Committee Management Program

Rev. 5/16

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HEART O' TEXAS FAIR & RODEO
Committee Management Program

To All HOTFR Committeemen:

Thank you for the significant commitment and responsibility each of you contribute to the Heart O' Texas Fair & Rodeo (HOTFR). In an effort to grow the commitment to HOTFR Committeemen, a Committee Management Program has been established with the support of HOTFR management. Throughout your time as a HOTFR Committeeman, it is your responsibility to insure the mission of this organization is advanced and kept as the foundation of all activity.

The purpose is to provide the framework and guidelines in which HOTFR Committeemen operate. Within the Program, Committeemen have the opportunity to become as active as they desire and advance within the system. Along the way, various recognitions and rewards will also be available, in addition to the personal satisfaction of contributing your efforts to a very worthy cause.

All committees within the HOTFR Committee Management Program (CMP) are accountable to the CMP. All committee suggestions, recommendations and concerns will flow through the CMP Committee for appropriate action. Individual committee member concerns should be resolved through the respective organization chart. If a committee member's concern is not addressed within the committee, the member has the right to address the CMP Committee. Any committee situation in which the CMP Committee cannot resolve will be brought to the attention of Fair management and the assigned Executive Committee representatives. This hierarchy has been established to better serve the needs of the HOTFR and its Committeemen.

We are fortunate to have excellent staff associated with the HOTFR Fair. Each committee will have at least one staff member assigned to work directly with them. Staff members are accountable to the President/CEO of the HOTFR, who, in turn, is responsible to the Chairman of the Board and the Board of Directors. The relationship between staff and committees should be one of mutual cooperation in advancing the goals of the committee and the HOTFR.

Thank you for your commitment to serve as a committeeman. We look forward to working together as we promote the growth and prosperity of the HOTFR while benefiting youth and supporting educational programs.

HEART O' TEXAS FAIR & RODEO
Committee Management Program

Vision Statement

Promote the growth and prosperity of the Heart O' Texas Fair & Rodeo through Committeemen donating time and efforts in routine management of respective committee responsibilities while helping to promote the Heart O' Texas Fair & Rodeo to benefit youth and support education programs and a quality, affordable entertainment experience.

HEART O' TEXAS FAIR & RODEO
Committee Management Program

Committee Application Process

Thank you for your interest in becoming a Committeeman with the HOTFR. Your interest in supporting the HOTFR in its goals and purposes can enable us to provide unparalleled support for the youth of Central Texas through our activities and educational programs.

To apply as a Committeeman of the HOTFR, please do the following:

1. Thoroughly review the attached Committee Management Program Handbook.
2. Fill out completely all requested information on the Committeeman Application Form, Release and Code of Ethics (see Appendix C).
3. List where indicated your first and second choices where service on a committee is desired.
4. Secure signatures of at least one current committee chairman and one current committee member recommending you as a Committeeman.
5. Return the completed application to: HOTFR, 4601 Bosque Blvd., Waco, Texas 76710. You will be notified of the results of your application.

If accepted as a volunteer, you will be given your list of duties as a member of the committee. You will then become eligible to enjoy the privileges of being an HOTFR Committeeman which includes: service on committees, Committeeman Credential benefits, eligibility for special recognition awards, an opportunity to receive incentives for participation in the HOTFR Pre-Sale Campaign, receive information on advanced Rodeo Ticket Sales, plus other benefits.

The HOTFR reserves the right to revoke Committeeman status.

HEART O' TEXAS FAIR & RODEO
Committee Management Program

Approval Process for
New Committee Members, Vice Chairman & Chairman

New/Existing Committee Members

1. All prospective new committee members must submit a Committeeman Application Form, Release of Liability Form and Code of Ethics Form and return the forms to the HOTFR office.
2. **On an annual basis, the CMP reviews and recommends to the HOTFR Executive Committee the names of new members and existing committee members in good standing for approval.**
3. All committee members are appointed to a 1 year term.
4. Each year the chairman of a committee reviews each member for reappointment. If the member is in good standing with the committee and the Fair, the committee member may be appointed with approval of the CMP and Executive Committee.
5. Reapplication is not necessary for reappointment.
6. If a member is not reappointed, the person must reapply for new member status.
7. A committee member must serve one two-year term to become eligible for either the chair or vice-chair of the committee in which he/she sits or may be selected to serve at the discretion of the President/CEO. Any exception must be approved by the CMP and Executive Committee.

Committee Vice Chairman

1. The current Committee Chairman recommends the Vice Chairman to the HOTFR CMP with approval by the CMP and HOTFR Executive Committee.
2. A HOTFR Committeeman must have served one two-year terms on the committee to which being recommended as Vice Chairman.
3. The Vice Chairman may serve a maximum of two two-year terms.
4. To be eligible for Chairmanship, the Vice Chairman must serve a minimum of one year as VC. Any exception must be approved by the CMP and Executive Committee.

Committee Chairman

1. A Chairman may serve a maximum of two two-year terms.
2. The sitting Vice Chairman with approval of the CMP and HOTFR Executive Committee becomes the new Chairman when the sitting Chairman vacates the position due to term limits or other circumstances.
3. If the sitting Vice Chairman is unable to fulfill the Chairmanship, the Committee in question is to meet and recommend an individual from their ranks to the CMP with final approval by the HOTFR Executive Committee. Any exception must be approved by the CMP and Executive Committee.
4. The retiring chairman serves for one year as an ex-officio member of the committee and works with the new chairman in an advisory capacity. At the end of the one year advisory period, the ex-officio chairman becomes a committee member.
5. The Executive Committee has the power to remove or replace a chairman at any time.

HEART O' TEXAS FAIR & RODEO
Committee Management Program

Rewards and Recognition

The Heart O' Texas Fair and Rodeo (HOTFR) desires to reward and recognize Committeemen for their dedicated support and contributions to the HOTFR.

Committeemen with the HOTFR will be awarded a lapel-type pin based on the number of years of service. In following years, new Committeemen will be awarded pins in five-year increments.

Committeemen may be eligible for the Year End Awards. Following is a list of possible awards:

- Committeeman of the Year
- Chairman of the Year
- Committee of the Year
- Rookie of the Year
- Director of the Year
- Riding for the Brand
- Heart of a Volunteer
- Golden Horseshoe

Other awards may be awarded from time to time by the CMP or Executive Committee.

These awards are presented to Committeemen based on the following criteria:

- Dedication to the HOTFR
- Involvement in HOTFR activities
- Possess and express a positive attitude
- Performance of committee duties above and beyond the call of duty

Written nominations for the Year End Awards must be made by the respective Committee Chairman to the Committee Management Program Committee (CMP) for their consideration no later than December 1st of each year. The Year End Awards will be announced by the CMP at the Committeemen's Appreciation Dinner to be held in January of each year. The Year End Award winners will be mentioned in the HOTFR Rodeo Program.

HEART O' TEXAS FAIR & RODEO
Committee Management Program

Committee & Staff Relations

In an effort to insure proper communication and continued success the Fair has developed these guidelines for committees and staff.

- Each committee is assigned a staff coordinator. The staff coordinator is responsible for assisting the committee by coordinating with the chairman for establishing meetings, development of budget requests, implementation of communications with other necessary staff, etc.
- When practical, a Committeeman coordinator could serve as a representative of the assigned staff, attending committee functions and regularly apprising assigned staff of committee activities and needs.
- Additional staff may be assigned to committees during the Fair & Rodeo.
- Committee chairman and staff coordinator should be in communication at all times during the event. The staff coordinator provides a supporting role to the chairman of the committee.
- Committee members should address problems, concerns and/or solutions through the proper chain of command. i.e. – committee member to chairman to staff coordinator to staff coordinator's supervisor to President/CEO.
- Every effort should be given by the Committee Chairman and Staff Coordinator to resolve any issues. Any issue involving a Committee Chairman and a Staff Coordinator may be resolved by the President/CEO.
- All staff is directed by management with the approval of the Executive Committee to direct committee members to follow the proper chain of command when resolving problems or issues. This includes temporary staff such as maintenance staff, parking staff and ticket takers.
- Only management staff has the authority to make decisions and direct staff for any request that is outside the normal, standard operating procedures.
- These guidelines also apply to the Directors of the Fair & Rodeo.

HEART O' TEXAS FAIR & RODEO
Committee Management Program

Committee Management Program Oversight Committee (CMPOC)

Members include: The Chairman of the Board, the Chairman Elect, President/CEO, Vice President Fair Division, Director of Fair Events and the Chairman and Vice Chairman of each respective committee.

The Chairman Elect of the Executive Committee shall serve as chairman of the Committee Management Program Oversight Committee.

The Director of Fair Events shall serve as Recording Secretary of the CMPOC.

Meet a minimum of twice a year.

Purpose of the Committee

a.) Discuss and take action on proposed changes to the Committee Management Program.
b.) Strengthen Committee Programs by correcting deficiencies and improving processes.
c.) Capital expenditures needed in the respective areas of the committee.
d.) Proposed budget changes for future periods.
e.) Changes to existing responsibility of committee member.
f.) General promotion of HOTFR through the structure and activities of the Committee Management Program.
g.) Design, implement and manage a Reward and Recognition Program for Committeemen.
h.) Develop and manage a disciplinary action program.
i.) Manage and implement the Committee Management Program Orientation.

The chairman, from time to time, may appoint a separate, special committee to conduct research and make recommendations to the committee for approval.

Meeting notices shall be sent to the Oversight Committee members two weeks in advance of meeting. Agenda items submitted to the President. Agenda prepared and distributed for each meeting by the chairman.

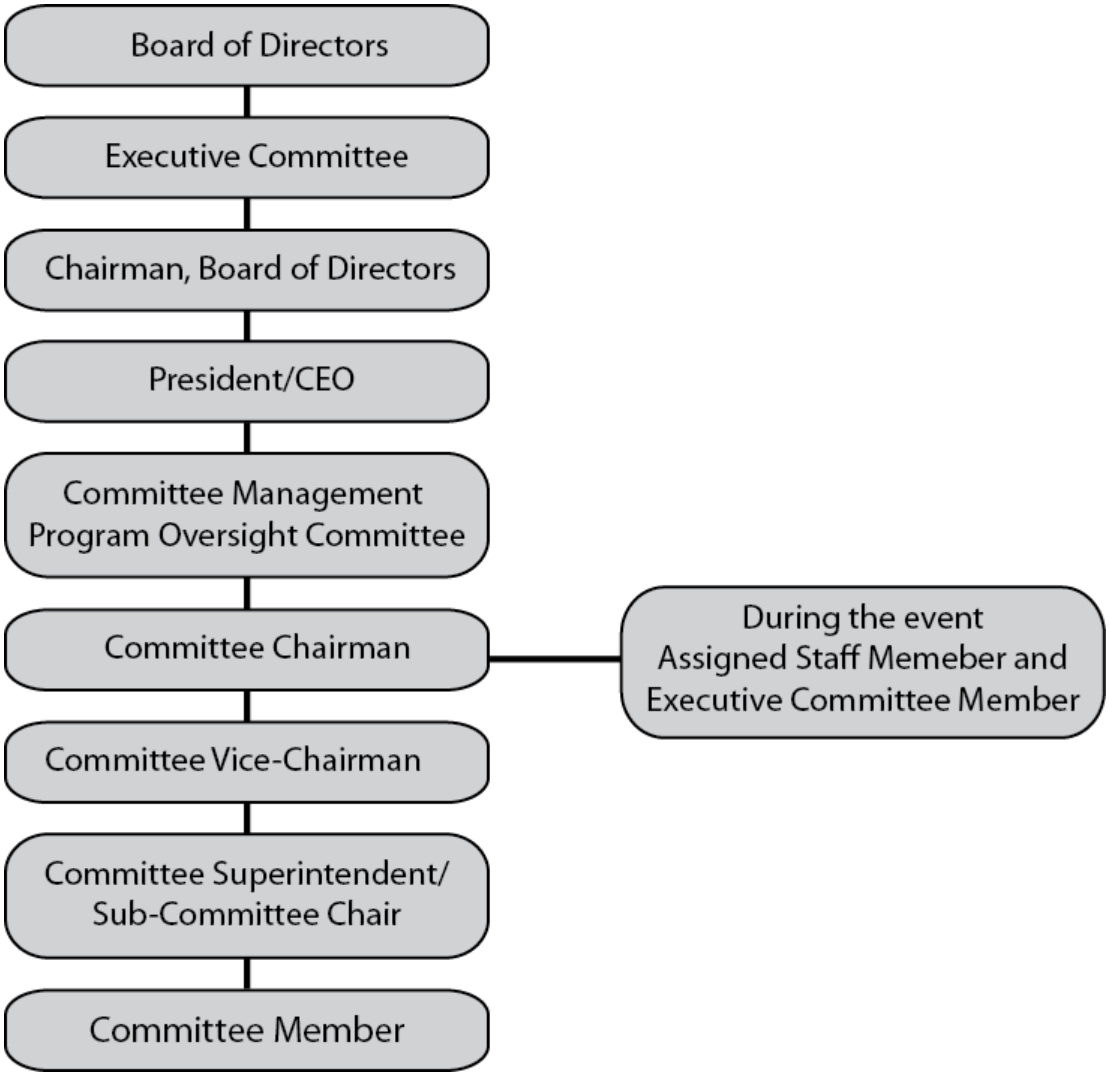
By the Spring CMPOC Meeting of each year, each Committee Chairman will submit an updated 3-year plan. Along with the plan, a progress report on the prior year will be submitted. (See Appendix C).

By June 30th of each year, each Committee Chairman will submit a Progress/Status Report on the progress of the committee. This will include an overview of activities and their progress. (See Appendix C)

These reports will be submitted to the Chairman of the Oversight Committee for review, discussion and any necessary action.

HEART O' TEXAS FAIR & RODEO
Committee Management Program

Hierarchy



HEART O' TEXAS FAIR & RODEO
Committee Management Program

Heart of a Volunteer
Honoree Program

What is the Purpose?
The purpose of the Heart of a Volunteer Honoree (HVH) Program is to recognize those individuals who have gone above and beyond the call in serving to the Heart O' Texas Fair and Rodeo or the Extraco Events Center.

Who is eligible?
Anyone. HVH has no limits on who is eligible to receive recognition. The person may be a Committeeman, board member, public official or just a regular citizen. The person must have made a significant contribution to the Heart O' Texas Fair and Rodeo or the Extraco Events Center.

How is a HVH recipient selected?
Nomination forms may be obtained through the Heart O' Texas Fair and Rodeo Office. The forms along with a 3 by 5 picture (head and shoulders) of the person must be returned to the Fair Office no later than August 15th. A selection committee reviews all nomination forms and make selections. There is no set number of recipients. Selections are based on contribution, number of years of service, Committeeman spirit and leadership.

How is a HVH recipient honored?
Each year at the annual fair and rodeo during a rodeo performance the HVH recipients will be recognized and honored. In addition, the recipient will be presented a plaque. Also, the recipients name will be permanently displayed on the Wall of Honor in the Extraco Coliseum.

When is a HVH Recipient notified?
The Recipient as well as the nominating person will be notified by mail no later than September 1 of each year. Accompanying the congratulation letter will be instructions about the recognition ceremony.

Nomination Forms Due by August 15th
(See Appendix C)

HEART O' TEXAS FAIR & RODEO
Committee Management Program

Privacy Policy

To respect the privacy of all HOTFR Committeemen, HOTFR maintains a policy that Committeemen's names, physical addresses, phone numbers, e-mail addresses, business information and other personal information may not be used for anything unrelated to HOTFR business (i.e., sold or given to any organization or business, including clubs, political groups or other charities) without written consent from the HOTFR President/CEO. Any HOTFR Committeeman listings (such as directors, committees, etc.) are not to be used for personal gain or distributed outside the parameters of the HOTFR Committee Management Program.

HEART O' TEXAS FAIR & RODEO
Committee Management Program

Code of Ethics

I. Introduction

Purpose

The reputation for fairness and excellence depends on the collective commitment of our directors, officers, committee members and employee family working together in a manner that merits trust and confidence from our customers, communities, and most importantly, the youth we serve. The purpose of this document is to convey those basic principles of conduct.

Objective

The primary objective of this document is to reinforce accountability for responsible and mature behavior in all who represent our organization.

II. Standards of Conduct

a. All persons professionally associated with our organization are expected to adhere to the spirit and the letter of all laws, rules and regulations. Illegal or unethical actions are unacceptable, and willful violation of the substance, intent, or implementation of this document will be grounds for appropriate disciplinary action.
b. Each employee or Committeeman must manage business affairs to avoid situations that might lead to conflict, or even suspicion of conflict, between one's self-interest and one's obligation to our organization or its customers. An individual's position must never be used, directly or indirectly, for private gain, to advance personal interests or to obtain favors or benefits for himself/herself or a member of his/her family.
c. Each employee or Committeeman must keep the interest of the HOTFR foremost in mind while providing assistance to spectators, performers and participants of the HOTFR.
d. Each employee or Committeeman must give, to the best of his/her ability, comprehensive and thorough support of the respective committee membership.
e. Each employee or Committeeman must acknowledge and support the proper and authorized uses of HOTFR equipment and resources.
f. Each employee or Committeeman must thoroughly understand the needs of the respective committee before proceeding with recommendations.
g. Each employee or Committeeman must be honest and trustworthy, avoid harm to others, be fair, not discriminate and respect the privacy of others.
h. Each employee or Committeeman must avoid the consumption of alcoholic beverages before coming on duty or while on duty.
i. Each employee or Committeeman must avoid making financial commitments for the HOTFR without advance approval by HOTFR management.

j. All statements to the media are to be approved by the President, or appointee of the HOTFR management team.

III. Monitoring the Code of Ethics

Responsibility, with commensurate authority for communicating and assuring compliance of the Code of Ethics, is placed with the President along with the Board of Directors and Committee Chair. The Board of Directors' Executive Committee or Committee Chair shall act as a peer review committee to review any instance of misconduct, impropriety, or the appearance of either.

IV. Policy Review

On an annual basis, this policy shall be reviewed by management with recommended changes presented to the Board of Directors.

HEART O' TEXAS FAIR & RODEO
Committee Management Program

Credential Policy

Policy Objective: To document guidelines and procedures to be used in the annual distribution/management of committee and VIP credentials.

CREDENTIALS AND POLICY PRIVILEGES

A. Committee credentials shall provide admission to: the Heart O' Texas Fair & Rodeo, the Finals of the Rodeo, and the livestock show for the badge holder and **one** guest per day.
B. Committee lanyards shall not provide parking privileges or admission to various restricted areas such as, but not limited to, the Back Porch Club, rodeo chute area, entertainer dressing rooms, judging rings/arenas, etc.
C. Lifetime Committee Members shall have all privileges as stated above.
D. Committee lanyards shall not be issued to, nor should be worn by, individuals under the age of twenty-one (21).
E. Committeemen shall receive only one (1) committee lanyards for committee participation regardless of the number of committees on which they serve.
F. Directors of the HOTFR shall be issued a Director's lanyards due to their position on the Board of Directors.

GENERAL INFORMATION AND PROCEDURES

A. Credentials are non-transferable and are for the exclusive use of the individuals to whom they are issued. The act of loaning, giving or selling lanyards to other individuals is strictly prohibited.
B. Individuals must be at least 21 years of age to serve on a committee and receive committeemen credentials.
C. The term VIP includes: members of the Executive Committee, members of the Board of Directors, officers, Committee Chairmen, Lifetime Committee Members and Sponsors.
D. Lifetime Committee Members are granted all privileges without any committee responsibilities
E. Any member/individual found to be duplicating or attempting to reproduce lanyards, parking permits or other similar items without written permission from HOTFR management may be prosecuted to the fullest extent of the law and/or permanently expelled from HOTFR Committee membership.
F. Credentials issued which are stolen or lost may be replaced if the lanyard holder submits a written statement to the President/CEO's office documenting the extenuating circumstances. Depending on the circumstances involved, the Fair shall not be obligated to replace a lanyard that has been lost or stolen.
G. Credentials shall be issued only to committee members, staff and individuals approved by members of the Executive Committee or their designee. Such lanyards shall be issued by

the President's office for the expressed purpose of conducting daily duties, responsibilities, public relations endeavors and general promotion of the HOTFR.

H. Credential holder agrees to sign a Liability Release/Indemnity form and a Code of Ethics Acknowledgement form prior to receiving credentials or beginning service as a HOTFR Committeeman.
I. Individuals issued credentials shall adhere to the rules, procedures and guidelines expressed herein. Under no circumstances shall individuals receive more than one (1) committee lanyards except in cases as stated herein. Proven abuse of lanyard privileges shall be considered grounds for forfeiture of the lanyard and possible revocation of HOTFR privileges. Conduct of lanyard holders should always be positive and consistent with the aims, purposes, character and integrity of the HOTFR as outlined in the Committee Management Program Vision Statement and Code of Ethics.

The following positions are eligible to participate in the credential policy:

Chairman
Board of Directors
President
Management Staff
Officials
Committee Chairs
Committee Vice Chairs
Superintendents
Committeemen
Sponsors
Guests
Lifetime Committee

PARKING PERMIT

A. Each committee member and director will be issued one (1) parking permit. The permit is good for year round parking at the Extraco Events Center.
B. Each permit allows access to designated parking areas only. The permit will not allow access to restricted areas.

HEART O' TEXAS FAIR & RODEO
Committee Management Program

Credential Holder Guest Policy

Each credential holder will be allowed free admission as well as free admission for one (1) guest to the Fair per day. Guest must accompany the credential holder for gate admission.

The credential holder and guest are allowed:

- Admission to the HOTFR grounds
- Admission to the HOTFR ticketed rodeo events (general admission seating) NO EXCEPTIONS.

Violation of guest privileges may cause loss of credentials and all privileges associated with being a Committeeman.

No liability is assumed by the Heart O' Texas Fair and Rodeo for the guest.

HEART O' TEXAS FAIR & RODEO
Committee Management Program

Apparel Policy

Committees should choose the appropriate attire (shirts, vests or caps) from a pre-approved official apparel example provided at the HOTFR office. The official committee apparel must contain the official HOTFR logo, committee name and may contain the Committeeman's name. Each committeeman is strongly encouraged to wear designated committee apparel during the Heart O' Texas Fair & Rodeo. Official committee apparel may only be worn at HOTFR events.

The Committee Chairman must work with the Fair Department to arrange for sponsorship of the committee apparel. Any advertisement on the committee apparel must be approved by the Committee Management Program Committee and Management.

If the Committee Chairman does not arrange for the sponsorship of the apparel, each Committeeman is responsible for purchasing the respective, approved, official HOTFR committee apparel.

HEART O' TEXAS FAIR & RODEO
Committee Management Program

Pre-Sale Campaign Program

Committeemen will receive a discounted ticket package to order additional tickets for the HOTFR.

Committeemen are required to sell at least $50 in presale tickets; Board of Directors are required to sell $250. These are discounted tickets to the fair and rodeo and include sponsorship opportunities. You will receive information on these tickets prior to June 7th. The deadline to sell these tickets is September 9th. Cash incentives can be earned.

You may make a donation, if you choose in lieu of selling the specified amount of presale tickets. If committee members regularly receive donated items especially for their committee's use during the Fair & Rodeo, half the dollar value can be applied toward that committeeman's presale requirements.

HEART O' TEXAS FAIR & RODEO
Committee Management Program

Disciplinary Policy

The reputation for fairness and excellence depends upon the collective commitment of our directors, officers, committee members and employee family working together in a manner that merits trust and confidence from our customers, communities and most importantly, the youth we serve.

The primary objective of this document is to provide policy direction for breaches under the CMP Code of Ethics and any circumstantial situations arising in the normal operations of the CMP not covered within the Code of Ethics.

Disciplinary Policy

a. Responsibility, with commensurate authority for communicating and assuring compliance of the Code of Ethics, is placed with the President/CEO along with the Committee Management Program Committee (CMP) and the Committee Chairs.
b. The CMP or Committee Chair shall act as a peer review committee to review any instance of misconduct, impropriety, or the appearance of either.
c. Any Committeeman violation of the HOTFR Code of Ethics, or other conduct detrimental to HOTFR not covered under the HOTFR Code of Ethics, is to be reported to the associated Committee Chair, or in the instance of the CMP, to the Chairman of the CMP, for proper action according to this policy.
d. Any disciplinary action brought against a Committeeman may be appealed to the CMP. To appeal, a Committeeman must submit in writing the desire to appeal no later than two weeks after the CMP chairman has signed the Disciplinary Action Form.
e. There shall be four levels of disciplinary action within this policy: Suspension, Probation and Expulsion. The CMP may choose the level of disciplinary action with suspension authority delegated to individual committee chairman within their committee should the need arise.
    i. **Suspension** – Suspension may be used by the committee chairman without approval of the CMP on an as need basis. Prior to implementing a Suspension, the individual committee chairman must have discussed the circumstances with the Chairman of the Board and the Chairman Elect (CMP Chairman), securing their approval for suspension. Grounds for suspension include any violation of either the HOTFR Code of Ethics Policy, or other conduct detrimental to HOTFR not covered under the HOTFR Code of Ethics. The individual chairman may recommend suspension with or without privileges, depending upon the circumstances of suspension. The term of suspension will be for ten days, at which time

suspension will either be lifted or be recommended for further disciplinary action.

ii. **Probation** – Probation may occur at anytime during the year. A chairman of a committee may implement probation with prior discussion with the Chairman of the Board and Chairman Elect of the Board. Probation may be imposed for any violation of the Code of Ethics Policy, or other conduct detrimental to HOTFR. Probation can be implemented for a term of up to one year. During the probationary period any actions or lack of actions deemed a violation will result in immediate expulsion.

iii. **Expulsion** – Expulsion may occur only after a majority vote of the CMP. Grounds for expulsion include conviction by a court of law for violation of state and/or federal statutes, continued non-compliance of the HOTFR Code of Ethics Policy while under probation, or other conduct detrimental to HOTFR not covered under the HOTFR Code of Ethics. Expulsion results in the complete removal of the individual from any Committeeman activities associated with HOTFR and the removal of all rights and privileges associated with a HOTFR Committeeman. Length of expulsion shall be determined by the CMP.

iv. **Immediate Expulsion -** Grounds for immediate expulsion include, but are not limited to, the following actions:

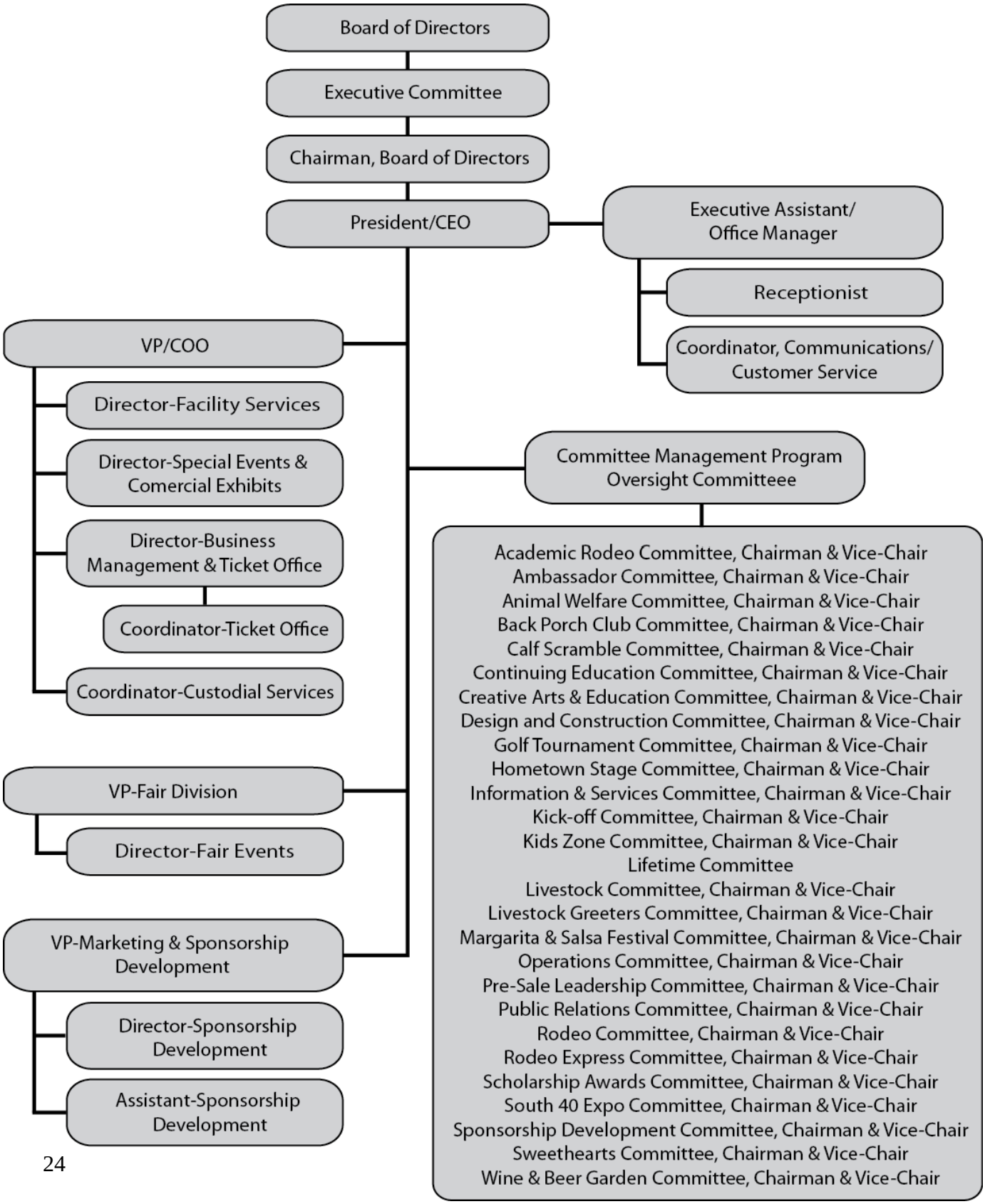
1. Failure to fulfill assigned duties
2. Not reporting for prescribed work assignment
3. Abuse of Credential Policy
4. Abuse of Parking Policy
5. Failure to fulfill probationary period without other violations (See rule e. ii.)

HEART O' TEXAS FAIR & RODEO
Committee Management Program

Orientation

I. Welcome to the Heart O' Texas Fair & Rodeo Committee Management Program
   a. Introduction of Staff
   b. Introduction of Management
II. Culture
   a. Vision Statement
III. History of the Heart O' Texas Fair & Rodeo
IV. Organizational Structure
   a. HOTFR Organizational Chart
   b. CMP Committees (includes Purpose, Organizational Chart and Duties)
      i. Academic Rodeo Committee
      ii. Ambassador Committee
      iii. Animal Welfare Committee
      iv. Back Porch Club Committee
      v. Calf Scramble Committee
      vi. Continuing Education Committee
      vii. Creative Arts & Education Committee
      viii. Design and Construction Committee
      ix. Golf Tournament Committee
      x. Hometown Stage Committee
      xi. Information & Services Committee
      xii. Kick-off Committee
      xiii. Kids Zone Committee
      xiv. Lifetime Committee
      xv. Livestock Committee
      xvi. Livestock Greeters Committee
      xvii. Margarita & Salsa Festival Committee
      xviii. Operations Committee
      xix. Pre-Sale Leadership Committee
      xx. Public Relations Committee
      xxi. Rodeo Committee
      xxii. Rodeo Express Committee
      xxiii. Scholarship Awards Committee
      xxiv. South 40 Expo Committee
      xxv. Sponsorship Development Committee
      xxvi. Sweethearts Committee
      xxvii. Wine & Beer Garden Committee
   c. Map of the Extraco Events Center
V. Policies
   a. Oversight Committee
   b. Hierarchy
   c. Disaster Recovery Plan

d. Code of Ethics
e. Credential Policy
f. Release of Liability and Indemnity Agreement

HEART O' TEXAS FAIR & RODEO

Organizational Chart