



# **Potential Director Information**

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# Outdoor Amusement Business Association

## OABA

### Potential Director Information

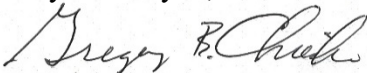
Welcome, and thank you for your interest in applying to be a member of the OABA's Board of Directors. We hope you will take the time to read through this pamphlet to better understand the role and responsibilities of a Director of the OABA. After reading this material, our goal is to educate you, so you can make an informed decision to determine if applying for a director position is right for you.

Should you apply and are accepted to be a director, you will receive our policy and procedures manual, by-laws and other materials that are more in-depth. You will also receive a Director's Orientation session hosted by seasoned Board members or Trustees. This guide is simply an overview of the responsibilities of a director.

The OABA is only as good as its leaders. We have the reputation of being the largest and most progressive trade association within our segment of the amusement industry. Our Board members are pacesetters and role models for our members to emulate as we enthusiastically promote the work of the OABA.

After reading this material, please feel free to reach out to me, or any director, for more information.

My best to you,

A handwritten signature in black ink, appearing to read "Greg Chiecko". The signature is fluid and cursive, with a large initial "G" and a stylized "C".

Greg Chiecko  
President & CEO

The Board of Directors, commonly referred to as “the Board, is the governing body of OABA. The Directors work together with the Executive Committee (Officers) and Trustees, along with the Nominating Committee, Appointive Committees, and Standing Committees. The structure is outlined in Articles IV and V of the Association’s *Constitution*, and Articles I, III, IV, and V of the Association’s *By-Laws*.

1. The Board shall have complete charge and management of the Association and shall be vested with full power and authority to fix the salary or compensation of any officer, director, agent, or employee, whether elected or appointed, and shall have full power and authority to discharge any officer or employee of the Association. The Board must approve all non-budgeted expenditures greater than \$20,000, except as otherwise noted in Article 1, Section 4.a of the *By-Laws*.
2. The Board shall consist of its duly elected twenty-four (24) Directors, nine (9) officers, including the three (3) immediate past Chairs, and sixteen (16) living trustees. Recently the Board has chosen Alternate Directors for future Director openings.
3. The elected Directors shall consist of twelve (12) members who have major interest in the ownership of portable amusement riding devices, and twelve (12) active members, who earn the major portion of their livelihood in the carnival business, but who neither are carnival owners nor managers.
4. The elected Directors shall consist of no more than one (1) member of a family, nor more than two (2) representatives from a carnival organization, exclusive of officers and trustees.

## **Policies and Procedures Manual at a Glance**

### **Membership Recruitment Procedures** (Section H)

It shall be the responsibility of the Board to monitor the activities and results of the President. The Board vests its power with the Administrative Review Committee to review the contract, compensation, and performance of the President.

### **Political Action Committee (PAC) Fund Requests** (Section I)

The PAC Committee will review the request for contributions and vote to grant funds or not grant funds to State and Federal legislators. A quorum is required to approve the contribution. The Committee will decide on the amount of the contribution and the timeframe the contribution is to be made.

### **Official OABA Meetings** (Section J)

Traditionally, the OABA has held three (3) Board meetings during the course of the year.

1. These Board meetings have been held as follows:
  - a. Spring meeting typically held in April at a location decided by the Chairman and approved by the Board.
  - b. November, during the IAAPA Trade Show.
  - c. February, prior to the official Annual Meeting in Tampa, Florida, and held during the IISF Trade Show.
2. Location of these meetings, including times and dates, has traditionally been addressed during the preceding Board meeting by the Chairman.

3. The Association's regular Annual Meeting shall be called by the Chairman, with written notice being given to members at least 30 days prior to the meeting. This official annual meeting and election of Directors by the membership, is held in Tampa, Florida, in February, in conjunction with the IISA Trade Show.
4. The Chairman has authority, with Board approval, to change the date, time, and location of official Board meetings.

**Director Absence from Board Meetings (non-excused)** (Section M)

This policy communicates the non-excused absence of an OABA Director from regularly scheduled Board meetings and the process of release from the Board, plus the dispute resolution of the affected Director.

Procedures:

- a. OABA President will send letter to the Board member after a non-excused absence from one Board meeting.
- b. The Director will be automatically released from the Board after two absences without notice in one year from the date of the first absence. The Director will be notified in writing by the President of his/her absence without notice.
- c. OABA's President shall review all director absences with the Chairman, and the Executive Chairman shall review and resolve any disputes with the Director affected.

The best way to constantly improve this Association is to strengthen its leadership. Orientation and education play a vital part in becoming a successful Director. It ensures proper understanding of your role as a Board member within OABA's organizational structure.

### **Training Program for Newly-Appointed Directors** (Section P)

#### **1. Training Procedure**

- a. A new Director's orientation shall be scheduled during the first Board meeting after appointment to the Board, or at an otherwise scheduled time designated for orientation.
- b. Each new Director must attend the scheduled orientation session.
- c. The goal of the new Directors' orientation is to equip the Board member with the necessary policies and procedures to successfully fulfill his/her duty as an OABA Board member.
- d. OABA's Constitution and By-Laws shall be reviewed during the orientation session.
- e. All OABA policies and procedures, along with the expectations of all OABA Board members, shall be explained. Special emphasis shall be made concerning Section K, Director Qualifications and Expectations, of OABA's Policies and Procedures Manual.
- f. The role and responsibilities of a Director's function in OABA's fundraising activities shall be heavily emphasized.
- g. During the orientation, each new Director shall be prepared to ask any questions regarding OABA's structure and his/her role and responsibilities as a Board member during the orientation.

- h. The Chairman, President and other members of the Executive Committee, as they are available, shall conduct this orientation.
- i. Each new Director shall be prepared to serve on a committee as appointed by the Chairman. Consideration will be given to certain committees, based upon the Director's experience.

Training of our Board members is also vital to understanding the existing political process in a given state to ensure the success of OABA to make improvements within the carnival industry and to promote legislation beneficial to the overall carnival industry.

**Director and Officer Training Program for Improving the Regulatory Climate** (Section Q).

1. Training Procedures

- a. Board members shall be briefed on legislation and regulations that the OABA has been instrumental in drafting and advocating with State legislators and regulatory agencies.
- b. The general process of introducing bills and their progression within state legislature shall be presented to gain understanding of the political process. In addition, lobbying to promote legislative changes beneficial to the industry will be explained.
- c. The grass roots political connection with the fair/carnival industry and the OABA's lobbying program shall be explained. Emphasis shall be placed on being aware of the political conduits, as well as our need to use that knowledge and other methods to increase OABA's voice on important legislative and regulatory matters affecting the mobile amusement industry.



### **Director Qualifications and Expectations** (Section K)

1. The Director must attend all Board meetings unless an emergency situation arises.
2. The Director shall contact the President if he/she cannot attend such meeting
3. A Director should purchase or sell a full-page ad in the Midway Marquee, OABA's official annual publication.
4. Annual membership dues are to be paid at the highest category.
5. Hold a membership drive or fundraising event for the association, minimum once a year. (Carnival Member)
6. Participate in the Contribution Program. (Carnival Member)
7. Sell minimum quantity of Ways & Means tickets.
8. Abide by the OABA's Code of Ethics.
9. Be an ambassador for the OABA when speaking with the media and fair management on associations.
10. Be prepared when asked to represent the OABA at speaking engagements, including State fair association meetings.
11. Must be willing to serve on a committee as assigned by the Chairman.
12. Serve the OABA at their own expense unless expenses are approved in advance by the Chairman or President.
13. Participate in self-evaluation & Director Review

# **OUTDOOR AMUSEMENT BUSINESS ASSOCIATION, INC.**

## **CODE OF ETHICS**

- I. **TO SERVE** the welfare of community, state and nation by conducting my business with the public on the highest level of integrity; by treating my patrons as my guests; and by issuing no false nor misleading statements to the public.
- II. **TO PRESENT** clean, wholesome rides, shows and concessions that best serve the public by entertaining and enriching; that maintain goodwill, secure friendship and sponsor loyalty for the outdoor amusement industry; and that contribute to public education.
- III. **TO WRITE** no contract except on a basis that permits a reasonable profit for all concerned; and to strive to fulfill the provisions of all legal contracts executed by me.
- IV. **TO MAINTAIN** fair dealings with event representatives, business associates and employees; to refrain from disseminating false or malicious information about fellow OABA members; and to accept my responsibility for cooperating in every reasonable and proper way with all OABA members.

## NOTES

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## **OABA's Mission**

*"To Promote the Preservation and Growth of the  
Outdoor Amusement Industry Through Leadership,  
Advocacy and Education"*