



Show Organising Committee ~ Role Overview

ADMINISTRATION OFFICER

The Administration Officer role is similar to a Secretary in other organisations, but is not currently an elected or voting Committee member.

This essential role keeps accurate records and helps meetings run smoothly each month.

CONSTITUTION: The Administration Officer has the following duties —

- a) dealing with the Association's correspondence;
- b) consulting with the President regarding the business to be conducted at each committee meeting and general meeting;
- c) preparing the notices required for meetings and for the business to be conducted at meetings;
- d) maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- e) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
- f) maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
- g) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- h) maintaining full and accurate minutes of committee meetings and general meetings;
- i) carrying out any other duty given to the Administration Officer under these rules or by the committee.

Time Commitment

On average, the role requires around 8-12 hours per week, with slightly higher hours in August and September and lighter periods at other times.

Monthly Committee meetings (second Monday, March to November) are usually up to 2.5 hours, and preparation of Agendas and Minutes is included within the average weekly commitment.

Committee members are needed to be more available during the week leading up to the Show and on Show Day.

Responsibilities

- ActBelongCommit reporting (as per annual advice email)
- Agendas and Minutes
- Associations WA reporting (as per annual advice email)
- Australian Charities and Not-for-profits Commission (ACNC) reporting (as per annual advice email)
(NOTE: application is pending)
- Clerical Support, as required
- Collated Contact List
- Community Group, liaison as required, mainly in relation to the annual Community EOI process
- Correspondence and Enquiries
- Event Application, and associated documentation
- Meetings
- Membership Register
- Records Management
- Show Day
- Timeline (Excel spreadsheet / action list)

Useful Skills and Attributes

- Comfortable using Word, Excel, Outlook and OneDrive
- Confident with administration; experience streamlining processes a bonus
- Passionate about the community and making a difference
- Clear and thoughtful communicator

Tasks and Timeline

Refer to Timeline spreadsheet (also to be maintained / updated) for monthly tasks.

Agendas and Minutes (March to November)

- Agenda – released week before meeting.
Request monthly updates from Committee
Update Action List
- Minutes – take, prepare and circulate.
- Format, currently they are in Word tables, file name is YYMMDD to keep them in date order.
“Show Formatting Symbols” in Word makes it easier
‘Save As’ last month’s Minutes then edit to create this month’s Agenda
‘Save As’ this month’s Agenda then edit to make this month’s Minutes

Collated Contact List

Maintain spreadsheet list of past and potential supporters (in liaison with Sponsorship / Schedule Prizes & Advertising / Equestrian), the purpose of which is so locals aren’t ‘hassled’ by being contacted by more than one person.

Correspondence & Enquiries

- Received via phone (currently personal), email (toodyayagsociety@gmail.com) and post (PO Box 362),
reply or redirect.
Check PO box weekly
Check incoming emails via Gmail account regularly
- List relevant incoming and outgoing correspondence in next Agenda

Event Application

Prepare and submit (refer to previous as a guide and liaise with President / Shire).

Meetings

Set-up at 6pm (including organising coffee/tea/sugar/milk/biscuits) ready for 6.30pm start.

Membership Register

Maintain, in liaison with Treasurer and issue annual invoices in December.

Record Management

Maintain, and update the USB / hard drive, with all required documents, including keeping this document up-to-date.

Show Day

Man Show Office (with assistance of other Committee Members) throughout the day.

Timeline

Monitor and maintain spreadsheet.