General Expectations for 4-H Fair Officers and Mentors

- You need to attend each meeting, even if your “job” is not critical at that moment. The Officers and mentors must work as a team, and you must know what is going on even if it is not “your job”.

- You must be in communication with your officer or mentor. We suggest every two weeks or so but once a month at minimum. You should talk on the phone BEFORE each meeting to review what is being reported and make sure all pertinent information is in the report.

- You must follow the Plan of Action and complete your job description. You have taken an office and now are responsible for that job being done or a mentorship and are responsible for insuring that the job is being done.

- When a job calls for multi-officer involvement – you need to make sure all parties involved have input and are heard. You may not make unilateral decisions if more than one office is involved.

- You must cc ALL EMAILS about the fair to Pam and your Mentor/Officer. On different occasions other critical people will be added to the list. The above mentioned are the minimum.

- You must let Pam and your Mentor/Officer know if you can not attend a meeting or 4-H Fair Activity. You should adjust your schedules NOW to make sure scheduled meetings and events do not conflict with your work or social schedule. We understand that things happen, just try your best please.

- You must use the Treasury Reimbursement Forms being provided for you tonight. The Treasurer’s job is massive, and we all need to help out by completing forms and having paperwork in on time.

- Remember that you represent our 4-H Fair Association now. Please keep this in mind when updating your Face Book status. If you would not say a word to your grandmother’s face, you should not use it in your status.

- You need to return all 4-H Fair Phone calls and emails in a timely and professional manner. I understand you are busy – we all are, but you can not be out of contact.

- Please keep track of, and fill out your officer books and complete all the paperwork to be handed in at the completion of the fair. The information is vital for next year.

- If you see a problem on the horizon, please alert Pam and your Mentor/Officer to the possibility, we might actually be able to help.