



**Toodyay Agricultural Society (Inc)** *founded 1853*

Email: [toodyayagsociety@gmail.com](mailto:toodyayagsociety@gmail.com)

Web: [www.toodyayagshow.com.au](http://www.toodyayagshow.com.au)

PO Box 362, Toodyay, WA 6566

ABN: 96 074 225 286

## ***Show Organising Committee Volunteer Guide***

### **EQUESTRIAN ~ How This Role Fits**

This role provides a clear and consistent link between the Committee and the equestrian component of the Show.

The Equestrian Liaison represents the equestrian program at Committee level, helping ensure it is well integrated into the broader planning, timing and delivery of the Show. Day-to-day organisation of equestrian events sits with a sub-committee, operating under an agreed Memorandum of Understanding (MOU).

The role is designed to support collaboration, shared understanding and alignment between the Committee and the equestrian group, ensuring the equestrian program is well integrated into the Show and supported through broader planning.

#### **What to expect timewise**

From a Committee perspective, this role involves:

- Attendance at monthly Committee meetings
- Time to prepare brief updates and follow up on agreed actions

It is understood that the additional time required to organise the equestrian events sits with an equestrian sub-committee or organising group, not solely with the Committee representative.

#### **What this role involves**

- Acting as a key link between the Committee and the equestrian sub-committee or organising group
- Attending Committee meetings and taking part in broader Show discussions, helping keep equestrian planning connected with the rest of the event
- Sharing updates with the Committee on equestrian planning, timelines and any matters that may need awareness or support
- Working within the agreed budget framework, and liaising with the Treasurer so income and expenses are recorded appropriately
- Helping align equestrian activities with the Show's overall timeline and operational planning
- Encouraging a cooperative, solutions-focused approach between the equestrian group and the wider Committee
- Supporting clear and timely financial recording in collaboration with the Treasurer

#### **This role would suit someone who...**

- Is comfortable using everyday tools such as Word, Excel and email
- Has experience or strong connections within the local and/or wider equestrian community
- Understands the importance of working within agreed structures, timelines and budgets
- Values collaboration and shared responsibility across the Show
- Communicates clearly and constructively, and approaches challenges with a collaborative mindset
- Cares about the Show's role in the community and wants to see it thrive as a whole