

**Manitowoc County Expo-Ice Center Board Member  
Job Description**

**Title:** Expo-Ice Center Board Member  
**Reports to:** Public Works  
**Term:** Three-Year Terms

**Purpose of the Position:**

To serve the board as a voting member; to develop policies, procedures, and regulations for the operations of the Manitowoc County Fair; to monitor the finances, programs and performance of the fair.

**Expected Meeting Attendance:**

- Attend monthly meetings as scheduled – Typically Second Wednesday of the month
- Attend assigned subcommittee meetings as scheduled
- Attend and participate in special events as directed:
  - Manitowoc County Fair
  - Rummage-A-Rama
  - Working Group Assignments
  - And other functions

**Obligations of the Board**

Establish policy as needed:

- Secure adequate funds for the operation of events on the grounds.
- Maintain, update and execute long-range plans.
- Create and execute the Manitowoc County Fair plan and other events approved by the board.
- Serve as an ambassador, informing and advocating on behalf of the Manitowoc County Fair.

**Financial Commitment**

- Purchase official board member clothing with Manitowoc County Expo logo for the week of the Manitowoc County Fair and other events.

**Board Members responsible for the following:**

- Attend meetings and commit to board activities.
- Be well informed on issues and agenda items in advance of meetings.
- Contribute skills, knowledge, and experience.
- Participate in organizational decision-making.
- Assume leadership roles in all board activities,
- Represent the organization in a positive manner to the public.
- Commit time to two subcommittees.
- Participate on a minimum of one (1) working group.
- Act as a liaison for an event or other activities during the week of the fair.

---

Board Member's Signature

---

Date

## General Information

The Expo/Ice Center Board reports to the Manitowoc County Public Works Committee which reports to the Manitowoc County Board.

The Expo/Ice Center Board was created under County Board resolution 2004/2005-99 and operates under the following language in that resolution *“The Expo Board is responsible for providing budgetary and policy advice to the Public Works Committee on matters related to the Expo Grounds.*

*The Expo Board is responsible for conducting the County Fair and will report to the Public Works Director on operational matters related to the County Fair. The Expo Board may negotiate contracts related to the operation of the County Fair, subject to the limits of funds appropriated by the County Board, but all such contracts must be approved and signed on behalf of the County by the Public Works Director or a designee. The Public Works Department will be responsible for the day-to-day operation of the Expo Grounds.”*

The Expo grounds must fund all operations, events, capital outlay and improvements and over all other expensed related to the Expo grounds with no tax levy money used for these costs.

Board members will receive a per diem and mileage for regular board meetings. Per diem and mileage for other meetings, events or activities is at the discretion of the Board and approved on a very limited basis. For those other meetings, events or activities not approved for per diem and mileage are considered volunteered time and considered the norm rather than the exception.

Review minutes not only of the meetings that you attended but also meetings which you did not attend. If you disagree with actions taken, your objections should be either indicated to the committee or Board chair, placed in writing to the appropriate committee or Board or attend the next meeting to state your objections.

Keep informed on all activities of the Board and sub-committees.

Attend meetings regularly and exercise your right to express your viewpoint.

Resign from the Board if you cannot do the job. If you do not attend meetings and activities regularly the reserves the right to replace you as a member of the Board.

Speak up early if there is potential conflict of interest.