

GUIDELINES  
for the  
BIG HORN COUNTY FAIR ADVISORY COMMITTEE

**General Information:**

Following the dissolution of the Big Horn County Fair Board in 2016 the Big Horn County Commission determined the need for an organized council representing the community to provide assistance and input regarding short term and long range matters of business and operation of the Big Horn County Fair and Fairgrounds. The Advisory Committee is made up of 7 members each representing an organization /component of the annual county fair. Committee members will serve 4 year terms and will rotate on staggered terms to ensure continuity and to insure that experienced members are always present.

**Membership and Terms:**

The Big Horn County Commissioners will appoint a representative to serve on the committee from nominations received from each of the following groups. Each group will be responsible for nominating not more than three potential appointees.

- Rocky Mountain FFA Representative (3 years) January 2017 – December 31, 2019
- Paintrock FFA Representative (2 Years) January 2017 – December 31, 2018
- Lovell FFA Representative (2 years) January 2017 – December 31, 2018
- 4H Educator (4 Years) January 2017-December 31, 2020
- B. H.C. Livestock Sales Committee Representative (4 years) January 2017-December 31, 2020
- Northern Big Horn County Citizen at Large (3 years) January 2017 – December 31, 2019
- Southern Big Horn County Citizen at Large (4 Years) January 2017-December 31, 2020

The initially established Committee will have staggered terms noted above with subsequent appointments of 4 years each.

FAA and 4 H will each select a Student Representative to serve on this Committee. These student positions will not be voting members but will have valuable input as matters are discussed and planned.

During the first meeting, to be held in January of 2017, the Committee will choose a Chairman and a Secretary from within the current committee. Both positions will serve two year terms. The Chair will work in collaboration with Fair Management to develop meeting agendas, conduct meetings and organize support for all fair events. The Secretary will keep minutes of each meeting. Minutes from each meeting will be presented to the Big Horn County Commissioners no later than 30 days following each meeting.

**QUALIFICATIONS:**

Each representative member must reside in the geographic area indicated by the position and be an active inclusive representative of the community or organization they represent.

**RESPONSIBILITIES:**

Each Committee Member is expected to:

1. Represent the community/group/organization from which he/she was appointed.
2. Attend committee meetings (approximately 4 per year).
3. Attend the annual Big Horn County Fair during all major events and special time slots as needed.
4. Advise, Communicate and assist Fair Management in establishing shows, contests, policies, rules, fee schedules and contracting services and entertainment vendors necessary to conduct the Big Horn County Fair.
5. Advise Fair Management in planning construction priorities and assist in consulting with architects, planners and engineers in developing construction documents and projects.
6. Advise Fair Management in preparation of capital construction and operational budgets.
7. Promote funding for the Big Horn County Fair and Fairgrounds by communicating with legislators and other funding sources.
8. Promote increased attendance at the Big Horn County Fair and year round use of the Fairgrounds by increasing public awareness of available facilities and programs.
9. Promote a positive image of the Big Horn County Fair and the educational programs for the Youth of Big Horn County

**COMPENSATION:**

Service on this Committee is voluntary. Committee members will receive no compensation for their time. Applicable travel, mileage or other expenses that result from duties assigned outside of annual fair business will be reimbursed based on actual expenses incurred and federal travel rates.

**MEETING SCHEDULE:**

The following regular committee meetings will be scheduled each year. Additional or special meetings may be called at the discretion of Fair Management or the Board of Big Horn County Commissioners. Each meeting will be held at the Big Horn County Fair Grounds, have a published agenda and will be open to the public. Each meeting will have an identified time slot for public comment or concerns to be shared. The remainder of each meeting will be a working session and not subject to additional public comment or disruption.

August- Review of Fair Week

January/February – Review policies that need modification set goals and planning for upcoming Fair.

April/May - Finalize Fair plans and rules/policies for upcoming Fair Week.

June- Finalize and confirm volunteer schedules and duties.