



## **Volunteer Job Description for Montcalm County Fair Superintendents**



**Position: Montcalm County 4-H Division Fair Superintendent** (divisions include: Sheep, Beef, Swine, Dairy, Horse, Rabbits & Cavies, Poultry, Goats, Dog, Llama & Alpaca, Showmanship Sweepstakes, Still Exhibits, Style Review, herdsmanship, pocket pets and Record Books)

**Length of Commitment:** 1 Year Term

**Time & Place:** Each division Superintendent is responsible for their respective division in preparation of fair and during the 8 days of the Montcalm County Fair. Superintendents are to take an active role in the developmental committee for their respective division in order to prepare for the fair event.

### **Qualifications:**

All 4-H Superintendents must:

1. have two (2) years of club experience as an active volunteer in the designated project area in Montcalm County. (Active volunteers are defined as volunteers who have attended five (5) 4-H meetings per year and actively participated in designated project developmental committee meetings)
2. re-enroll in 4Honline each year and sign the 4-H Volunteer Code of Conduct
3. update volunteer background check annually
4. have time to complete all responsibilities by their expected due dates
5. have prior knowledge and experience of project outside of being a leader in 4-H
6. Have an understanding of youth/adult partnerships and value the perspective and growth of youth

### **Montcalm County 4-H Superintendent Expectations/Guidelines**

1. Superintendents should attend and actively participate in more than half of their project's developmental committee meetings.
2. Superintendents should conduct themselves in a courteous and respectful manner, exhibit good sportsmanship and respect and enforce all 4-H rules.
3. If a Superintendent resigns or is asked to step down, the newly selected Superintendent must fulfill the current term limit before re-applying for another full term.
4. 4-H committee executive board members who are part of the interview/application process will oversee Superintendent evaluations during the following year's Fair.



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5. Superintendents must also be available to meet as a committee during Fair if any problems arise.
6. Superintendents will be up for re-appointment every year from their appointment date, unless the individual decides to step down or is removed from their position. A superintendent may be removed from their position at any time from the 4-H Program Coordinator or the appropriate 4-H project area committee. At the end of the year term, the current Superintendent may re-apply along with other interested persons.

- a. Superintendent appointments are made by the following committees:

Horse	4-H Horse Leaders Committee
Sheep	4-H Livestock Committee
Beef	4-H Livestock Committee
Swine	4-H Livestock Committee
Dairy	4-H Dairy Committee
Rabbits/Cavies	4-H Small Animal Committee
Poultry	4-H Small Animal Committee
Goats	4-H Small Animal Committee
Dog	4-H Dog Committee
Llama/alpaca	4-H Small Animal Committee
Sweepstakes	4-H Council
Still Exhibits	4-H Council
Style Review	4-H Council
Record Book	4-H Council

### Review Process:

1. Within one (1) month after the completion of the fair, the 4-H Program Coordinator will reach out to each Superintendent to review and evaluate fair matters. This is a time of reflection and brainstorming on the positive activities and to address any challenges that may have occurred.
2. Upon completion of the Superintendent's term, with a positive evaluation and if no other volunteers express interest in applying, the Superintendent can continue serving another term without going through the application and interview process.

### Responsibilities:

1. Provide for the security and safety of exhibitors, fair visitors and animals.
2. Fair Preparation: As Superintendent, you are responsible to submit a **Needs List** to the Montcalm County Fair Board by **May 1** for all supplies you will need for your project area activities. (Examples: Tables, chairs, water, paper,



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- pens/pencils, clip boards, calculators, PA system, etc). You will be responsible to pick up your supply box and ribbons from the Fair Office in a timely manner.
3. By **November 1st** you must have sent at least 3 potential judges and their contact information to the Judges Committee Chair on the Fair board.
  4. Make pen/stall assignments on or before the Wednesday prior to the fair.
  5. Give input on registration forms, reports, and fair week classes.
  6. At the fair, please greet the Judge(s) and identify yourself when he/she arrives.
    - a. Make sure to have the proper amount of helpers during your event: this includes, clerks, ring stewards, ring masters, a person to distribute awards, etc.
    - b. Judging Sheets: Judging sheets must be turned in to the **Montcalm County Fair Office** as soon as possible after your event has taken place. The Judge and clerk do not need to sign each individual sheet. They need to sign only the first sheet.
    - c. Evaluations: Under the evaluation folder in the superintendents' box, there are two different forms, one for the judge's evaluation and one for Superintendents, leaders, members, and parents. Please ask each judge to fill out an evaluation. Please fill out an evaluation yourself, and have the other helpers fill them out as well.
    - d. Send edited fair book pages to Montcalm County Fair office by **October 1st**.
    - e. Ribbons: You will pick up your necessary amount of ribbons before your judging from the Fair office. Remind all exhibitors to hang their ribbons high enough so animals do not eat them. Ruined or lost ribbons will not be replaced.
    - f. Exhibitor List: There will be an alphabetized list available, of all 4-H Fair exhibitors who have entered in to each department, at the **Montcalm County Fair Office**. No one may show in that department if they have not properly registered. All youth exhibiting any projects should appear on this list. Superintendents need to contact the **Montcalm County Fair Office** to find out when their exhibitor lists are available to be picked up. Contact the ShoWorks Committee immediately if you notice an error.
    - g. Class Lists: A list of youth who are entered in each class in your department will be made available by the **Montcalm County Fair Office** prior to Fair. Superintendents will need to pick these lists up prior to Fair. Please review your class lists to make sure they are correct. Please contact the ShoWorks Committee immediately if you notice an error.
    - h. Animal Rights: Please review the materials included in your box on animal rights. If you or a member of your department is approached by an animal rights activist, give them the approved statement from your box and contact the fair board as soon as possible.



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As far as the rights of the animals within your department, it is the 4-H member's responsibility to take excellent care of their own animals and to treat them with humanity and respect. If you know or suspect inappropriate treatment of an animal, please make a point of reviewing the appropriate care with the youth, if this should continue, please contact the 4-H Program Coordinator.

- i. Work with Junior Superintendents to train them in the role of a superintendent and give them responsibilities of their own. Work with them to complete ShoWorks data entry.
- j. Proof auction sale bill for accuracy and coordinate youth during species portion of sale on auction day.
- k. Coordinate animal departure (checking animals out, making sure each goes where it is supposed to) and barn clean-up.
- l. Work with other superintendents on livestock issues (animal health concerns, resolving grievances, rules and policies, and space issues)
  - i. As a Superintendent, you must listen carefully to both sides of the issue and try to get all of the facts. If a grievance occurs, it must be documented in writing and turned into the respective superintendent. The superintendent will then hold a meeting with all other superintendents of the same committee, a fair board member, and the 4-H Program Coordinator and make a decision on the issue. The respective superintendent will discuss the decision with the complainant, youth and administrative club leader.