

Cornish Fair Association



Director Application (Due no later than the 2nd Monday of September)

Date: _____

The Cornish Fair Association was established in 1949 to provide an activity of education and recreation for the community; to raise money for educational and other purposes; and to encourage an interest in agriculture and the arts and crafts. All members of the Cornish Fair Association are volunteers.

Name: _____

Mailing Address: _____

Street/P.O. Box

City

State

Zip

Current Employment Status: ☐ Full Time ☐ Part Time ☐ Retired

Please provide the reason(s) why you would like to be considered for a Directors' position:

Cornish Fair Association



Director Application (cont)

Name: _____ Date: _____

Experience/Skills/Abilities

Please check all that apply and a brief explanation
Use base side if needed

- ☐ Plumbing _____
- ☐ Electrical _____
- ☐ Mechanic _____
- ☐ Carpentry _____
- ☐ Landscaping _____
- ☐ Painting _____
- ☐ Bookkeeping _____
- ☐ Financial Planning/Investment _____
- ☐ Fund Raising _____
- ☐ 503(c) 3 requirements _____
- ☐ Legal/Liability/Insurance _____
- ☐ Policy/Procedure Development _____
- ☐ Strategic Planning _____
- ☐ Marketing & Development _____
- ☐ Program Development _____
- ☐ Volunteer _____
- ☐ Board of Directors _____
- ☐ Fair Director/Volunteer _____
- ☐ Committee Work _____
- ☐ Other _____

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Director Application (cont)

Name: _____ Date: _____

Responsibilities of a Director requires active participation in all phases of work involved in maintain the grounds and putting on the Fair. This includes attendance at monthly Board of Director meetings and special meetings that are called when required. It also includes active participation in Fair Committees, fund raising, public relations, volunteer recruitment and promotion of the Fair. Monthly Director meetings are held the first Monday of each month at 7:00 PM at the fairgrounds, except in January and September when the meetings are on the second Monday (per CFA By-laws Art. 6, Sect. 3)

- ☐ Yes, I can attend monthly meetings regularly
- ☐ No, I cannot attend monthly meetings regularly. Please explain why: _____

Please indicate if you are willing to serve as a Fair Association Officer in any of the following offices now or in the future:

- ☐ President. Overall responsibility for all Fair Association business and all duties associated with the office. Presides over Board of Director meetings.
- ☐ Vice President. Aid and assist the President in any way possible; Take the place of the President at any meeting which the President does not attend; Take the office of the President should a vacancy occur.
- ☐ Treasurer. The Treasurer shall be bonded. (Bonding expense to be paid by the Cornish Fair Association.); file all necessary forms with the appropriate state and federal government agencies; keep proper, complete and adequate accounts: Books to be audited once (1) yearly by and independent accounting firm; audits to be presented at the Cornish Fair Association meeting in June, (2) Checking accounts to be reconciled monthly by someone other than the treasurer, (3) Checks drawn for \$500 or more require double signature, (4) Only the treasurer, assistant treasurer or vice president shall be authorized to sign checks or withdraw funds; keep a copy of all important documents sent or received by the Fair Association.
- ☐ Assistant Treasurer. Aid and assist the Treasure in any way possible
- ☐ Secretary. All duties associated with the office; submit into the Town Report a report of the Fair's activities during the past year upon approval of body.
- ☐ Assistant Secretary. Aid and assist the Secretary in any way possible.
- ☐ I would like to be considered for the office this year.

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Director Application (cont)

Name: _____ Date: _____

I have a particular interest in or would be willing to serve on the following committees:

- ☐ **Budget.** Obtains input from various department heads and committee chairs and prepares draft budget for discussion and vote at the December Board of Directors meeting.
- ☐ **Buildings & Grounds.** Identifies, budgets and schedules work to be done on the grounds and buildings. Maintains the buildings, including winterizing and cleaning of the Office.
- ☐ **Planning.** Develops long range and strategic plans. Monitors progress.
- ☐ **Entertainment.** Identifies, budgets and develops contracts for entertainment activities for the Fair. Oversees details of all entertainment activities during the Fair.
- ☐ **Scholarship.** Insures that eligible students receive application forms. Reviews applications and selects the annual scholarship winner(s). Plans fund raising events to increase the scholarship endowment fund.
- ☐ **Advertising/Promotion.** Prepares budget; Solicits advertisers for the Fair flyer; compiles the information for flyer; arranges for its printing (April/May) and distribution (June); prepares the premium book, arranges for its printing (March/April) and distribution (May/June); solicits advertisers for Fair benches; prepares and arranges for all Fair advertising; insures that Fair road signage is updated and displayed appropriately.
- ☐ **Admission/Parking/Camping.** Works with volunteer parking coordinators to ensure that volunteers are available to park cars; Marks out handicapped parking spaces; Works with CCPTO coordinator to insure that volunteers will be available to sell admission tickets at all gates. Makes arrangements for golf carts to transport handicapped fair patrons and obtains and schedules volunteer drivers for the cart; Collects camping fees from campers; Works with 4-H leaders to insure that the roadway stays passible in the 4-H camping area.
- ☐ **Vendor.** Sends out and receives vendor applications, assigns space and coordinates their arrival and setup. Insures that food vendors comply with state health requirements.