



Manhattan Beach
Hometown Fair Association
Board of Directors

Information & Application
Ready to make a difference?



Join the team

Introduction

The Manhattan Beach Hometown Fair was started by a group of residents in 1972 who wanted to promote community spirit within Manhattan Beach. The fair included a parade down Manhattan Beach Boulevard, turning north on Valley to the fair. From the beginning, the parade has included the Mira Costa High School band and drill teams and various city dignitaries in convertibles and old cars. The fair has also always included local craft booths, non-profit food and game booths as well as a variety of entertainment for children and adults.

The fair was incorporated on April 12, 1977 as a California non-profit organization. It has been a successful, non-profit venture ever since. The fair has always been supported by tremendous volunteers and the assistance of the City and its employees. There are no corporate sponsors. The idea has always been to keep the spirit of the fair as "Hometown" and avoid commercial advertising. The fair is a distinctive and special event that makes Manhattan Beach a unique and friendly place to live.

The fair provides a means for dozens of non-profits to raise money through sales made from food and game booths, and by staffing the wine and beer gardens. Manhattan Beach Hometown Fair Association Board of Directors are all volunteers. You must be a resident of Manhattan Beach and at least 21 years of age to be eligible for appointment. For any questions or concerns please feel free to contact us.

Bea Zimbalist
President
beazimbalist@gmail.com

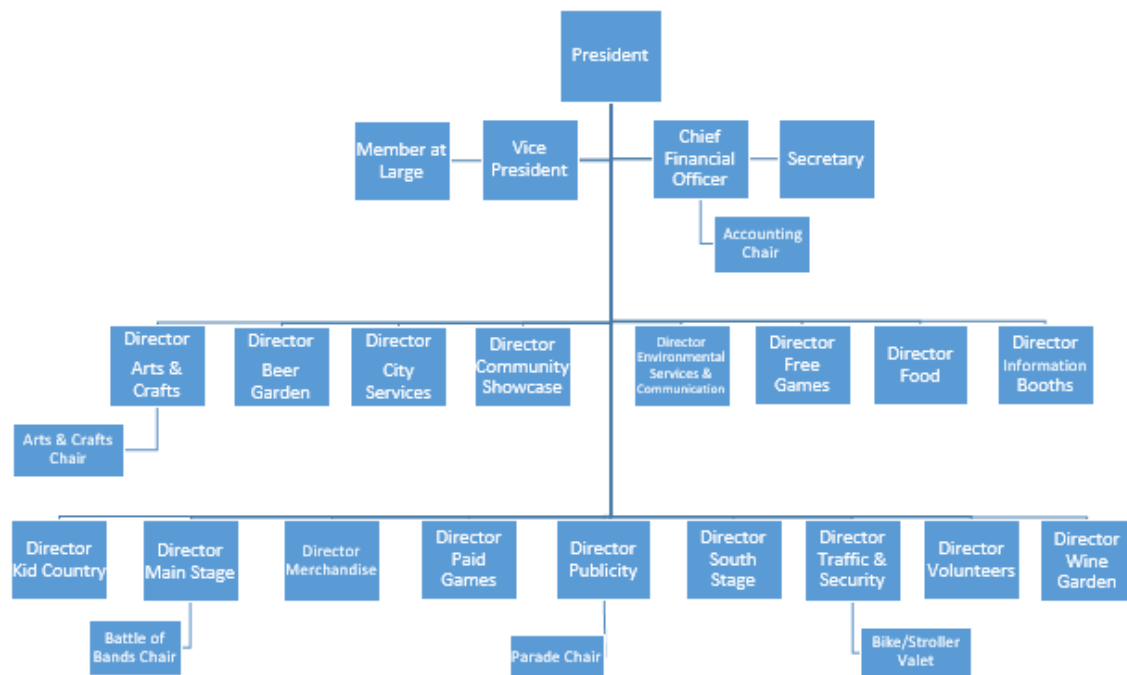
Joe Marcy, CMP
Vice President
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Manhattan Beach Hometown Fair Association
P.O Box 3068, Manhattan Beach, CA 90266
Website: www.mbfair.org



Join the team

Organization Chart *(All directors report directly to the President)*





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Sample Schedule *(Subject to change)*

| Date | Time | Event |
|---------------------------------------|--------------------------|-------------------------|
| Tue, February 27th | 6:30pm Potluck | Potluck |
| Tue, March 27th | 6:30pm Food / 7:00pm Mtg | Interviews |
| Sun, April 15th | 10:00am – 3:00pm | Board Retreat |
| Tue, May 8th | 6:30pm Food / 7:00pm Mtg | Meeting |
| Tue, May 22nd | 6:30pm Food / 7:00pm Mtg | Meeting |
| Tue, June 12th | 6:30pm Food / 7:00pm Mtg | Meeting |
| Tue, July 10th | 6:30pm Food / 7:00pm Mtg | Meeting |
| Tue, August 14th | 6:30pm Food / 7:00pm Mtg | Meeting |
| Tue, August 28th | 6:30pm Food / 7:00pm Mtg | Meeting |
| September | 6:00pm-10:00pm | Battle of the Bands |
| Tue, September 11th | 6:30pm Food / 7:00pm Mtg | Meeting |
| Tue, September 25th | 6:30pm Food / 7:00pm Mtg | Meeting |
| Fri, October 5th | All Day | Fair Set Up |
| Sat, October 6th | All day | FAIR |
| Sun, October 7th | All day | FAIR |
| Tue, October 23rd | 6:30pm Food / 7:00pm Mtg | Public Mtg & Wrap-up |
| Sat, November 3rd | 6:00pm-10:00pm | Year End Dinner |



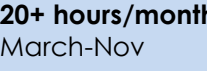

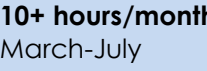
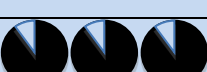



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Positions








Incoming board members are asked to commit to a minimum of 3 years, if possible. Some choose to serve much longer, upwards of 20-30 years.

Time commitments are estimated and do not include time spent in board meetings and socials.

| | | |
|-----------------------|--|---|
| President |  10+ hours/month Busy periods: Year-round | Oversees the Board of Directors, executes rental agreements, manages fair weekend operations and meetings. Reviews agreements. Attends executive meetings in addition to general meetings. |
| Vice President |  5+ hours/month Dec-Feb  20+ hours/month March-Nov | Assists President with executive duties, co-chairs meetings and maintains order, facilitates board interviews, pre-fair BBQ and year-end dinner. Announces parade at the opening of the fair. Reviews agreements. Attends executive meetings in addition to general meetings. |
| Treasurer |  3+ hours/month Dec-Feb  10+ hours/month March-July  25+ hours/month Aug-Nov | Manages budgets and accounting, reports association financials, reviews payment requests and insurance certificates, maintains insurance policies. Attends executive and city meetings in addition to general meetings. |
| Secretary |  5+ hours/month Busy periods: Year-round | Records minutes for board meetings, manages contact lists and agendas, distributes badges, car magnets, emergency contact cards. Attends executive meetings in addition to general meetings. |









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| Member at Large |  1+ hours/month Busy periods: Year-round | Solicits feedback from board. Attends executive meetings in addition to general meetings. |
| Director, Arts & Crafts |  3-4 hours/month Oct-June 30-40 hours/month July-Sept | Manages approximately 200 Arts & Crafts booths, including collecting applications/payment, overseeing booth location and execution. |
| Director, Beer Garden |  2-3 hours/month Busy periods: May-Oct | Manages partnership with Anheuser-Busch, oversees Beer Garden setup and tear down, manages volunteers and lottery, records traffic into venue. Responsible for liquor license and working with food inspection. |
| Director, City Services |  2-3 hours/month Busy periods: July-Sept | Acts as a Liaison between the Board of Directors and the City of Manhattan Beach. Outlines needs in city letter and oversees the execution fair weekend. |
| Director, Community Showcase |  2-3 hours/month Busy periods: July-Oct | Distributes applications for community art and performances. Oversees art installment and performance schedule during fair weekend. |
| Director, Environmental Services & Communication |  2-3 hours/month Busy periods: July-Oct | Manages partnership with Waste Management coordinates on fairground upkeep during fair. Coordinates radio distribution with the board over fair weekend. |
| Director, Food |  3-4 hours/month May-June | Oversees application process, oversees booth placement and execution. Works closely with |








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| | 40-50 hours/month July-Sept | food inspection, implementing requirements. |
| Director, Free Games |  2-3 hours/month Busy periods: June-Oct | Solicits donations for prizes, works closely with Park & Recreation staff, executes game schedule fair weekend. |
| Director, Information, Free Speech & Civic Corner |  2-3 hours/month Nov-July 9-10 hours/month Aug-Oct | Creates and distributes information book for board and booth staff, oversees three info booth tents over fair weekend, collects applications for free speech and civic corner, reviews/executes booth placement. |
| Director, Kid Country |  2-3 hours/month June-September 30-40 hours/month Oct | Establishes child-friendly entertainment, reviews placement of "bounce houses" and petting zoo. Manages Friendship Circle special event and oversees safety of venue during fair weekend. |
| Director, Main Stage |  2-3 hours/month Busy periods: July-Oct | Books talent, coordinates entertainment and establishes schedule for fair weekend. Oversees Battle of the Bands competition. |
| Director, Merchandising |  2-3 hours/month Busy periods: June-Oct | Works with local artist to create a yearly design that is sold on merchandise fair weekend. Oversees booth sales and execution. |
| Director, Paid Games |  2-3 hours/month Busy periods: Aug-Oct | Manages application process for paid games, booth placement and execution. |



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| Director, Publicity |  2-3 hours/month Busy periods: Year-round | Maintains close relationship with media partners, oversees social media, advertising and website. Updates applications online and organizes signage during fair weekend. |
| Director, South Stage |  2-3 hours/month Busy periods: Sept-Oct | Books talent, coordinates entertainment and establishes schedule for fair weekend. |
| Director, Traffic & Security |  2-3 hours/month Busy periods: Aug-Oct | Reviews traffic and security plan with board of directors. Distributes parking passes, manages traffic for fair weekend including coordinating shuttle buses and shared ride locations. Oversees bike valet in partnership with local organization. |
| Director, Volunteers |  2-3 hours/month Busy periods: Sept-Oct | Proactively solicits volunteers from the community. Makes presentations to local schools. Manages volunteers fair weekend, including: delegation, recording hours of service and shirt/pin distribution. |
| Director, Wine Garden |  2-3 hours/month Busy periods: Aug-Oct | Establishes partnership with wine vendors, oversees venue setup and tear down, manages volunteers and lottery. Responsible for working with food inspection. |

(Application on next page)



Join the team

Manhattan Beach Hometown Fair Association Board of Directors Application

Name:

Address:

Phone:

Tell the board a little about yourself and why you would like to join the fair board.

Do you know anyone that is a current fair board member or a past one?

Explain why you would be an asset to this organization.

What skills do you have that you feel could benefit the fair board and ultimately the people attending the fair?

Have you been to the fair in the past and have you ever volunteered to work at the fair either for the fair or for one of the organizations that was participating? What was your experience?

We have meetings 1 or 2 times a month on Tuesday evenings at the Joslyn Center from March through October. Will you be able to commit to those? Can you commit to 100% availability for fair weekend – all day Friday, Saturday and Sunday? (October 5 – 7, 2018)

We would appreciate at least a 3 year commitment to be on the board. Do you think that is possible?

Please return to Joe Marcy, CMP at josephmarcy@aol.com