

**Wayne County Junior Fair Board  
Member Position Description**

**DATE / DEADLINE:** 2022 Applications / Achievement Records are due to the Wayne County OSU Extension Office on or before **December 1, 2021 at 4:30 pm.**

**PROGRAM DESCRIPTION:**

The Wayne County Junior Fair Board (JFB) is a group of 4-H and FFA teens selected to be responsible for helping to plan and conduct the Wayne County Junior Fair and assist with certain pre-fair events such as Quality Assurance, Skillathon, and Project Judging. As a result of participation, Junior Fair Board members will develop knowledge, skills, attitudes and aspirations needed for adult success, and the Wayne County 4-H program and Wayne County Fair will be strengthened and expanded. Roles and Responsibilities of Jr. Fair Board Members include but are not limited to:

- Attend meetings and actively participate throughout the year and during the fair **September 10-15, 2022.**
- Assist with marketing and promoting the Wayne County Fair.
- Serve in a leadership and teaching role to other Jr. Fair Board Members and youth exhibitors.
- Serve on committees or other groups to plan programs, shows, and other special Jr. Fair related events.
- Conduct self in an appropriate manner before, during, and after the fair while serving as a role model to 4-H / FFA members and peers.
- Assist Extension and Jr. Fair staff, other JFB members, adult committee members, Senior Fair Board, Judges, and others with fair activities; work as a team to implement the various livestock shows and special events.
- Learn and understand all safety guidelines, including emergency procedures, associated with the Fair and assigned department / committee areas.
- Follow and assist in enforcing Jr. Fair, 4-H, and FFA rules
- Assist with specific assigned duties and pitch in where needed to help prior to, during, and after the fair. Examples of such duties include, but are not limited to, announcing at livestock shows or other events, moving livestock in and out of show arenas / barns, assisting with set up and tear down of shows and events, passing out ribbons or awards at shows and events, hosting visiting dignitaries, representing Wayne County at the Ohio Fair Managers Convention and in visits to other Fairs.

**REQUIREMENTS:**

- Must be and remain throughout the year a Wayne County 4-H or FFA member in good standing.
- Must be at least 14 years old and in the 8<sup>th</sup> grade as of Jan. 1, 2022 and not yet age 19 as of Jan. 1, 2022
- Must be able to get transportation to meetings and events as needed.
- Must read, understand, agree to, and sign the Wayne County JFB Code of Conduct and Attendance Policy.
- First-year applicants must complete a short interview with the selections committee.

**SELECTION PROCESS:**

- Individuals who complete the application and fulfill application requirements will be contacted regarding the selection process in mid to late December.

**MEETING DATES / TRAINING**

- Jr. Fair Board is tentatively scheduled to meet on the following dates in 2021:
  - January 24<sup>th</sup> 6 pm ZOOM
  - April 18<sup>th</sup> 6 pm Fisher Auditorium
  - June 13<sup>th</sup> 6 pm Goat / Sheep Arena
  - July 6<sup>th</sup> 7 pm Event Center
  - August 8<sup>th</sup> 7 pm Goat / Sheep Arena
  - September 3<sup>rd</sup> 9 am Junior Fair Office
  - September 5<sup>th</sup> 9 am Junior Fair Office
  - September 7<sup>th</sup> 7 pm Junior Fair Office
  - September 8<sup>th</sup> 7 pm Junior Fair Office
  - September 10-15<sup>th</sup> Fair Week
- JFB members are expected to notify the Extension Office via an Excused Absence Request Web Form if an absence is unavoidable.
- JFB members will be trained on topics such as announcing / public speaking, leadership, risk management, emergency protocols, how to complete various Fair-related tasks such as sorting ribbons, and other topics as determined appropriate by Extension Staff and JFB Officers.



**WAYNE COUNTY JUNIOR FAIR BOARD**  
**CODE OF CONDUCT**

I, \_\_\_\_\_ agree that if selected, I will actively participate in Junior Fair Board (JFB) meetings and activities before and during the fair. I understand that I am taking on a different role at the fair. I am applying to serve others, not to go purely for my own enjoyment.

I will be expected to:

- ✓ Regularly attend JFB meetings and submit an excused absence request via the Extension Office online web form if I have an unavoidable conflict such as work, band, sports, etc.
- ✓ Treat other peers with respect.
- ✓ Not bully fellow JFB members or participate in roughhousing, hazing, or other dangerous behaviors.
- ✓ Conduct myself as a positive role model and be responsible.
- ✓ Set a good example by not using profanity or telling off-color jokes, and stories.
- ✓ Not consume or have in my possession alcohol or illegal drugs.
- ✓ Not have possession of harmful objects without specific authorization from Extension Staff or the Senior Fair Board, including but not limited to: fireworks, explosives, firearms, weapons, etc.
- ✓ Not view or share pornography or other sexually oriented materials including nudity in visual or written materials including similar content.
- ✓ Work as a team to plan, organize and conduct all JFB related activities.
- ✓ Be flexible with and accept supervision and support from Extension and Jr. Fair staff, adult committee volunteers, and Senior Fair Board officials.
- ✓ Participate actively with assigned JFB departments / committees.
- ✓ Not post or share inappropriate content via social media
- ✓ Be respectful of Extension, Jr. and Sr. Fair owned property, materials, and supplies.
- ✓ Operate automobiles, utility vehicles and/or other equipment in a responsible manner.

**ATTENDANCE POLICY**

Junior Fair Board members are allowed a maximum of five (5) **excused** absences. **In order to receive an excused absence, the member must complete the on-line excused absence request form available at <http://go.osu.edu/2022attendanceform>.** Excused absences will generally be granted for school, work, 4-H, and FFA conflicts.

After the 2nd excused absence, members may receive a warning letter that reminds them that if they miss any more meetings (3,4, and 5) they will have to make those meetings up through additional work days. All make-up work days must be completed prior to the annual Labor Day work day. It is the member's responsibility to contact Mr. Foxx to make arrangements to make-up the missed meeting(s).

Members that do not complete the web-form prior to missing a meeting will receive an unexcused absence. ***Members receiving two unexcused absences will be dismissed from the Junior Fair Board.*** Members should be aware that if they miss three or more meetings in a year - that information may be considered by the Junior Fair Board selections committee in determining if they will be invited back on the board for the next year.

As a Junior Fair Board member, *I have read, understand, and agree to the attendance policy stated above.* I further understand that it is my responsibility to personally sign my name on the sign in sheet at every Junior Fair Board meeting or event and that it is my responsibility to complete the on-line excused absence request web form prior to missing any Junior Fair Board meeting or event. I understand that if I receive two unexcused absences – I will be dismissed from the Junior Fair Board. I also understand that if I have three or more unexcused absences and do not make those meetings up – I will be dismissed from the Junior Fair Board.

I certify that all the information contained within my application / achievement record being submitted is correct, and understand that failure to comply with these rules could result in probation, loss of JFB position for the year, and/or other penalties as determined by Extension Staff, Jr. Fair Staff, Senior Fair Board or other relevant officials.

By signing below, I acknowledge that I have read and agree to abide by the responsibilities outlined in the JFB Code of Conduct and Attendance Policy if selected as a JFB member.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_