

The Cochnewagan Agricultural Association

Aka Monmouth Fair

Policies & Procedures

Updated March 21, 2011

The purpose of these policies & procedures is to provide written operational guidelines and further clarification of roles, rights, & responsibilities outlined in the Association By-Laws. Policies and procedures can be changed to reflect changing needs as long as the changes are not contrary to the Association By-Laws, contracts held by the Association (i.e. Insurance Policy, Cumstom Trustee Agreement), Maine Association of Agricultural Fairs Rules and Regulations, Maine and Federal Laws governing all fair operations.

Fair Association Membership

By-Laws: Article III Membership, Section 1 – General Requirements

“Any person with interest in support or service to the Association.

Interested persons must complete an initial membership application and sign the “bylaws” upon approval of three officers and/or trustees.

Annual membership fee, based on the calendar year and due by January of each year, will be \$5.00 for renewal and \$10.00 for new members.”

The membership year is January to December. All members will receive a membership card upon receipt of membership fee. Membership is open to all persons with interest in and/or support of the Association (regardless of age). Minor members (under 18 years old) may not be Officers or Trustees as these officials enter into legal contracts on behalf of the Association.

Finance Committee:

By-Laws: Section 2 Duties – Trustees

“The trustees shall elect annually, from their ranks, a Finance Committee of three which will serve as a budget and audit committee, charged with submitting a detailed budget for approval and adoption for the ensuing year, approving all bills prior to payment, and auditing the accounts of the Secretary and Treasurer.”

Finance Committee members will serve for 1 year – January through December.

The Fiscal Year of the Association will be January 1 – December 31

January – Budget Committee members selected

February – Gather all area budgets

March – Present overall detailed budget for approval by the Association, including projected income and expenses

Notify superintendents of approved and rejected/reduced items for their budgets

April and On-going – review and approve or reject any requests for purchases over \$100 that were not submitted and approved in original budget requests

August – Gather superintendents’ budgeted to actual expense reports

Review/audit and summarize Treasurer’s Annual Meeting Report

January – Final Audit of Treasurer’s Fiscal Year Summary

Superintendents

By-Laws: Article V – Superintendents

“Each superintendent shall be responsible for his or her department and will submit proposals for funds for departmental expenses to the Trustee Budget Committee by a date specified by them for inclusion in the Association’s annual budget.”

- Budget – prepare and submit detailed budget to Budget Committee in **February**
 - Projected/requested expenses – i.e. advertising, flyers, entertainment
 - Materials and supplies for area during fair, i.e. batteries, drinks, lime, straw
 - General maintenance – paint, fill
 - Projected premiums – projected from last years’ and requests for increases
 - Requests from Improvement Fund for upgrade/expansion of area facilities
- Permits/Licenses – ensure procurement of all permits/licenses for activities during the fair or for special events through secretary/treasurer
- Premium Book copy/schedules to be submitted in **April**
- Special Events Requests for area – i.e. horse show, tractor pull –anytime outside of fair dates
 - requests for support/assistance – food booth, advertising, etc.
- Requests for Assistance - Identify need for help in areas of maintenance or improvement –
 - Ongoing before fair**
 - List specific tasks for sign-up and/or schedule work dates for completion
 - Prepare and provide necessary tools and supplies
 - Identify and request help needed during fair from other areas – i.e. electrical, parking
 - Submit Requests for Fair Supplies –
 - Ribbons and Awards – to Secretary in **May**
 - List of supplies/materials for procurement, i.e. batteries, drinks – **July**
 - Printed materials – entry forms, registration forms - **July**
- Week before fair – train volunteers/staff for area
- Fair – run area events, including supervision of appropriate staff and volunteers
 - Keep officers and other superintendents informed of area status –
 - help needed, time available, potential issues/concerns, accident reports, exhibitor/vendor or visitor complaints
- Area Evaluation – present area evaluation – **August**
- Budget – prepare and submit actual to approved expenses - **August**

Volunteers

All volunteers (including members) must be trained and supervised by an appointed or elected official of the Association, i.e. Officer, Trustee, or Superintendent.

- Volunteers working before, during, or after the fair do not need to be members of the Association.
- Officials of the Association who recruit/enlist volunteers who are minors (under the age of 18) must ensure that all Maine and Federal Child Labor Laws are observed and enforced.
 - As volunteers working outside of school hours work permits are not required by minors but all restrictions of hazardous activities must be enforced.
- Specifically, minors may not engage in:
 - Motor vehicle driving (tractors, ATV’s, golf carts) or outside helper on a motor vehicle;
 - Operation or tending of hoisting apparatus or of any power-driven machinery other than non hazardous office machines or machines in certain retail, food service, and gasoline service establishments;
 - Any construction work including the operation of any power saws and working at heights;
 - Cooking and baking;
 - Occupations involving the use of power-driven mowers or cutters, including the use of chain saws;
- Volunteers 16 and 17 years old may engage in food prep (non-mechanized) and food sales, not cooking unless visible to the public.
- The Association will not enlist any volunteers (other than errands and non hazardous activities, i.e. assistance with pig scrambles, trash removal, sweeping) including parking, under the age of 14
- Exception: Minors engaged in family owned/operated agricultural enterprises and their support may engage in activities allowed to the extent of the law.