



BOARD OF DIRECTOR RESPONSIBILITIES AGREEMENT

ASF Board Policy Manual, Policy 3.6, b

1. Determine mission and purpose.

- It is the Board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.

2. Ensure effective planning.

- Board must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- Adopt and assume ultimate responsibility for policies, which determine the purposes, governing principles, functions, activities, and courses of action of the Corporation; with sufficient attention to detail as to be responsible for the direction of the Organization.

3. Monitor the activities, programs and services of the organization, including the review of appropriate committee reports.

- The Board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
- Consider, debate, and decide issues and consider proposals.

4. Select, employ, support, and evaluate the General Manager.

- Limit staff intervention to the General Manager. There is no appropriate time for a Director to "direct staff".

5. Ensure adequate financial resources.

- One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
- Be willing and prepared to contribute cash donations to the Alaska State Fair annually by December 15.
- Approval of these items is part of budget process.

6. Protect assets and provide proper financial oversight.

- The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
- Adopt the annual budget, review and monitor monthly financial reports and implement audit recommendations.
- Read financial statements and, if you have questions, call the General Manager/Finance Manager prior to monthly meeting.

7. Build a competent board.

- All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
- Membership role education.

8. Ensure legal and ethical integrity.

- The board is ultimately responsible for adherence to legal standards and ethical norms.
- Place the good of the Organization before that of personal or professional gain.

9. Enhance the organization's public standing.

- The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
- Act as an ambassador for the Alaska State Fair and project a positive image of the Organization.
- To the extent possible, attend other functions hosted by, or held at Alaska State Fair, Inc.

10. Review monthly BOD meeting packets and be prepared for all meetings.

- Closely follow Alaska State Fair, Inc. written policies and procedures.
- Directors shall have access to, and utilize electronic communication.
- Attend meetings and other functions of the Board, and stay well informed on all organizational matters.
- Assure that regular meetings are open to the membership.

11. Know your number one responsibility is to Alaska State Fair, Inc. Always be mindful of your first and foremost obligation as a Director.

Mile 40 Glenn Highway
800-850-3247

2075 Glenn Highway
Palmer, AK 99645-6799
www.alaskastatefair.org

(907) 745-4827
FAX 746-2699