

Latah County Fair Board Member Position Description

Purpose: A Latah County Fair Board member is responsible for working with the full board to organize, plan, and conduct the annual county fair and execute additional events and activities consistent with the mission of the Latah County Fair and Events Center.

Essential Functions:

- Attend monthly Fair Board meetings, occasional functions and special events
- Serve on a committee in special capacities commensurate with skills
- Be available for assigned tasks and frequent shifts for the days leading up to and week of the fair reoccurring is September
- Remain informed about the organization's mission, services, policies and programs and keep up to date on developments of the board
- Have a spirit of county pride, youth development, and agricultural heritage.

Qualifications: The Fair Board should have a mix of membership from public, private and nonprofit sectors who bring a variety of professional skills and a willingness to donate personal time and energy to further the mission of the Latah County Fair, Fair Board members shall not have a conflict of interest in the areas of business or personal gain.

Time Commitment: Fair Board members are appointed for a term of four (4) years and may be reappointed. The Fair Board meets once per month for no more than two hours. Additionally each Fair Board member is expected to assist the Latah County Fair, any fundraising efforts of the Latah County Fair and Events Center, and other fairgrounds related activities as established by the Fair Board.

Duties of Fair Board Members: To ensure a successful fair, Fair Board members are responsible for the annual occurrence and the day-to-day operations of the Latah County Fair and shall volunteer to assist with or oversee the following: building and grounds set-up, recruitment, community outreach, secure vendors, recruit volunteers, entertainment, logistics, public relations, and competitive exhibits.

The Latah County Fair Board requires a commitment of involvement. Fair Board members are expected to work hard, increase awareness, and raise resources such as volunteers and potential sponsors to enable the Fair Board to carry out its mission. Members are committed to attend Fair Board meetings, to serve on at least one Fair Board committee, be a member in good standing, uphold the code of conduct, and uphold the Latah County Fair Board By-laws.

Latah County Fair Board members are appointed by the Latah County Board of Commissioners.