

## **Main Duties of the Society/Show Secretary**

Responsible for sending notice of general meetings and associated show meetings, making arrangements for and attending these meetings, compile minutes, prepare and distribute.

Produce meeting agendas and newsletters as required, updating website and social media.

Manage and deal with all correspondences, accurate record keeping, competition results and other documentation for the Society.

To carry out the Society's responsibilities as a limited company with charitable status by completing all forms and accounts accurately and filing on time with both the Companies Registry and the Charity Commission.

Demonstrate discretion when dealing with personal and sensitive information.

Research external sources of funding and grants and completing applications where appropriate.

Arrange publicity and advertising where appropriate, produce trade stand packs, market trade stand spaces as agreed by General Committee. Manage invoicing for sponsors, trade exhibitors and advertisers. Obtain and invoice advertising for Society publications.

Organise Main Ring Programme with Show Director.

Arrange hire of toilets, marquees, catering, car parking and purchase supplies on a competitive tendering base.

Liaise with nominated publicity company and organise promotional photo sessions for features in local newspapers, magazines and through social media.

Liaise with show ground planner.

Liaise with book keeper & treasurer re authorisation of payment of society expenses. Develop ideas to encourage new members and invoice current membership subscriptions.

Liaise with Livestock/Crop Secretary regarding working with other Agricultural Societies to arrange judges and competitions and to reciprocate in their area. Personal contact to support entries.

Ensure competition cups are returned and engraved annually in readiness for the members annual prize giving lunch in November.

Reserve and promote prize giving lunch for all members, particularly prize winners.

To promote the Society generally and the encouragement of new and old members, for sponsorship and support.

To work with Social Committee to promote the society by the means of members social events throughout the year.

Act as the Data Protection manager for the Society.

Undertake any other duties agreed with Council.

The role is flexible/part-time, although a full time position could be discussed with the right candidate and the role offers a competitive salary.

The role will be supported by an active, friendly committee and by the current Society/Show Secretary until October 2019.

To apply: Please apply by email sending your CV and a covering letter to [nickym21@gmail.com](mailto:nickym21@gmail.com).

## **Main duties of the Livestock/Crop Secretary**

Competition secretary to cover cattle, sheep, fodder, grain, herd, flock, gardens, etc.

Monitor all legislation, regulations and government guidance that may impact the Society and its activities such as Health & Safety, Animal Welfare, Biosecurity equipment, etc.

Annually deal with all accreditation/licencing (MV/AVHLA) required to hold a livestock show.

Liaise with Society/Show Secretary regarding working with other Agricultural Societies to arrange judges and competitions and to reciprocate in their area.

Ensure judges database is maintained and judges are invited for crop/livestock judging and accommodation booked if required on Show day for Cattle & Sheep judges. Arrange stewards for Show day.

Demonstrate accurate maintenance of record keeping, competition results and other documentation for the Livestock/Crops areas.

Communicate with Trading Standards for any changes to legislations and if needed, alter catalogue.

Emailing and printing of competition entry forms, competition rules, schedules and results promptly.

Complete Livestock Catalogue & Entry forms.

Receive and record all entries.

Order rosettes & class numbers and ensure cups are returned and engraved annually.

Deal with administration on the Show day (movement forms, passports, prize money, recording results and uploading onto Web as required)

Direct the erection of Sheep Pens and Cattle Lines for the Show to comply with rules and regulations.

Assist with erecting and dismantling the Livestock area before and after the Show.

To work with the Equestrian Secretary to ensure schedules are produced and distributed in a timely manner, inclusive of ordering rosettes, presentation cups etc for the Equestrian Department, which should be by way of competitive tender.

Develop ideas to increase livestock entries for the annual show.

The role is flexible/part-time and offers a competitive salary. The role will be supported by an active, friendly committee and by the current Society/Show Secretary until October 2019.

To apply: Please apply by email sending your CV and a covering letter to [nickym21@gmail.com](mailto:nickym21@gmail.com).