



## **POSITION DESCRIPTION**

### **Association Show Manager/Secretary**

#### **KEY OBJECTIVE**

To provide effective and efficient administrative, secretarial, financial and promotional support for the Association and to ensure the successful outcome of the Show. As a sole charge position the Secretary is responsible for conducting all aspects of the Association's activities in accordance with the Association's objectives. The Secretary will assist with annual reviews that will enable long term planning; will monitor the schedule and ensure all deadlines are met.

To provide efficient and courteous service to members of the Association and the general public at all times. The Association's image, reputation and standing in the community are largely determined by people's dealings with the Secretary. Excellent public relations are expected at all times.

To coordinate and manage all aspects of the annual Helensville A&P Show. The Helensville A&P Show is a significant community and regional event, which requires considerable input, particularly just prior to and after show day. The Show is the biggest event on the Helensville calendar and is the largest one day Show in the Northern Region.

#### **ACCOUNTABILITY**

The Secretary will be responsible to the President of the Association in the first instance, or in the absence of the President, the Vice President, or delegated members of the Executive Committee.

#### **HOURS OF WORK**

Hours of work will vary during the calendar year but the role is based on 1450 hours annually being on average 28 hours per week. For the months of November, December, January and February the workload is practically full time and in February will include some weekend and evening work. For the remaining months the hours are dictated by the workload and will be managed by the Secretary appropriately. The hours will be the subject of negotiation and when agreed, will be included in the terms of a contract between the Association and Secretary.

In addition there will be one evening meeting of the Executive Committee each month, normally of two to three hours duration which will require the attendance of the Secretary. There may be other adhoc evening and/or weekend meetings required to meet the needs of the Show arrangements, Showgrounds hireage or the Association's commitment to the National body, the Royal Agricultural Society.

#### **CONTRACT RATES**

Remuneration will be based upon an agreed hourly rate depending on qualifications and experience.

Payment shall be made monthly, and will be made upon receipt of an invoice detailing the hours worked. All tax, ACC levies or other such payments shall be the responsibility of the person contracted to the Association. An attendance log shall be maintained at the Association's office.

A contract will be prepared and agreed upon with the Association covering remuneration, review procedures and all other related matters.

## DUTIES

The duties and activities shall include, but are not limited to the following;

The Secretary shall have responsibility for the administrative, secretarial, financial and promotional activities of the Association and will undertake these activities as directed by the President, or Vice President or delegated members of the Executive Committee.

## Helensville A&P Association

### *Public Relations and Liaison*

- Liaise with those societies, sponsors, organisations relevant to the objects and operation of the Association, including: Members, A&P Societies, Kindred Associations, Breed Societies, the Royal Agricultural Association, all groups and organisations who use or hire the grounds.
- To promote and publicise the Association and the Show grounds – all media reports and statements to the media to be discussed with the President prior to release.
- Liaise with persons and organisations interested in hiring the grounds and ensuring that the interests of the Association are best served at all times.
- Finalise agreements and ensure that all necessary contracts, insurance, bonds, payments, etc. are in place, monitored and updated as required.
- At all times protect the Association's good name and promote its interests.

### *Secretarial and Administration*

- Collect mail from the mailbox in Helensville.
- Open and record all mail.
- Check and respond to all telephone messages, faxes, and emails.
- Maintain schedule of both inward and outward mail and other correspondence on a monthly basis.
- Answer all telephone and in person enquiries during office hours.
- Maintain filing systems including all historical filing
- Prepare meeting agendas and circulate to all Executive Committee members, attend meetings, take minutes, publish and circulate minutes within one week of meetings.
- Write all letters as directed by the President or the Executive Committee.
- Maintain the membership list and provide an updated list at annually.
- Send out four member's newsletters annually.
- Invoice all members for annual subscription.
- Issue membership card, membership entitlements, district ticket, schedule and Show tickets to all members.
- Accept and encourage new members.
- Attend NDCRAS meetings and RAS Conference as considered necessary by the President.
- Produce contracts for the use of grounds and / or facilities by other groups, organisations or individual.
- Liaise with the Ground Keeper(s) to ensure all facilities required for and by users of the grounds, can be provided in good time and condition.
- Maintain the ShowDay database, keeping records for Members, Sponsors, Trade Exhibitors and Competitors up to date at all times and successfully managing the integrity of the database.
- Complete all necessary licence permits and applications annually (Health & Safety, Traffic Management, Event Licence, Liquor etc) .
- Set date for Annual General Meeting, in conjunction with Executive Committee and prepare and distribute all documentation as required

### *Financial*

- Arrange changes to cheque signatories as required.
- Ensure all monies received are recorded and promptly banked.
- Pay all outstanding invoices as authorised by the Executive Committee.
- Reconcile the bank statement monthly.
- Prepare monthly accounts for presentation to the Executive Committee.
- Prepare GST returns.
- Prepare year-end accounts including Show Profit and Loss, Association Profit and Loss, Balance Sheet and bank reconciliation.
- Arrange for year-end accounts to be audited.
- Keep fixed asset schedule up to date.
- Collect and record Showground hireage/fees and issue receipts.
- Issue ground keys to applicants and maintain the Key Holder records, issue annual key holder invoices and follow up payments.
- Horse measuring reports and payments to RAS, after each measure (about 8 times a year)
- Liaise with the Executive Committee regarding fundraising calendar for the year.

## **Helensville A&P Show**

### *Sponsorship and Promotion.*

- Maintain the sponsorship list.
- Write to all sponsors to confirm sponsorship and seek to renew existing sponsors annually.
- Search out new sponsorship possibilities.
- Produce contracts and invoices for all sponsors.
- Arrange for the collection of all sponsored products.
- Follow up outstanding sponsorship payments.
- Label sponsored product with classes.
- Send out appropriate tickets to all sponsors.
- Allocate sponsorship and load into schedules in appropriate sections.
- Co-ordinate sponsorship advertising.
- Ensure the Association's commitments are met in regards to each sponsorship category's requirements.

### *Schedules, Entries, Catalogues and Results*

- Arrange meetings with Chief Stewards to discuss any changes to schedules
- Prepare the Show schedules including any changes that have been agreed to by the Executive Committee or advised by the RAS.
- Update schedule mailing list with new entrants and requests.
- Arrange production, printing and distribution of all schedules.
- Accept all Show entries, enter into entries into ShowDay and bank entry fees
- Arrange production, copying and distribution of catalogues.
- Update class summary sheet, class numbers and entry numbers for indoor section.
- Arrange cash floats as required including; indoor and outdoor prize money, office and gate.
- Prepare prize money envelopes.
- Load all results into ShowDay.
- Distribute results to groups requesting them.
- Load trophy winner results and send to local newspapers.
- Update trophy lists as required.
- Update entry statistics annually.
- Ensure all necessary permits and licences required by the Association are in place and current.

### *Trade Space*

- Maintain the trade space mailing list in ShowDay.
- Update trade space application forms as necessary.
- Distribute trade space application forms as per mailing list.
- Accept bookings for trade space sites.
- Liaise with the Chief Trade Space Steward as required.
- Allocate trade space sites in conjunction with the Chief Trade Steward.
- Write to all trade space applicants advising details of their sites and on site arrangements, together with the relevant passes.
- Maintain the ShowDay Trade Space records in a timely manner.
- Update and maintain Trade Space spreadsheets and supply to Trade Space Stewards as required.
- Ensure Trade vendor Health & Safety forms are completed and returned.
- Liaise with Council as required to ensure relevant licences are in place.
- Ensure Trade Exhibitors have relevant licences in place.

### *Judges, Stewards and Volunteers*

- Co-ordinate booking of Judges, Stewards and volunteers in conjunction with Executive Committee and Chief Stewards.
- Issue Judges, Stewards and volunteers schedules and gate passes as required.
- Organise Stewards briefings as required
- Update Stewards job description and Stewards notes as required.
- Reimburse Judges and issue letters of appreciation.
- Maintain and update the list of Judges and Stewards.
- Set Steward and volunteer rosters as required
- *Assign additional roles as required; Announcers, MC etc*

### *Bookings*

- Book band and entertainment acts, design and manage Main Stage and entertainment run sheets
- Book and liaise with amusements contractor
- Co-ordinate Presidents luncheon and issue invitations; make catering arrangements
- Invite dignitary to open Show
- Book Show Doctors, St Johns ambulance personnel, veterinarians and Police
- Hire marquees, seating and equipment as required
- Book sound system, security, extra toilet facilities, stage and decorative shrubs
- Advertise gatekeepers tender, co-ordinate pre Show meeting and instructions; update and refine procedures as required
- Book Zero Waste contractor
- Ensure President's Shout hostess is organised and everything required for the Shout is ordered.

### *General*

- Book PD workers in conjunction with groundkeeper and ensure grounds are "Show ready"
- Co-ordinate Hall clean prior to Show Day.
- Ensure adequate "clean up" bin and personnel to clean and tidy grounds after the Show.
- Ensure all Show documentation and results are filed appropriately.
- Issue qualification documentation to competitors as required.
- Complete Show Report for Executive Committee including financial results.

Perform any other duties that the President and/or the Council may require from time to time which are consistent with the key objectives stated above and/or those of the Association.