

Benton County Fair Board Member

Job Description

Benton County Fair Board members are responsible for the success of the Benton County Fair and Fairgrounds. They are appointed by the Benton County Commissioners to a three year term. They are eligible to be reappointed to one term.

Regular responsibilities:

1. Attend and participate in regular monthly as well as special Fair Board meetings.
2. Attend and participate in regular as well as special meetings of an assigned Fair Board Committee.
3. Participate in the annual Benton County Fair. Attend the opening ceremony. Work with the Fair Manager and other Fair Board members in advance to develop and clarify responsibilities.
4. Provide policy direction for the Benton County Fair and Fairgrounds.
5. Exercise due diligence for legal and financial matters. Become knowledgeable about overall Fair Budget.
6. Ensure compliance with Oregon Open Meeting Law.
7. Direct the Fair Manager to manage the operations according to Fair and Benton County policies and guidelines. Develop and monitor methods of accountability.
8. Ensure good communication among Fair Board members, with the County, and with Fair partners.

Special responsibilities:

Fair Board Chair –

1. Chair the Fair Board meeting. Prepare the meeting agenda in collaboration with the Fair Manager and the Executive Committee. Call special meetings of the Fair Board as needed. Propose the annual schedule of Fair Board meetings. Ensure that proper notice is given of all meetings.
2. Chair the Executive Committee meeting.
3. Coordinate all supervision issues concerning the Fair Manager.
4. Communicate regularly with the Board of Commissioner's designated Fair liaison.

5. Appoint all members and chairs of Fair Board committees.

Fair Board Vice-Chair –

1. Chair the Fair Board meeting in the absence of the of the Chair.
2. Participate in the Executive Committee, chair the committee in the absence of the Chair.

Fair Board Past Chair –

1. Participate in the Executive Committee. Keep the committee informed of past practices of the Fair Board.

Fair Committee Chair –

1. Chair the meetings of the assigned committee. Prepare the meeting agendas. Ensure that proper notice is given of meetings.
2. Notify the Fair Board Chair of issues and recommendations that need to be addressed by the Fair Board.
3. Work with the Committee to prepare an annual work plan. Present to the Fair Board.

Relevant By-Law Articles

ARTICLE 3 Membership

Section 1. Number and Selection: The Board shall consist of not less than three (3) nor more than seven (7) residents of the county, appointed by the Board of Commissioners. Only one member may be a member of the Board of Commissioners. The Board of Commissioners shall also appoint one County employee to serve as an ex officio member of the Board.

Section 2. Terms of Office: Terms shall be three (3) years. Any member may serve two (2) successive terms if reappointed by the Board of Commissioners. Terms begin on January 1 and end on December 31st. Terms shall be staggered, with two members' terms expiring the first year, two members' terms expiring the second year, and three member's term expiring the third year. The ex officio position shall not be governed by this Section.

Section 3. Responsibilities: Board members shall regularly attend meetings of the Board and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chair.

Section 4. Termination of Membership: The Board of Commissioners shall follow Benton County Code Chapter 3 in appointing and removing Board members.

- (1) The Board of Commissioners may remove any appointee for failure to attend three or more consecutive regular Board meetings.
- (2) The Board of Commissioners may also remove any appointee for cause following public hearing, for reasons including, but not limited to:
 - (a) Commission of a felony;
 - (b) Corruptness;
 - (c) Intentional violation of open meetings law;
 - (d) Failure to declare conflicts of interest;
 - (e) Incompetence.

Section 5. Vacancies: The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

ARTICLE 4 Officers

The following officers shall be elected from the Board membership during the first meeting of each calendar year:

Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote would create a tie, the Chair shall refrain from voting.

Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.