

DA: November 7, 2006
TO: Area High Schools
FR: Jessie McLaughlin, Spokane County Fair & Expo Fair Coordinator
RE: JUNIOR ADVISORY BOARD



The Spokane County Fair and Expo Center, home of the Interstate Fair, has created a Junior Advisory Board. The Board's purpose would be to provide valuable input to the Spokane County Fair and Expo Center staff and management about what teens would like to see at the Spokane County Interstate Fair and promote participation in the Fair through outreach efforts to area high schools while developing leadership skills for the future.

We are hoping for a representative from each area High School and would like to receive the application of your representative as soon as possible. Currently, we are still missing representation from the following schools; Davenport, Deer Park, East Valley, Ferris, Freeman, Lewis and Clark, Liberty, Medical Lake, North Central, Reardan, Riverside, Shadle Park, Sprague, and St. George's. In selecting a representative, please keep in the mind the following -

1. The initial term of the 2006/2007 representative would commence immediately and run through September 30, 2007, with an optional one-year renewal opportunity for those that are appointed as Freshmen, Sophomores, or Juniors.
2. Members of the Junior Advisory Board must be Freshmen to Seniors upon appointment.
3. The Junior Advisory Board shall hold one regular monthly meeting on the second Thursday of the month beginning at 6:00 p.m.
4. Members of the Junior Advisory Board shall serve without compensation or per diem of any kind, unless stated otherwise in writing by the Fair and Expo Center Director.

The Junior Advisory Board shall have the following duties and expectations:

- a. Make recommendations to the Spokane County Fair and Expo Center Advisory Board regarding any facet of SCF&EC operations.
- b. Plan one special activity during the Fair for which the JAB assumes complete control through development of a budget, assignment of manpower and execution during the Fair.
- c. Assist in preparation for the Fair with specific duties to be scheduled.
- d. Serve in the role of liaison with their represented High School.
- e. To elect two (2) Co-Chairs and other such officers as they may determine from the existing Board Members.
- f. Attend all regularly scheduled meetings of the JAB.
- g. Attend at least one regular monthly meeting of the SCF&EC Advisory Board each year.
- h. Be prepared for meetings by reading minutes, reports and other information allowing the JAB members to make informed decisions.
- i. Examine all evidence before making a judgment and do not let personal feelings toward other Board members, or staff, interfere with the judgment.
- j. Communicate and actively participate in group discussions with a willingness to work with the group in decision making recognizing that compromise may be necessary to reach group consensus.
- k. Contribute volunteer service hours during pre-Fair, post-Fair, and the Fair itself as required to complete the tasks assigned as committee members.
- l. Actively participate at special SCF&EC sponsored events.
- m. Interact positively with exhibitors, concessionaires, staff, SCF&EC Advisory Board Members, and Superintendents in the role of a JAB Member.
- n. Have an Emergency Medical Treatment Form signed by themselves and their parent or guardian.

The SCF&EC is moving towards a very bright future with the hopes of including some of the area's brightest "future", our youth. Your help in establishing the very first SCF&EC Junior Advisory Board is greatly appreciated. Should you have any questions, please feel free to contact Jessie McLaughlin at (509) 477-2772.