



November 20, 2017

Dear Prospective Board Member:

Thank you for your interest in serving on the Board of Directors of Alaska State Fair, Inc.

Applicants must be a resident of the State of Alaska, be at least 18 years of age, and be current members of Alaska State Fair, Inc. - either as a Lifetime Member or an Annual Member in the current year.

The Candidate Profile and Conflict of Interest forms MUST be completed and returned by December 15, 2017, 4:30 pm.

Candidates, if elected, should be prepared to assume the responsibilities of a Director, which include:

1. Preparing for and attending monthly meetings.
2. Actively participating in committees, which meet periodically through the year.
3. Directors are ambassadors of the Fair.

We have included other information, which will help you understand what Directors' roles are if you elected:

- Alaska State Fair Board of Directors Policy Manual
- Key Principles of Alaska State Fair, Inc. Policy of Governance

Delivery options for the candidate profile are:

- email - jerry@alaskastatefair.org
- mail - 2075 Glenn Highway, Palmer, Alaska 99645
- fax 746-2699
- hand delivered to the Main Office on the Fairgrounds.

The above requirements are the sole responsibility of the candidate.

Please feel free to contact me with questions at 746-7155 or jerry@alaskastatefair.org.

Thank you.

Jerry Baker
Administrative Services Manager



Board of Directors Candidate Profile

Personal information

Name: _____

Email: _____

Address: _____

Day Phone: _____

Evening Phone: _____

Fax: _____

Occupation: _____

1. State why you wish to serve on the Board of Directors. *Limited to 100 words.*
2. Summarize employment experience; include work with budgets and supervisory duties.
3. List any volunteer activities, including board experience.
4. How have you participated in the Fair in the past? Includes fairgoer, vendor, volunteer, exhibitor, employee, events, programs, and activities.
5. Summarize what you value most about the Fair. State your specific areas of interest.
6. What is your vision for the Fair, and do you have specific goals?



A Conflict of Interest, or an appearance of a conflict, can arise whenever a transaction, or an action, of Alaska State Fair, Inc.(Fair) conflicts with the personal interest, financial or otherwise, of that of a Board member's employer, self or otherwise (collectively "your personal interests").

1. Are you an officer or director of any corporation with which the Fair does business?
2. Do you or any member of your family, have a financial interest, or receive any remuneration or income from any business/organization with which the Fair has business dealings?
3. Are you or any of your relatives, employed by the Fair more than 30 days each year?
4. Were you involved in any other activity during the past year, which could be interpreted as a possible conflict of interest?

Please describe below any relationships, transactions, or positions you hold (volunteer or otherwise), or circumstances that you believe could create a conflict of interest, now or in the future, between Alaska State Fair, Inc. and your personal interests, financial or otherwise:

I have no conflict of interest to report.

I have the following conflict of interests, or potential conflicts of interests to report:

- 1._____
- 2._____
- 3._____

I have reviewed the Alaska State Fair, Inc. Conflict of Interest Disclosure and I understand it is my obligation to disclose a conflict of interest, or appearance of a conflict, to the Chair of the Board. When a conflict or the appearance of a conflict, arises, and for transactions in which I have a conflict, I will abstain from any vote on the matter involving the conflict.

I certify that the foregoing information is true and complete to the best of my knowledge.

Signature

Date

This Disclosure form to be renewed each year at Regular Annual Board meeting.

Alaska State Fair, Inc. Conflict of Interest Disclosure

POLICY TYPE: IRS COMPLIANCE 5.0 POLICY TITLE: *Conflict of Interest*

It is the board's intention Alaska State Fair, Inc. will comply with IRS requests to review yearly any Conflict of Interests, provide a workplace where employees and volunteers, provide a method to raise good faith concerns regarding the Corporation's business practices, and follow prescribed method to safeguard corporation documents.

The purpose of the conflict of interest provision is to protect this corporation when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation or might result in a possible excess benefit transaction. This provision is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Any director, principal officer, or member of a committee with board delegated powers, who has a direct or indirect financial interest or receives any remuneration from the corporation, is an interested person.

Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Compensation: A voting member of the governing board who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation (they are not prohibited from providing information to any committee regarding compensation).

Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Addressing Conflicts in Decision Making

After determining that a conflict does or may exist the board or committee can choose one or several of the following action steps:

1. Allow an interested person to make a presentation at the meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest,
2. The chairperson of the governing board or committee shall, if appropriate, appoint an independent and disinterested person or committee to investigate alternatives to the proposed transaction or arrangement,
3. After exercising due diligence, they shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest,
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, they shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest.

In conformity with the above determination, it shall make and record in the minutes its decision as to whether to enter into the transaction or arrangement, including the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.