

Best Practices For Fair Administration Treasurers/Secretaries/ Managers/CEO

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Introduction



- Speaker Intro
- Overview of each county structure
- Importance of the Administration's role
- Key function: Administrative backbone of the organization



Core Administrative Duties

- Maintain society records and documentation
- Manage correspondence (email, mail, official notices)
- File reports and maintain archives
- Ensure compliance with bylaws and regulations

Meeting Coordination



- Schedule and organize meetings
- Prepare and distribute agendas
- Record accurate minutes and track follow-up actions
- Notify members of upcoming meetings and deadlines

Membership Management



- Maintain official membership lists
- Sell memberships
- Maintain membership record
- Communicate updates and notices to members
- Petition / Ballot coordination for elections

Communication & Public Relations



- Serve as main contact for the society
- Communicate decisions and updates to members and stakeholders
- Coordinate announcements, media releases, and public notices
- Support promotion of events, fairs, and programs



Record Keeping & Compliance

- File required documents (ODA, OFMA, Hinkle, Taxes)
- Track deadlines for annual reports and filings
- Ensure minutes and resolutions are stored properly
- Maintain historical records for continuity
- Public record requests, respond and track for audit



Event & Fair Support

- Assist in organizing fair logistics and registrations
- Coordinate paperwork and schedules
- Manage entry records and award documentation
- Support event-day administrative operations

Financial Coordination (Supporting

Role)

- Work closely with Treasurer/accountant on administrative aspects

- Distribute financial reports to members

- File grants or funding paperwork as required

- Ensure transparency and documentation for audits





Governance & Policy Support

- Help maintain and update bylaws and policies
- Ensure board decisions are documented and implemented
- Track motions, resolutions, and action items
- Support orientation of new board members
- Sunshine Laws Training

[Sunshine Laws - Ohio Attorney General Dave Yost](#)

term of office

3 hrs for every

Tools & Best Practices



- Use digital tools for record management
- Maintain organized filing systems
- Develop templates for agendas, minutes, and correspondence
- Encourage communication consistency

Conclusion



- Recap of key responsibilities
- Impact of a well-organized Secretary on society success
- Encourage teamwork and documentation culture
- Knowledge Management – retain documents and plan for future officers / members.

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