

VACANCY: ADMIN OFFICER

Are you an organised team player with community passion?

The Toodyay Agricultural Society (TAS) is looking for someone like you to keep the 2025 Show Organising Committee on track.

The duties are like those of Secretary in other organisations, however the Administration Officer is not a voting TAS Committee member. The responsibilities of the role include:

- Agendas: draft and circulate.
- Clerical Support: for the Committee, as per duties in the timeline.
- Community Groups: liaison as required.
- Correspondence and Enquiries: received via email, post or telephone, reply or redirect.
- Event Application: prepare and submit.
- Meetings: set-up and attend Annual General Meeting (second Monday, February) and monthly Committee meetings (second Monday, March to November).
- Membership Register: maintain.
- Minutes: take, prepare and circulate.
- Planning Timeline: monitor, maintain and circulate.
- Sponsors and Supporters: liaison as required.

Ideally we're looking for someone with:

- strong clerical and computer skills;
- access to the internet;
- a little spare time (approximately 10 hours per week); and
- a genuine interest in the future of the Toodyay Ag Show!

This is a fantastic opportunity to contribute to a beloved local tradition while enhancing your skills and strengthening your local network. While this is a volunteer role, we are open to discussing an honorarium for the right candidate.

For an informal chat or further details, please contact the TAS President, Karen Dore, on 0413 380 650.

Email your application, a summary of your interest and relevant experience, to toodyayagsociety@gmail.com by 30/11/24.

Help the longest continually serving community group to continue to organise the second oldest Agricultural Show in the State!