

# Position Descriptions for 2021 AGM

## President:

The President's role is to provide leadership and overall responsibility for the organisation and the Committee. The President would ideally be:

- Well informed on the Show's activities and be able to provide oversight
- Able to develop good working relationships with internal and external stakeholders
- Forward thinking and committed to meeting the overall goals of the Show
- Have a good working knowledge of the duties of office bearers
- Able to work collaboratively with Committee Members of all ages
- A good listener and attuned to the interests of Members and other interest groups
- A good role model and positive representative for the Show
- Someone with good leadership skills
- Knowledgeable in not-for-profit governance procedures
- Chair Committee Meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Show in all legal and financial matters
- Regularly focus the Committee's attention on matters of Show governance that relate to its own structure, role and relationship to any paid employees
- Periodically consult with Committee Members on their role, to see how they are going and help them to optimize their contribution
- Work with the Committee to ensure: 1. the necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee Members when required 2. goals and relevant strategic and business plans are developed in order to achieve the goals of the Show.
- Serve as a spokesperson for the Show when required
- Assist in the development of partnerships with sponsors and funding agencies, as well as organisations that are relevant to the goals of the Show.

## Vice President(s)

- The Vice President/s should be well informed of all organisation activities and able to provide oversight
- Be willing to step in for the President where needed including chairing meetings
- Be forward thinking and committed to meeting the overall goals of the Committee
- Have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- Be able to work collaboratively with other Committee Members
- Be able to raise concerns with the President where they arise
- In the event of the President being unable to fulfil his/her duties to step into that role.

## Secretary

The Secretary would ideally be:

- Organised with some office skills
- Computer literate with knowledge of word processing, spreadsheets, email and website management
- A good communicator and able to delegate when necessary
- Diplomatic
- Maintain records of the Committee and ensure effective management of Show's records
- Write Minutes of Committee Meetings, and distribute to members shortly after each meeting
- Development of the agenda in consultation with other Committee Members and distribution prior to the meeting
- Ensure that accurate and sufficient documentation exists to meet legal requirements
- Be a signatory on the Show account
- Enable and authorise people to help with the Committee's business
- Ensure that the records of the Show are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee Members, Committee Meeting Minutes, financial reports, and other official records
- Ensure that official records are maintained of Members of the Show and Committee. He/she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Ensure that proper notification is given of Committee Meetings
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Help and lead the Committee in providing systematic communication from the Committee to Show Members and other relevant stakeholders
- May also be the nominated person to receive and file relevant Police Check records or Working with Children documentation

## Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the Show to allow the Committee to provide good governance. The Treasurer is responsible for reporting regularly on the Show's financial status to Committee and Members.

The Treasurer would ideally:

- Have good organisational skills
- Have financial expertise
- Have the ability to maintain accurate financial records
- Have computer skills
- Have good communication skills
- Be honest and trustworthy
- Have knowledge of not-for-profit governance
- Provide advice to the Committee in their management of the Show finances
- Administer all financial affairs of the Show
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Monitor income and expenditure against the budget to ensure sound financial management
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Regular financial reports – presented at each committee meeting
- Arrange and despatch invoices for periodical payment
- Issue yearly or ½ yearly membership fees
- Keep accurate record of all membership payments
- Be a signatory on the Show account
- Provide Profit and Loss for each section of the Show
- Help write a treasurers handbook/list of what each job entails to be able to hand to new members in this role.

## Chair of the Ring Committee

This position will be filled at the first Ring Meeting after the AGM, and will be an elected position voted on by the Chief Horse Steward, Chief Entertainment Steward and Ring Committee members.

The Chair should:

- Be appropriately dressed for the standard of the show, the weather conditions and be clearly identifiable.
- Be seen at all times to keep strictly to all rules and regulations without favouritism. Be approachable and fair to everyone, whilst remaining reserved and separate from exhibitors and maintaining a firm control of the activity in the arena/rings.
- Be aware of the show's risk management, misconduct & workplace health & safety policies and be vigilant in minimising the incidence and impact of any potential risks within the main arena to competitors, spectators, stewards & judges.
- Exercise, under the Rules of the association, full control of the arena (or the parts allocated to them) and be provided the authority to make any reasonable decisions that are necessary to maintain control and minimise risk to both public and competitors.
- Be in attendance on the showground/arena at all times during the use of the arena, for which they are responsible particularly during adjudication.
- Endeavour to keep the rings running to time. A word in the steward's and/or judge's ear may be necessary through the day. In the case of a clash of classes every effort should be made to allow an exhibitor to compete, however, in fairness to other Competitors the Rings should not be held up unnecessarily.
- Ensure exhibitors & other persons not required for an exhibit are removed from the vicinity of judges during adjudication.
- Keep up with developments within shows, new terminology and its meaning and be determined to prevent any conduct or activity detrimental to the association.
- Report immediately to the appropriate person in the association the knowledge that an exhibit is suffering from an infectious or contagious disease and apply the organisation's bio security plan.

## Horse Ring (Breeds & Hacks) Co-Ordinator

- Have a solid knowledge & understanding of the Society's/association's rules & regulations, especially the procedures for the receipt & conduct of official protests. a. Upon receipt of an official protest, immediately follow the procedure established by the association or in the absence of an established procedure, the ASC of NSW guidelines for conducting an official protest.
- Have a solid working knowledge of the ASC's Judging Code of Conduct and Model Horse Regulations, and regularly check for updates.
- Have a good knowledge of equestrian discipline competition rules & guidelines (e.g. Show Horse Council, EA, ASC of NSW, capital city Royal Shows etc.) and an awareness of individual breed rules/guidelines.
- Arrive in plenty of time to brief the Stewards and Judges and ensure they are prepared at the appropriate time to receive, classify & judge exhibits, record results & present awards. They should be particularly attentive to the security of personal data of competitors and the custody and veracity of the Section/s results.
- Ensure the Rings are set up satisfactorily for the smooth, safe & efficient running of the Show and that ribbons, trophies, result sheets, pens, clip boards etc. in addition to seating, shelter and refreshments for officials are provided in each ring.
- Endeavour to ensure that Stewards do not say anything to an exhibitor or any other person regarding the adjudication of an exhibit or repeat the remarks the judge may make without their specific consent.
- Stewards are expected to maintain and support the same ethical standards as judges
- Update horse classes to keep them relevant, and in line with any updates announced by breed societies/registries, or the ASC, and ensure numbers in each class so they are cost effective
- Contact all sponsors to confirm contributions for the year
- Ensure all sponsor details are up to date with appropriate level of details/logos/advertising dependant on their level of sponsorship
- Check all ribbons
- Organise prize money from treasurer
- Organise stewards for each judge
- Organise stewards (preferably two) for selling entry tickets plus the procedure for how prize money will be awarded
- Contact suitable judge for each ring
- Send out travel expense agreement, and Code of Conduct for Judge/s.
- Judges are not to be paid, only to cover expenses re travel expense agreement
- Give treasurer copy of judges' agreement for payment at show / after show
- Send each judge/s confirmation details with accommodation, copy of classes to be judged and entry tickets
- Present a report at the Monthly Meeting, and attend Ring Subcommittee meetings where necessary

## Chief Jumping Steward

- Have a solid knowledge & understanding of the association's rules & regulations, especially the procedures for the receipt & conduct of official protests.
- Have a solid working knowledge of the ASC's Judging Code of Conduct and Model Horse Regulations, and regularly check for updates.
- It is recommended, but not essential to have a good working knowledge of equestrian discipline competition rules & guidelines and an awareness of individual breed & registries rules/guidelines.
- Arrive in plenty of time to brief the Stewards and Judges and ensure they are prepared at the appropriate time to receive, classify & judge exhibits, record results & present awards. They should be particularly attentive to the security of personal data of competitors and the custody and veracity of the Section/s results.
- Ensure the arena/s are set up satisfactorily for the smooth, safe & efficient running of the Show and that ribbons, trophies, result sheets, pens, clip boards etc. in addition to seating, shelter and refreshments for officials are provided in each ring.
- Endeavour to ensure that Stewards do not say anything to an exhibitor or any other person regarding the adjudication of an exhibit or repeat the remarks the judge may make without their specific consent.
- Stewards are expected to maintain and support the same ethical standards as judges
- Update horse classes to keep them relevant, and in line with any updates announced by breed societies/registries, or the ASC, and ensure numbers in each class so they are cost effective
- Contact all sponsors to confirm contributions for the year
- Ensure all sponsor details are up to date with appropriate level of details/logos/advertising dependant on their level of sponsorship
- Check all ribbons
- Organise prize money from treasurer
- Organise stewards for each judge
- Organise stewards (preferably two) for selling entry tickets plus the procedure for how prize money will be awarded
- Contact suitable judge/s and course builder
- Organise for a brief biography of judges to be used by the Announcer over the course of the Show
- Send out travel expense agreement, and Code of Conduct for Judge/s and Course Builder.
- Judges are not to be paid, only to cover expenses re travel expense agreement
- Give treasurer copy of judges' agreement for payment at show / after show
- Send each judge/s and course builder confirmation details with accommodation, copy of classes to be judged and entry tickets
- Present a report at the Monthly Meeting, and attend Ring Subcommittee meetings where necessary

## Chief Cattle Steward

- Have a solid knowledge & understanding of the association's rules & regulations, especially the procedures for the receipt & conduct of official protests.
- It is recommended, but not essential to have a good working knowledge of competition rules & guidelines and an awareness of individual breed & registries rules/guidelines/standards.
- Update cattle classes to keep them relevant and ensure numbers in each class so they are cost effective
- Contact all sponsors to confirm contributions for the year
- Ensure all sponsor details are up to date with appropriate level of details/logos/advertising dependant on their level of sponsorship
- Check all ribbons
- Organise prize money from treasurer
- Organise stewards for each judge
- Receive entries prior to show and organise into classes for judging sheets
- Check all entries have appropriately completed National Health Declaration forms, NVD's and exhibit registration.
- All cattle to be NLIS scanned and ASC forms to be completed correctly
- Send completed NLIS form back to DPI
- Contact suitable judge
- Send out judges' agreement
- Give treasurer copy of judges' agreement for payment at show / after show
- Send each judge confirmation details with accommodation, copy of classes to be judged and entry tickets
- Present a report at the Monthly Meeting where necessary, and attend Livestock Subcommittee meetings where necessary

## Poultry Chief Steward

- Have a solid knowledge & understanding of the association's rules & regulations, especially the procedures for the receipt & conduct of official protests.
- It is recommended, but not essential to have a good working knowledge of competition rules & guidelines and an awareness of individual breed & registries rules/guidelines/standards.
- Update poultry classes to keep them relevant and ensure numbers in each class so they are cost effective
- Contact all sponsors to confirm contributions for the year
- Ensure all sponsor details are up to date with appropriate level of details/logos/advertising dependant on their level of sponsorship
- Check all ribbons and prize cards
- Organise prize money from treasurer
- Organise stewards for each judge
- Receive entries prior to show and organise into classes for judging sheets
- Contact suitable judge
- Send out judges' agreement and give treasurer copy of judges agreement for payment at show / after show if necessary
- Send each judge confirmation details with accommodation, copy of classes to be judged and entry tickets
- Ensure that the judging and awarding of prizes runs smoothly
- Ensure that the drop off and pick up of entries runs as smoothly as possible
- Ensure that the section runs in accordance with the associations Biosecurity Plan
- Present a report at the Monthly Meeting, and attend Steward Subcommittee meetings as necessary

## Pavilion Chief Steward

- Have a solid knowledge & understanding of the association's rules & regulations, especially the procedures for the receipt & conduct of official protests.
- Co-ordinate with other Pavilion Stewards to ensure that schedules are updated regularly, and that the schedules are provided by the cut-off for the next years Show.
- Contact all sponsors to confirm contributions for the year
- Ensure all sponsor details are up to date with appropriate level of details/logos/advertising dependant on their level of sponsorship
- Check all ribbons and prize cards for each Section are correct, and update the Section Boxes accordingly
- Organise float for the taking of entries
- Organise volunteers for the working bee to set up, and pack down the Pavilion; the accepting and picking up of Pavilion entries, and for the judging of entries.
- Organise the Roster for Stewards present in the Pavilion during the Show
- Contact judges should the need arrive, if other Stewards are unable to do so.
- Ensure that the judging and awarding of prizes runs smoothly
- Ensure that the drop off and pick up of entries runs as smoothly as possible
- Present a report at the Monthly Meeting, and Chair the Pavilion and Steward Subcommittee meetings as necessary

## Pavilion Section Steward

- Have a solid knowledge & understanding of the association's rules & regulations, especially the procedures for the receipt & conduct of official protests.
- Co-ordinate with the Pavilion Chief Steward, and provide Schedule in a timely manner
- Update Section classes to keep them relevant and ensure numbers
- Contact all sponsors to confirm contributions for the year
- Ensure all sponsor details are up to date with appropriate level of details/logos/advertising dependant on their level of sponsorship
- Check Section Box to ensure that all equipment needed is included
- Organise prize money from treasurer, if required
- Organise additional helpers if needed
- Contact suitable judge
- Send out judges' agreement, if necessary
- Send each judge confirmation details with a time of judging, a copy of classes to be judged and entry tickets (if required)
- Assist with any activities such as the setting up, or packing down of the Pavilion, or the Pavilion roster.
- Be present during the accepting, judging and picking up of entries, and ensure that these run as smoothly as possible
- Ensure that the judging and awarding of prizes runs smoothly
- Present a report at the Monthly Meeting, and attend the Pavilion and Steward Subcommittee meetings as necessary

Sections in the Pavilion include:

- WOOL
- FARM PRODUCE
- COOKERY
- KNITTING & CROCHET
- NURSING HOMES, SENIOR GROUPS AND SPECIAL NEEDS GROUPS
- SPINNING & WEAVING
- NEEDLEWORK & HANDICRAFTS
- SCRAPBOOKING
- CHILDREN'S WORK (INDIVIDUAL)
- CHILDREN'S WORK (SCHOOLS)
- LEGO & MODELS
- COLOURING-IN
- PHOTOGRAPHY
- FINE ARTS
- WOODWORK
- JAMES. PRESERVES & HONEY
- HOME BREW
- CUT FLOWERS
- RSUS – PAVILION
- GARDEN COMPETITION

## Showgirl Co-Ordinator

- Have a solid knowledge & understanding of the association's rules & regulations, especially the procedures for the receipt & conduct of official protests.
- Have a solid knowledge and understanding of the RAS and ASC Showgirl conditions and regulations, which are updated regularly.
- Responsible for conducting the Armidale & New England Showgirl Competition, and for obtaining entrants for the Competition
- Contact all sponsors to confirm contributions for the year
- Ensure all sponsor details are up to date with appropriate level of details/logos/advertising dependant on their level of sponsorship
- Order sashes
- Organise the Showgirl Judging includes judges, location, special guests and schedule of events for the day
- Organise for Showgirl entrants to be present at the Show to present prizes, sash winners, speak with the media and be seen.
- Organise for the Showgirl Presentation with the Entertainment Coordinator
- Send out thank you letter for all involved (entrants, judges, sponsors etc)
- Send all necessary forms and paperwork of the winning Showgirl to the Zone Final Coordinator, and the ASC Showgirl Coordinator
- Where required, organise events throughout the year for the Showgirls to be involved in
- Present a report at the Monthly Meeting where necessary.

## Pet Show Co-Ordinator

- This position will be held by the current Showgirl/s
- Have a solid knowledge & understanding of the association's rules & regulations, especially the procedures for the receipt & conduct of official protests.
- Update Section classes to keep them relevant. This will be a virtual competition following the success from 2021
- Contact all sponsors to confirm contributions for the year
- Ensure all sponsor details are up to date with appropriate level of details/logos/advertising dependant on their level of sponsorship
- Organise prize money from treasurer, if required
- Organise additional helpers if needed
- Contact suitable judge
- Ensure that the judging and awarding of prizes runs smoothly
- Present a report at the Monthly Meeting where necessary

## Demolition Derby Co-Ordinator

- Have a solid knowledge & understanding of the association's rules & regulations, especially the procedures for the receipt & conduct of official protests.
- Have a working knowledge of the ASC's rules and regulations regarding the running of a Demolition Derby.
- Update Schedule to keep it relevant, especially in relation to the safety aspects.
- Establish a limit of entrants
- Contact all sponsors to confirm contributions for the year
- Ensure all sponsor details are up to date with appropriate level of details/logos/advertising dependant on their level of sponsorship
- Organise prize money from treasurer, if required
- Organise trophies if required
- Organise additional helpers if needed
- Contact suitable judge/s (usually 3) and scrutineers to inspect the vehicles before they can enter the ring
- Assist with any activities such as the setting up, and cleaning up, of the Main Ring.
- Be present during the scrutineering and the competitions, and ensure that these run as smoothly as possible
- Ensure that the judging and awarding of prizes runs smoothly
- Present a report at the Monthly Meeting

## Bar/Security

- Have a solid knowledge & understanding of the association's rules & regulations, especially in relation to the associations Liquor License and, Security arrangements.
- Organise for the alcohol and necessary equipment such as cool room, tables, chairs, gazebos etc)
- Contact all sponsors to confirm contributions for the year, if necessary
- Organise location and any additional requirements such as panels
- Organise float, and notify the Treasurer
- Organise additional helpers if needed
- Organise quotes for necessary for security providers
- Provide Security providers with number of guards needed and times they are required
- Work in conjunction with the Gates Co-ordinator and Treasurer for the safety of volunteers and floats/gate takings
- Present a report at the Monthly Meeting

## Publicity and Media Officer

- Have a solid knowledge & understanding of the association's rules & regulations
- Have a solid understanding of the Show's Social Media policy
- Is responsible for the implementation of this policy, including reporting on compliance and actions taken to the Committee (i.e. removal of content, banning of users).
- Is responsible for all social media platforms that the organisation is present on, and the development and distribution of information and content regarding upcoming events, meeting information, and any other information that is required
- Is responsible for keeping the website up-to-date with schedules, contact details and any other relevant information
- Work in conjunction with Head Stewards and stakeholders to develop content to be distributed via social media and advertising channels
- Responsible for all media advertising arrangements (TV, radio, newspaper etc) for the organisation's events in conjunction with the Treasurer
- Propose additional advertising options to the Committee, where necessary
- Contact all sponsors to confirm logos and blurbs are correct, and work with the Sponsorship Coordinator and Secretary to ensure all sponsors require the correct advertising per the Prospectus.
- Update the large banners and Gate Dates each year
- Present a social media report at the Monthly Meeting which should include previous months analytics regarding new likes and follows, post engagements and reach and a proposal of the next month's content

## Main Ring and Show Entertainment Co-Ordinator

- Have a solid knowledge & understanding of the association's rules & regulations
- Is responsible for developing an entertainment schedule for the Friday and Saturday evenings, and presenting this schedule to the Committee for approval
- Is responsible for organising the Grand Opening and/or the Grand Parade if relevant
- Work in conjunction with the Ring Committee (Hacks/Showjumping) where necessary
- Provide a Schedule of Events to the Secretary
- Work with the Treasurer in regards to prize money for events
- Present a report at the Monthly Meeting

## Catering Steward

- Is responsible for the proper management of the Associations canteen on competition days and at other events and functions nominated by the Committee.
- If necessary, form a canteen sub-committee.
- Prepare a canteen operator job description.
- Establish canteen operating hours and prepare a volunteer canteen roster
- Order all food and drink items considered necessary to stock the canteen, as well as equipment such as cool rooms and BBQs
- Arrange pick up/delivery of all canteen items.
- Attend the monthly committee meeting and assist in the general running of the Association.
- Obtain, and account, for any floats that are required from the Treasurer.
- Ensure that the canteen and its contents are secure at all time.
- Ensure all food is handled/served correctly, and any necessary certification is undertaken

## Trade Site Co-Ordinator

- Is responsible for site allocation and placement of the Trade Sites, applications and/or amusements at the annual Agricultural Show
- Develop and distribute the updated Trade Site Application forms to previous traders, and onto the website
- Review each application and ensure that they meet the necessary requirements to attend the Annual Show
- Check and confirm that each application has the correct Certificate of Currency
- Develop a placement map that will be available in the Secretaries Office, outlining where each successful applicant will be positioned
- Check and confirm the Certificate of Currency for all necessary amusement providers/rides, that may or may not be part of the Showmen's Guild of Australasia.
- Attend the monthly committee meeting and provide a report as necessary
- Provide a list of applicants to the Treasurer to allow for cross-reference for payments via direct deposit.
- Work in conjunction with the Security provider to ensure that traders sites are secured as necessary
- Inspect each site, to ensure their products are displayed appropriately and do not breach the ASC's Code of Conduct
- Where necessary, act as a mediator for conflicting applicants

## Bio-Security Officer

- Is responsible for ensuring that the Association adheres to, and follow, the current Bio-Security plan
- Work in conjunction with the necessary stewards, to update the Associations Bio-Security Plan, and any other documentation annually
- Ensure that all required paperwork, such as NVDs and Health Declarations are stored appropriately
- Where necessary, ensure that any required information that need to be send to the DPI and ASC is completed in a timely manner
- Work in conjunction with the nominated Drug Testing Committee person/s, who may attend the annual Show
- Ensure that all Isolation and Drug Testing areas are established, and prepared for use
- Ensure that any updates or advice from the ASC is enacted as necessary
- Attend the monthly committee meeting and provide a report

## Sponsorship Coordinator

- Is responsible for approaching Sponsors for the annual Show and any events as is deemed necessary by the Committee
- Update the Sponsorship Prospectus when necessary
- Work in conjunction with other Stewards, the Secretary and Treasurer to ensure that all sponsors are not approached numerous times, are invoiced accordingly, and are receive any acknowledgement and/or additional requirements as set out in the Prospectus
- In the lead up to the Show, collect any signs and banners, display them during the event and return them after the event
- If required, provide a brief blurb for all major sponsors to be provided to the Announcer
- Provide sponsors logos, or organise for sponsors to provide their logo, to the Secretary and/or Media Officer
- Work in conjunction with the Secretary for any invitation and/or passes for Sponsors to be distributed as necessary to allow Sponsors to attend the event/s
- Work in conjunction with the Publicity/Promotions Officer to promote sponsors
- Attend the monthly committee meeting and provide a report

## Gate Supervisor

- Is responsible for organising the manning of the Gates for the annual Show
- Responsible for developing a roster to ensure that all gates are appropriately staffed, as necessary to allow for the public and competitors to enter and exit with minimal delays
- Responsible for organising for the necessary equipment for each Gate station to be set up (gazebos, tables, chairs etc), and packed down
- Work in conjunction with the Treasurer to design floats as necessary
- Work in conjunction with the Security Co-Ordinator to ensure that all volunteers and gate takings are kept safe during the event/s
- Ensure that any paperwork such as lists of acceptable passes, membership lists and gate prices are provided to all volunteers
- Ensure that the Gate Boxes are checked beforehand and include all necessary equipment such as pens, holepunches etc
- Ensure that all gates are labelled with the necessary signage, and the ASC Conditions of Entry are also displayed
- Attend the monthly committee meeting and provide a report