

2026 OHIO FAIR MANAGERS CONVENTION						
BEST PRACTICES FOR FAIR ADMINISTRATION						
	SECRETARY	TREASURER	MANAGER/CEO	OFFICE/OTHER	ACCOUNTANT	ADDITIONAL NOTES
TASKS TO BE MAINTAINED/COMPLETED YEARLY/ONGOING						
GENERAL:						
MAINTAIN SOCIETY RECORDS AND DOCUMENTATION						
MANAGE CORRESPONDENCE (EMAIL, MAIL, OFFICIAL NOTICES)						
FILE REPORTS AND MAINTAIN ARCHIVES						
ENSURE COMPLIANCE WITH BYLAWS AND REGULATIONS						
SCHEDULE AND ORGANIZE MEETINGS						
PREPARE AND DISTRIBUTE AGENDAS						
RECORD ACCURATE MINUTES AND TRACK FOLLOW UP ACTIONS						
NOTIFY MEMBERS OF UPCOMING MEETINGS AND DEADLINES						
MAINTAIN OFFICIAL MEMBERSHIP LISTS						
SELL MEMBERSHIPS						
MAINTAIN MEMBERSHIP RECORD						
COMMUNICATE UPDATES AND NOTICES TO MEMBERS						
PETITION/BALLOT COORDINATION FOR ELECTIONS						
SERVE AS MAIN CONTACT FOR THE SOCIETY						
STAKEHOLDERS						
NOTICES						
SUPPORT PROMOTION OF EVENTS, FAIRS, AND PROGRAMS						
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						
ASSIST IN ORGANIZING FAIR LOGISTICS AND REGISTRATIONS						
COORDINATE PAPERWORK AND SCHEDULES						
MANAGE ENTRY RECORDS AND AWARD DOCUMENTATION						
SUPPORT EVENT-DAY ADMINISTRATIVE OPERATIONS						
ASPECTS						
DISTRIBUTE FINANCIAL REPORTS TO MEMBERS						
FILE GRANTS OR FUNDING PAPERWORK AS REQUIRED						
ENSURE TRANSPARENCY AND DOCUMENTATION FOR AUDITS						
HELP MAINTAIN AND UPDATE BYLAWS AND POLICIES						
ENSURE BOARD DECISIONS ARE DOCUMENTED AND IMPLEMENTED						
TRACK MOTIONS, RESOLUTIONS, AND ACTION ITEMS						
SUNSHINE LAW TRAINING						
OPTIONS)						
MAINTAIN ORGANIZED FILING SYSTEMS						
CORRESPONDENCE						
ENCOURAGE COMMUNICATION CONSISTENCY						
ADDITIONAL ITEMS TO NOTE						
ELECTION POLL BOOK TURNED IN						10 DAYS AFTER ELECTION
ANNUAL FINANCIAL REPORT						OFMA CONVENTION
ODA FAIR FUND REQUEST FORM						Oct 31
ODA FAIR DATE REQUEST FORM						Oct 31
HINKLE REPORT DUE						
AUP (AGREED UPON PROCEDURE, WHICH TAKES A SMALLER SAMPLING						
HUMAN RESOURCES (EMPLOYEE FILES & TIME SHEETS), MINUTES,						
CONVENTION:						
RESERVE ROOMS						
BED TAX/ STATE TAX FORMS COMPLETED						
COMPLETE REGISTRATION ONLINE						
OFMA COMMUNICATION AWARDS						October 20
ODA OUTSTANDING FAIR SUPPORTER						Nov 1
OFMA HALL OF FAME NOMINATION						Oct 20
OHIO FAIR QUEENS' CONTEST REGISTRATION						
CONFIRM EXCURSION/EXTRAS RESERVATIONS (IF NEEDED)						

