



*“To promote the diverse agricultural and cultural heritage of Blue Earth County through active participation of its citizens.”*

Dear Potential Committee Member,

The Blue Earth County Fair Association Board is actively recruiting candidates for Fair Board service who will enhance the production of the most popular, yearly, community event in Blue Earth County.

The Fair Board is made up of volunteers who provide both governance and hands-on operations. The Fair Board works in partnership with the Blue Earth County Government and other organizations to put on an exciting, quality event. Applicants for Fair Board service should be willing to embrace the Fair’s mission and to gain and demonstrate knowledge and understanding of the Fair’s operating principles which include: high quality service; commitment; respect for fellow Fair Board members and staff; teamwork; empowerment; and diversity.

Fair Board members must live or work in Blue Earth County, maintain Fair membership in good standing, serve as advocates in the Blue Earth County community and among corporate partners and sponsors and demonstrate a willingness and ability to share resources and contacts for Fair operation and program activities.

All Fair Board members perform Board responsibilities and complete committee assignments including attending Board meetings and being onsite during the Fair in July. As the Fair Board looks to future strategic directions, new members should be open to the need for renewal and change as the Fair evolves.

In addition, the Fair Board is seeking individuals with strong leadership and communication skills, and experience and knowledge in marketing, finances, non-profit and membership organization management, outside festivals/events, legal, business, and strategic planning.

Most of all, Fair Board members should be ready to have fun putting on a marvelous event of which we can be proud. We hope that you will consider applying for this enjoyable opportunity to contribute to the Blue Earth County and surrounding communities.

Sincerely,

LMadsen  
Nominating/Recruitment Committee



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## **BLUE EARTH COUNTY FAIR ASSOCIATION FAIRBOARD COMMITTEE MEMBER DESCRIPTION**

**Purpose:** The Blue Earth County Fair Association Committee member is responsible for working with the full board to organize, plan and conduct an annual county fair, executing additional activities consistent with this objective for the Blue Earth County community and surrounding area.

### **Essential Functions:**

- Attend monthly board meetings, if possible, occasional functions and special events
- Serve on a committee in special capacities commensurate with skills
- Be available for assigned tasks and frequent shifts for the days leading up to and week of the fair reoccurring in July/August
- Remain informed about the organization’s mission, services, policies and programs and keep up to date on developments of the Association
- Have a spirit of humor and fun

**Qualifications:** The Committee Member should have a mix of membership from public, private and nonprofit sectors who bring a variety of professional skills and a willingness to donate personal time and energy to further the mission of the Blue Earth County Fair Association, and Board members should not have business or personal involvement of interest or are otherwise incompatible with board service.

**Time Commitment:** Committee members are elected for a term of two (2) years, with no limits to the number of consecutive terms. The Board of Directors meets once per month for no more than two hours.

**Duties of the Fairboard Members:** To ensure a successful fair, board and committee members are responsible for the yearly occurrence and day-to-day operations of the Blue Earth County Fair and may be appointed to following committees/areas:

1. Grandstand Events
2. Recruitment/Nominating
3. Finance Committee
4. Community Outreach
5. Buildings/Grounds Maintenance
6. Entertainment & Program
7. Security/Parking
8. Public Relations /Marketing
9. Vendors /Exhibitor (Food etc)
10. Volunteer Opportunities



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**BLUE EARTH COUNTY FAIR ASSOCIATION BOARD OF DIRECTORS APPLICATION**  
**Committee Member Application**

*Please complete the following application and list all information, as you would like it to appear in internal documents and external publications.*

**SECTION A: PERSONAL INFORMATION**

Name: \_\_\_\_\_

Company or Professional Affiliation and Title:  
\_\_\_\_\_

Address: \_\_\_\_\_

City State Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Other Contact: \_\_\_\_\_

Preferred contact point:            Home            Work

Recommended to the Board by: \_\_\_\_\_

**SECTION B: INTERESTS AND SKILLS**

What is your interest in the BECFA Board? And why do you want to be considered for election as a Committee Member?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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The BECFA Board members bring diverse knowledge, experiences, and expertise to the Board. Please review the list below and place a check mark next to all skills, knowledge and experience you would bring to this organization:

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| PR/advertising/media relations      | Event Planning                     |
| Financial Management                | Contract Negotiations              |
| Development (fundraising/marketing) | Volunteer Recruitment & Management |
| IT/Web Design                       | Program Evaluation                 |
| Multicultural Expertise             | Business Development               |
| Strategic Planning                  | Teen/Youth Involvement             |
| Legal Expertise                     |                                    |
| Other (Please specify): _____       |                                    |

**SECTION C: REFERENCES, RESUME AND COMMITMENT**

1. Please list two references (Must include one professional and one personal.)  
—Name, Title, Company, Day & Evening phone, Email Address, Relationship (attach a separate if necessary)

_____	_____
_____	_____
_____	_____

2. The BECFA Board requires a commitment of involvement. By signing this application you agree to the following statement:

*I acknowledge that Board Members are expected to work hard, increase awareness, and raise resources such as volunteers and potential sponsors to enable the Board to carry out its mission. I understand that if elected I am committed to attend Board Meetings, to serve on at least one committee and to be a member in good standing.*

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

3. Please attach your resume to this application and return by email or in person to:

Attn: Nominating Committee  
info@blueearthcountyfair.org  
PO Box 111, Mankato, MN 56002-0111

Thank you for your interest in the Blue Earth County Fair Board.