

Hendricks County 4-H Fairboard Associate General Guidelines

Updated: 10/2024



- Associate Fairboard members will have equal access and opportunities on the Board (No voting rights on the Board)
- All Associates must be 18-30 years of age during the membership period. An associate may not be an active 4-H member.
- All associates must reside in Hendricks County or have been a Hendricks County 4-Her.
- Associates will be given tasks to complete for the Hendricks County 4-H Fair
- All Fairboard members will be considered mentors for the Associates and the associates will be treated by them as such
- Associates are encouraged to attend monthly Fairboard meetings on the first Monday of the month and notify the Associates Committee Chairman whenever this is not possible
- Associates are expected to attend the Saturday session of the annual Fairs and Festivals convention that the Fairboard attends
- Associates will complete an exit interview to discuss all activities they observed or were involved in during the 2025 County Fair. This exit interview is due 10 days following the last day of the fair and will detail the following:
 - A summarization of all activities for the week of the fair
 - A summarization of thoughts regarding the fair
 - Suggestions and/or comments regarding activities during the fair
 - Any thoughts regarding the overall experience as an Associate member (reactions to meetings, convention, et cetera...)
- Associates will serve on the Fairboard from January 1st through the 4-H County Fair and to the board meeting following the Fair (August meeting). The Associate term ends after that meeting.
- **Associates will conduct themselves in a professional manner at all times.** They must execute volunteer forms through Purdue Extension service and remember that they are always representing the Hendricks County 4-H Program and 4-H Fairboard.
- Associates may attend and participate in any committee(s) they desire with the exception of Operations Committee.

How does the Hendricks County 4-H Fairboard Work?

- The Hendricks County 4-H Fair is an extension of Purdue University's Cooperative Extension service. All chosen associates must complete the volunteer training mandated by Purdue Extension.
- 12 months, 365 days/year, the facility is owned by the county but rented to the 4-H Fair Association to operate and manage the space and to host the annual 4-H Fair – One County Commissioner and One County Council member serve as members of the Fairboard as ex-officio members and voting members of Operations Committee.
- Officers of the Board include:
 1. President of the Board – runs the monthly meetings and assigns all members to committees and tasks for the annual County Fair, serves as a non-voting member of the Operations Committee, works with the paid staff at the Conference Center and Fairgrounds Complex
 2. Vice President – serves in the President's absence, voting member of the Operations Committee
 3. Treasurer – oversees the finances of the Board in conjunction with staff at the Complex, serves as voting member of the Operations Committee
 4. Secretary – maintains a record of activity at the monthly meetings
- Committees are assigned by the President, the Operations committee meets monthly in a separate meeting from the regular meeting and is charged with overseeing and approving the day to day operations of the grounds on a monthly basis
- Board members begin work on assigned tasks for the County Fair after the November meeting (usually doesn't really ever stop all year long)
- Paid staff (executive director, facility manager, event coordinator's and set-up crew) oversee the grounds and the day to day operations of the facility – the board oversees staff activity
- Policies & Procedures Manual has been created to document the by-laws, functions of the organization and committees

Important Dates for 2024-2025

Hendricks County 4-H Fair Associates

- November 30th 11:59pm - Applications Due
- December 15th – December 31st – Interviews and candidates notified
- January 1st – Associate Fairboard member term begins for 2025 4-H Fair
- January 4th – Saturday attendance at the Indiana Association of Fairs convention in Indianapolis at the Marriott East at 21st and Shadeland Ave. An all-day event with a Board dinner and monthly meeting around 6:00pm with entertainment afterwards.
- First Monday of each month at 7:00 p.m. monthly meeting of 4-H Fairboard at 4-H Fairgrounds unless rescheduled. June and July are mandatory.
- July 13th -19th – Dates for the 2025 Hendricks County 4-H Fair
- August 4th – Associate Fairboard Member exit interviews completed by
- August 4th – Final Associate Member meeting (term expires after this meeting)