



## **Preble County Agricultural Society**

722 South Franklin Street (State Route 122)

Eaton, Ohio 45320

Phone: 937/456-3748 Fax: 937/456-7277

[www.preblecountyfair.org](http://www.preblecountyfair.org)

Fair established in 1850

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### **Preble County Junior Fair Board Job Description**

#### Preble County Junior Fair Board Purpose:

- The object shall be to coordinate and conduct the activities of all Preble County youth organizations at the Preble County Fair

#### Junior Fair Board General Responsibilities:

- 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. Provide orientation and assistance for new members.
  - d. Use appropriate parliamentary procedure
  - e. Keep accurate secretarial and treasurer books and records.
  - f. Comply with the Constitution and By-Laws.
  - g. Involve all youth organizations and have all members actively involved.
- Work closely with the Senior Fair Board.
- Complete the Junior Fair section of the Preble County Fair Book.
- Read, understand, and enforce the general rules, agricultural rules, and the specific rules applying to your departmental exhibits. Resolve problems or issues relating to Junior Fair activities by referring to the fair book, Senior Fair Board, 4-H professional or any other relevant reference.
- Support the decisions, policies, and activities, first of the Junior Fair Board, and second of your departmental committees.
- All departments' plans, schedules and activities are subject to the Junior Fair Board approval. All Junior Fair Board plans, schedules, and activities are subject to the Senior Fair Board approval.
- Maintain appropriate records concerning judging, events, prizes and awards
- Promote the philosophy of education and improvement of skill through fair competition

#### Junior Fair Board Member Requirements:

- Maintain a three ring binder or folder for Junior Fair Board materials. Bring to all meetings.
- Work a minimum of 2 JFB office shifts during the Preble County Fair. Shifts must be on different days and not all at the end of the Fair.
- Help with the set up and tear down of all Junior Fair related areas at the Fair including the stage in the Toney building and booths for Fair.

