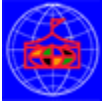


## DAYTON INTERNATIONAL FESTIVAL, INC.



## A WORLD A'FAIR

### Youth Committee Guidelines Revised 2004

#### Purpose:

To promote culture through friendship and understanding. To educate the public and one another about each individual ethnicity.  
To engage you in working, dancing and promoting the A World A'fair.

#### Requirements for Active Membership:

Ages 13 through 20 may participate. Each ethnic group may have as many members as they wish. Each person must attend  $\frac{3}{4}$  of all meetings, unless excused by the Advisor, to be considered an active member. All members must be sponsored and complete a sponsorship form by a participating organization.

#### Election Procedure:

A nominating committee of 3 members is to be appointed by the chairperson of the committee and approved by the advisor. The method of secret ballot will be used. The votes will be counted and then destroyed after the election by the advisor. The election will be held at the June meeting. If there are not enough active members present at this meeting the officers will be appointed by the advisor.

#### Responsibilities of the committee:

- To complete a list of the nominees
- To organize and conduct the election
- To announce the results

#### Qualification for Nominated Officers:

Must be an active member of the Youth Committee for at least one year  
Nominees need not be present if there is a written statement signifying acceptance of the nomination.  
Nominees before the election should state their views on their performance of the office duties.  
Election committee members are eligible for office.

#### Offices and Responsibilities

No officer who is a contestant for "Miss A World A'fair" pageant is

permitted to handle correspondence to the judges or involvement sheets of the contestants. The advisor will handle the involvement sheets and be responsible for obtaining the judges for the pageant and the adult committee will approve it.

Chairperson:

- Shall conduct meetings
- Shall enforce guidelines of the Youth Committee
- Shall organize activities that are appropriate
- Shall report activities of Youth Committee to the adult committee

Vice-chairperson/Culture:

*In absence of the chairperson, vice-chairperson shall act as chairperson and assume all duties, responsibilities, and powers of the chairperson.*

- Responsible for the layout of the booth
- To help judge the other culture booths
- To help write the cultural description of the youth booth
- Overseeing the preparation and display of the youth booth
- Appoint a set-up and tear-down committee for the booth

Secretary/public Relations:

*In absence of the chairperson and the vice-chairperson, the secretary shall act as chairperson and assume all duties, responsibilities, and powers of the chairperson.*

- Shall take attendance at each meeting
- Shall read all documents and correspondence at meetings
- Shall take minutes of every meeting
- Shall be responsible for typing and distribution (via email when possible) of minutes and other reports
- Minutes shall be distributed to each Youth Group member, Advisor, DIFI Secretary and DIFI President
- Shall compile, update and distribute roster of Youth Committee
- Shall notify all members of time changes and upcoming events
- Work closely with the Public Relations person of DIFI and Advisor
- Responsible for all press releases and press release forms
- Responsible for promoting the Youth Committee

Treasurer:

- Shall keep all records of expenses
- Shall keep contact with DIFI Treasurer to insure the accuracy of the Youth Committee's budget and spending
- Shall record all bills given to the Advisor and turn them into DIFI Treasurer

Sgt At Arms:

- Shall be a responsible person who must keep orderly conduct during the meeting
- Shall be responsible to make sure the meeting area is cleaned up after

meetings

Historian:

Responsible for gathering information and taking pictures of youth group activities

Responsible for the organization of all information in an orderly manner

Appointed Committees: Any the Advisor sees fit

Activities

Miss A World A'fair Pageant

The Youth Committee shall be responsible for the planning, organizing, conducting, and promoting the Pageant

Must follow stated guidelines for the pageant and the Youth Committee shall be responsible for the ENFORCEMENT of these guidelines

A World A'fair

Participate in daily opening ceremonies and parade during the weekend of the A World A'fair

Responsible for mainlining a cultural booth to be judged

Responsible for setting up and taking down of the booth

Be in the Booth according to set schedule time, in ethnic dress unless previously discussed and approved by the Youth Group Advisor