

STATE 4-H FAIR TRUSTEES GUIDELINES

The primary purposes of the State 4-H Fair are to:

1. Provide 4-H members with an educational experience relating to projects, activities, personal skills, and accomplishments;
2. Provide recognition and inspiration to 4-H members and leaders toward greater achievement;
3. Provide an opportunity and challenge for 4-H members to broaden their relationships with other 4-H members and with other 4-H programs;
4. Provide a dynamic and comprehensive review of 4-H and its accomplishments to the people of the State of Washington.

Role of the Board of Trustees

The Board of Trustees of the State 4-H Fair have four main functions:

1. Hire and supervise the work of the manager and bookkeeper;
2. In cooperation with the manager, supervise the work of other salaried staff;
3. Serve as an advisory board to Washington State University Cooperative Extension on policies, procedures, and program development regarding the State 4-H Fair;
4. Serve in functional roles during the fair as requested by the Fair Management.
5. Serve on internal committees as appointed by the President of the Fair Board.

Role of Washington State University Cooperative Extension

Washington State University is the authorizing agency for the State 4-H Fair. As the authorizing agency, it has entered into a contract with the State Department of Agriculture to administer the funds allocated for the operation of the State 4-H Fair Board, but WSU Cooperative Extension is held responsible to see that these funds are used appropriately. The 4-H program is part of the educational programs funded by federal, state, and county monies. The use of the name and emblem for 4-H is authorized by federal statutes. Cooperative Extension of WSU is responsible to the funding agencies to conduct an educational program within the purposes of the enabling legislature and within the policies of the funding agencies.

There is no simple and absolute distinction between the roles of the volunteers and the roles of WSU faculty. However, generally the volunteer staff conducts the Fair and the WSU faculty make sure the programs conducted are educationally sound.

Term of Office

Adult Trustees may be elected for two consecutive terms. Terms begin and end on Friday of the 4-H Council Meeting. The Fair Board Executive Committee appoints teen Trustees for a 2-year term. WSU Staff Representatives are appointed for a 2-year term by the State 4-H Program Leader, and may be re-appointed.

State 4-H Fair Responsibilities

During the State Fair, Board members are expected to be on the grounds for at least four days or as budget permits. The Board serves in functional roles during the fair on specific problem areas and to support the Fair Manager and Assistant Managers. Arrangements for lodging are made by the Fair Manager or salaried staff, in cooperation with Board members.

Meetings

There are at least two regularly scheduled meetings for members of the State 4-H Fair Board. They are as follows:

Washington State 4-H Council/Forum - This is usually held the third weekend of October, beginning on Thursday evening. Leadership for this meeting is shared with the State 4-H Advisory Board. The Council is held in conjunction with the State 4-H Forum, which follows on Saturday and Sunday. It is the responsibility of each trustee to send his or her registration form and fees in by the established deadline. Housing accommodations are made by the Manager

The Council deals with recommendations for the total 4-H program, including State 4-H Fair. These recommendations are sorted into eight to ten categories. A committee of the Council deals with each category. These committees are co-chaired by a Fair Board and an Advisory Board member. The committees' recommendations are reported back to the Council for acceptance. They are then directed to the next appropriate body for review and action. (State Fair related recommendations go to the State 4-H Fair Board.) Members of the State 4-H Fair Board and State 4-H Advisory Board are elected by each district at this meeting and take over duties Friday night.

First (Fall) Meeting - This meeting may be held at the State 4-H Forum or at another time deemed appropriate. During this meeting officers are elected and committee assignments are made and recommendations from the Council are considered. The meeting will include an overall fair evaluation and recommendations for future years. Personnel issues such as evaluations and staffing assignments for general superintendents are made.

Second (Spring) Meeting - This is usually a three day (Friday afternoon, Saturday and Sunday morning) meeting held in either February or March. The Fair budget and premium book updates are dealt with at this time. Contracts for salaried staff are renegotiated (manager, bookkeeper, and assistant managers).

Lodging at Meetings

Arrangements for lodging are usually made by one of the trustees living close to the meeting location in close coordination with the Manager. The Bookkeeper pays lodging expenses, and requests reimbursement from trustees for guests as appropriate. Lodging costs for Trustees are covered at the rate of one-half the cost of a double (two bed) room. Rooms will be paid at one-half the double rate if singles are requested. Lodging expenses for WSU Extension representative Trustees are paid from the State Program Leader's funds at Washington State per diem rates.

Meals and Travel

Travel should be coordinated to reduce costs. Mileage is paid at \$0.22 per mile. Meal expenses are reimbursed up to \$20.00 a day. Receipts are requested. Travel and meal expenses for WSU Extension representative Trustees are paid from the State Program Leader's funds at Washington State per diem rates.

Telephone Procedures

Telephone expenses will be reimbursed, provided they are itemized. Check with your County Extension Office to see if their phones are available for your use. Some county budgets may not permit use of county phones.