

CASS COUNTY FAIR ASSOCIATION

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I. CASS COUNTY FAIR DIRECTOR SELECTION PROCESS

1. Application Submission: All prospective candidates, including sitting incumbents running for re-election, are requested to complete and submit the official Fair Board Director Application via the digital link:

<https://form.jotform.com/262354454672158> Online applications will end on Friday, September 11, 2026 @

6:00 PM. (No late applications will be accepted)

2. Nominating Committee Discovery Interview: Every applicant must complete a face-to-face evaluation panel. This committee is comprised of past board members, current board members, and local community officials.

3. Standardized Scoring: To ensure complete procedural fairness, the committee will ask every applicant the exact same questions and score responses using the standardized point-based system.

4. Ballot Determination & Board Approval: The Nominating Committee will evaluate the interview scores to finalize the ballot. This approved slate of qualified candidates will be presented formally to the full Board of Directors for executive verification.

5. General Membership Elections (Annual Meeting): Official voting will take place during the Association's Annual Meeting on Tuesday, October 27th. This open-ballot framework enhances organizational transparency, providing the general membership with candidate portfolios prior to vote casting.

II. MANDATORY GOVERNANCE EXPECTATIONS FOR THE BOARD OF DIRECTORS

- Must have reached their eighteenth (18th) birthday as of the current Fair.
- Cannot be an active, current youth exhibitor in any fair class.
- Must purchase a formal Association Membership no later than the current year's November board meeting.
- Must pass an annual, comprehensive criminal history background check.
- Must sign and initial the complete administrative Code of Conduct, including all clauses regarding meeting decorum and social media restraints.
 1. MUST prove a verifiable history of volunteering on the fairgrounds for MORE THAN ONE (1) YEAR.
 2. Applicants must exhibit active, ongoing involvement across specified target zones, including:
 - Specific Livestock/Species Barn Operations (Weigh-ins, Check-ins, Validation).
 - Facility Maintenance, General Grounds Crew Operations, or Parking Infrastructure.
 - The Lowe Building / Still Exhibits Division setup and registration coordination.

III. MEETING, OPERATIONS, & WORK NIGHT COVENANTS

- Must maintain good attendance across all 12 regular monthly board sessions and attend all specialized workshops throughout the fiscal year.
- Must actively participate in committee meetings and serve on a minimum of TWO (2) active operational committees.
- Must attend and actively labor during at least five (5) scheduled pre-fair grounds preparation for work nights. If an absence is excused, the Director must perform an equivalent duration of independent labor.
- Must actively provide operational, support during off-season, non-fair rental events are held on the grounds year-round.

IV. LIVE FAIR WEEK & GROUND CLEANUP DUTIES

- Active Fair Week Presence: Must be physically present on-site for a minimum of 8 to 12 hours daily during live Fair week to supervise operations and resolve conflicts.
- Post-Fair Grounds Reclamation: Must remain on-site after the fair's conclusion to actively lead the physical barn teardown, grounds breakdown, and complete waste cleanup.
- Universal Availability Clause: Must remain reachable via phone or radio, demonstrating an adaptive willingness to assist with emergency troubleshooting whenever called upon.

V. BACKGROUND CHECK REQUIREMENT:

All applicants for the Cass County Fair Association Board of Directors must successfully complete and pass a criminal background screening before being considered eligible for appointment or election to the Board.

Background checks shall be conducted in accordance with the Association's approved Background Check & Eligibility Policy. A determination of eligibility will be based on the nature, severity, and recency of any reported offense, as well as any applicable rehabilitation or mitigating factors.

Failure to meet the Association's background screening requirements may result in the applicant being deemed ineligible to serve as a director.

This requirement is intended to promote the safety, integrity, accountability, and public trust of the Cass County Fair Association. The Fair's existing Director expectations already identify passing a background check as a condition of eligibility.