



INTERNATIONAL ASSOCIATION OF FAIRS & EXPOSITIONS

TO: Federation of State and Provincial Associations of Fairs

FROM: Emily Pitcock
President of the Federation of State and Provincial Associations of Fairs

DATE: August 2011

RE: State or Provincial Association Secretary / Executive of the Year Award

Enclosed please find the rules and information for the selection of the secretary/executive of the year award.

We are asking that the complete enclosed application be returned to me by September 30. This information may be used to select the secretary/executive of the year for outstanding service provided to the fair industry.

If you have any questions please feel free to contact me at (931) 438-7242 or fax (931) 433-4764.

If you are not the person to receive these materials please pass them along to the correct individual as soon as possible. If you would like to request a copy of these rules to be mailed to another person, please contact the IAFE office.

Thank you for your cooperation.

Enclosures: Rules and Award Nomination Form

**RULES FOR THE FEDERATION'S
SECRETARY/EXECUTIVE OF THE YEAR AWARD
FOR CONTRIBUTIONS TO THE FAIR INDUSTRY**

1. In honor of the service rendered to the fair industry, an annual award is given to an individual for distinguished achievement in, or contribution to, the fair industry under conditions herein described.
2. The presentation of the award will be made at the annual IAFE Convention.
3. The award shall consist of a plaque with an appropriate citation and the name of the recipient inscribed thereon.

ELIGIBILITY

4. The conditions of eligibility are as follows:
 - A. The candidate must be a living person. However, the death of a candidate subsequent to his/her nomination does not render him/her ineligible during the year; and if he/she is duly selected for the award, the presentation will be made posthumously.
 - B. The award shall be limited to a secretary/executive of a state or provincial association that is a member of the IAFE.
 - C. He/She shall have been identified with the state or provincial association for a minimum of five years.
 - D. He/She shall have contributed to the fair industry, in addition to his/her own fair or association of fairs, something of value in the field of leadership and education that has proved of value and will continue to prove of value to fairs in the future.
 - E. He/She shall have been fairly consistent in attending the meetings of the IAFE.
 - F. He/She shall have participated actively in the affairs of the annual convention.
 - G. He/She shall have developed and built up his/her own association of fairs and his/her own staff and working group.
 - H. Distinguished achievement may include significant contributions to the knowledge and literature of the fair industry; the design or invention of material, equipment processes, or technical services; or outstanding service to their respective associations, companies, and other organizations serving the fair industry.
 - I. Past recipients are eligible for this award.

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SECRETARY/EXECUTIVE OF THE YEAR AWARD
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NOMINATION

5. The procedures to be followed in the selection of a candidate shall be as follows:

A. Each year, the Federation shall announce that the nominations are being received for the award period ending September 30 of that year. A nomination blank shall be mailed to all state and provincial secretaries and presidents. Such nominations should be accompanied by the enclosed nomination form.

B. After October 1, a committee shall review all nominations received and may determine additional persons for consideration. They shall arrange for judging.

6. After the Awards Committee has determined the recipient, the chairman of the Awards Committee will prepare a citation and shall submit the name of the recipient and the citation to the secretary of the Federation and the president of the IAFE for preparation of the award. All records of the committee will be deposited with the Federation secretary who will act as custodian of the same.

7. All questions coming before the Awards Committee shall be decided by a majority vote of the committee members. The Awards Committee shall have the power to decide any questions not specifically covered by these rules.

**STATE AND PROVINCIAL ASSOCIATION
SECRETARY/EXECUTIVE INFORMATION FORM**

Please complete this form in full and provide documentation of the contributions and achievements you have done as secretary/executive of your state or provincial association. A committee may use this information for consideration in determining the Secretary/Executive of the Year Award for distinguished service to the fair industry.

Return the completed form by September 30, 2011, to Emily Pitcock, 123 Clark Mill Rd Fayetteville, TN 37334-7101.

State or Provincial Association _____

Name of Secretary/Executive _____ Date _____

Mailing address _____

_____ Phone _____

Are you a fair manager? _____

Is your secretary/executive position ... full time _____ part time _____

Newsletter? Yes _____ No _____ Number _____ Frequency _____

The percentage of fair members in the State or Provincial Association based on total fairs in your state _____

Annual convention? Yes _____ No _____

Number of years you have attended your state or provincial convention? _____

Have you done workshops and/or table topics at your state or provincial convention?

Yes _____ No _____ How many _____

Approximate attendance at your convention based on an average of three years _____

Showcase acts? Yes _____ No _____

What type of activities are held at your convention?

Workshops Yes_____ No_____

Table Topics Yes_____ No_____

Trade show Yes_____ No_____

Auction Yes_____ No_____

Queen Contests Yes_____ No_____

Any others - please list _____

Legislative involvement? Yes_____ No_____ Describe, if any _____

Number of fairs you have visited during the fair season _____

How many fair members do you have in your association? _____

How many associate members do you have in your association? _____

Do you participate in the State and Provincial Secretary's meeting at the IAFE annual convention in Las Vegas? Yes_____ No_____ How many years have you attended these meetings? _____

Have you been on any IAFE programs? Yes_____ No_____ Describe _____

Table topics Yes_____ No_____

Panel discussions Yes_____ No_____

Workshops Yes_____ No_____

Have you attended IAFE Zone meetings? Yes_____ No_____ How many years? _____

Have you participated in any IAFE Zone program?

Table topics Yes_____ No_____

Panel discussions Yes_____ No_____

Workshops Yes_____ No_____

Others - please list _____

Is your association involved with State or Provincial aid funds for county fair assistance? Yes_____ No_____

Describe _____

Number of years you have served as state or provincial secretary/executive _____

What is your association's annual budget? _____

Are you or have you been an officer or member of the board of directors for the Federation of State and Provincial Associations of Fairs? Yes _____ No _____

Number of years _____ Description of position _____

Describe your duties as the secretary/executive for your state or provincial association and include a copy of the job description from your association.

Have an officer or board member from your state or provincial association prepare a concise supporting statement on the job you have done as the secretary/executive for your association. This can be typed on a separate paper using approximately 250 words or less.

References: (Provide at least two references - IAFE or Federation references)

List the Officers of your State or Provincial Association and their addresses.

Include a copy of your personal resume with this form.