them to the attention of the Board and Chief Executive Officer.

The Duty of Obedience: *Comply with all applicable federal, state, and local laws and adhere to Bylaws and policies set by the organization and remain a faithful guardian of the mission*

- Upon election or appointment, complete the FPPC Ethics training prior to the February board meeting. Additionally, all board members are required to participate in The Brown Act training provided.
- Approve and monitor compliance with all significant policies and procedures;
- Review significant new policies or material amendments to existing policies;
- Direct management to ensure the Association operates at all times within applicable laws and regulations and to the highest ethical and moral standards.

The Duty of Loyalty: *Act in the best interests of the organization, putting aside personal, professional or other interests*

- Provide leadership and vision. Function as a goodwill ambassador representing the membership and citizens of Napa County without regard for personal interests; support the resolutions and actions of the Board.
- Participate with management in the development of, and ultimately approve, the Association's mission, vision, and goals, taking into consideration the needs of the membership and community;

The Duty of Oversight: *Attempt in good faith to assure that the information and reporting systems adequately exist*

- Select and evaluate the Chief Executive Officer, provide advice and counsel in the execution of duties;
- Approve the annual budget that supports the Association's goals;
- With management, establish clear performance benchmarks against which the goals can be measured;
- Take reasonable steps to ensure the integrity of the Association's internal control systems;
- Monitor operational and financial results against benchmarks;
- Approve annual financial statements and recommend the appointment of external auditors.

Acting in Good Faith: *Perform duties in good faith, in a manner believed to be in the best interest of the organization and with such care, including reasonable inquiry, as an ordinarily prudent person in a like situation would use under similar circumstances.*

- Ensure management identifies the principal financial and non-financial risks to the Association and implements appropriate systems and programs to manage these risks.

GOALS OF THE ASSOCIATION

MISSION

To serve the citizens of Napa County with cultural, social, and economic benefits in times of celebration as well as need.

VISION

To strive for excellence in all we do, recognized with pride by our Napa County community.

GOALS

CONTINUE THE FAIR AND COMMUNITY EVENTS

Goal: The Association will continue to produce the Napa County Fair events on into the future, carrying forward its rich 80+ year tradition of celebrating our county's agricultural heritage.

ORGANIZATION TRANSITION

Goal: Transition governance of the Association into a nonprofit, charitable, non-membership organization, focused on fundraising and program management of the fair events.

FUNDRAISE FOR PROGRAM & FACILITY ENHANCEMENTS

Goal: Following successful organization transition, fundraise to restore and upgrade the Tubbs Building.

BOARD OF DIRECTORS APPLICATION

NOMINATION FORM

The following Napa County Fair Association voting member is nominated to serve on the Napa County Fair Association Board of Directors:

NAME OF MEMBER SEEKING NOMINATION

By the following five (5) voting members of the Napa County Fair Association:

Incumbent – *Per Bylaws, Association Member signatures are NOT required.*

NAME (please print)

Signature

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

As the nominee, I agree to serve on the Association Board of Directors if elected.

Nominee Signature

Date

CANDIDATE STATEMENT (optional – attach additional sheet if necessary)

Provide qualifications, background, experience, etc. to describe to voting members why you want to serve on the Napa County Fair Association Board of Directors.
