### WHO'S RESPONSIBLE?

### THE CHIEF EXECUTIVE OFFICER OR THE BOARD

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| AREA OF RESPONSIBILITY | CEO | BOARD |
| Day-to-day operations | Makes all decisions regarding daily operations | No role |
| Short-term goals (less than one year) | Establishes and carries them out | Monitors performance of CEO in accomplishing short- term goals has set |
| Long-term goals (more than one year) | Recommends and provides information | Approves long-term goals |
| Budget | Develops and recommends annual budget | Approves annual budget |
| Fees and charges | Develops fee schedule | Approves fee schedule |
| Personnel policies | Recommends and administers | Approves recommended policies |
| Staffing | Makes all hiring decisions | Authorized to select only the CEO |
| Staff salaries | Approves salaries, based on state/county guidelines, union contracts, and recommendations from supervisors | Approves line item for salaries annual budget |
| Staff assignments | Makes all decisions regarding deployment of staff | No role |
| Staff grievances | CEO hears all grievances, manages process for addressing them | No role |
| Staff evaluation | Evaluates overall staff performance, with input from supervisors | Evaluates performance of CEO only |
| Staff terminations | Makes final decisions with input from supervisors | Authorized to terminate only the CEO |

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| AREA OF RESPONSIBILI1Y | CEO | BOARD |
| Capital purchases | Prepares requests | Approves requests as line item in annual budget |
| Decisions on building, renovation, leasing, & expansion  | Recommends, signs contracts with board approval | Makes decisions, assumes financial responsibility |
| Emergency repairs | Notifies board chairperson and acts with chair's concurrence | Works with CEO to respond to emergencies |
| Major repairs | Obtains estimates and prepares recommendation | Approves recommendation |
| Minor repairs | Authorizes repairs up to amounts pre-approved by board | Establishes policy which specifies amounts CEO may spend without prior board approval |
| Cleaning and maintenance | Establishes and monitors schedule | No role |
| Contracts | Negotiates and signs contracts within parameters set by board and state/county to secure services for purposes in keeping with the fair's plan and budget | Establishes policy which specifies amounts CEO may spend without prior board approval |
| Supply purchases | Purchases supplies according to board and state/county policy and maintains audit trail | Establishes purchasing policies and annual budget for supplies |
| Billing, credit, collections | Proposes and implements policy | Approves policy |