

Sale and District Agricultural Society Inc.

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POSITION DESCRIPTION

Position Title: Society Secretary
Position Status: Permanent Part-Time
Location: Sale Showgrounds Office and Home Office

The Society

The Sale and District Agricultural Society is a community 'not for profit' organisation that owns and operates the Sale Showgrounds, comprising 12ha of land, 2 large arenas, exhibition and cattle pavilions and associated infrastructure.

The purposes of the Society are:

- To encourage and promote the development of agriculture, horticulture, the pastoral industry and the improvement of livestock implements and machinery for agricultural and industrial purposes.
- To institute periodical exhibitions at which prizes or certificates of merit shall be awarded for superiority in all kinds of produce, stock and manufactures, fine arts, technical college work, agricultural and mining implements, machinery and miscellaneous exhibits.
- To promote and encourage correspondence and friendly interrelations with kindred organisations.

The Society's major activity is the annual Sale (Agricultural) Show which attracts 12,000 visitors over 3 days, and is the largest public event in the Wellington Shire Council. The Sale Showgrounds attract a whole range of other public events, some managed by affiliates of the Society and others on a fee for service basis.

Skills

The successful candidate will have:

- Demonstrated time management skills;
- Self-motivated with the ability to initiate priority setting and the ability to follow tasks through to completion;
- Excellent verbal and written communication skills;
- Ability to work effectively as a team member and independently as required;
- Ability to liaise and work collaboratively with various community groups and stakeholder groups;
- Ability to supervise workers (if required) and meet desired outcomes in specified timeframes;
- Strong attention to detail; and
- Strong computer skills including use of Microsoft Office and Reckon Accounts.

Responsibilities

The year-round Society Secretary position is aided by an Assistant Secretary during the months of April-November. The main duties and responsibilities include but are not limited to:

- Correspond both verbally and in writing to members, Chief Stewards, Show entrants, sponsors, Showground users GASA, VAS and public;
- Administer Showground booking requests;
- Prepare for and attend monthly Committee meetings, maintain minutes of meetings/ correspondence records;
- Preparation and circulation of Annual Report in preparation of AGM, Annual Statement to Consumer Affairs Victoria;
- Compilation and maintenance of membership records;
- Administering and updating sponsorship package documentation
- Order and maintain inventory of Show stationery, tickets, prize cards, ribbons and rosettes;
- Maintain current and relevant Show material on Society's website;
- Issue and follow up with sponsorship request letters;
- Prepare and issue Show invitations to members, sponsors and other ticket recipients;
- Prepare and issue judge and stewarding request letters;
- Manage judges accommodation requests;
- Consolidate changes and draft Show Schedule in preparation for printing;
- Distribute Show Schedule to members, past entrants, judges and stewards;
- Update and maintain Show classes and sections in computer software (Shentry);
- Process Show entries within Shentry;
- Confirm catering requirements for judges, stewards and official proceedings;
- Issue tradespace application forms, whilst maintaining register of all confirmed site bookings and ensuring all required documentation is obtained;
- Preparation of Stewards books and boxes;
- Maintain and update bulk email group lists and bulk mailing lists; and
- Liaise with Wellington Shire Council for 'Notification of Event' documentation, food stalls in Tradespace and 'Coming Events' sign bookings.

Date: February 2019