



## Show Organising Committee Volunteer Guide

### PRESIDENT ~ How This Role Fits

This role provides leadership and direction for the Toodyay Agricultural Society, helping guide the Committee as it plans and delivers the Show.

The President sets the overall tone for how the Committee works together, supports members in their roles, and helps keep the bigger picture in view. This includes chairing meetings, guiding decision-making, and building positive relationships with sponsors, community groups and key stakeholders.

By encouraging good systems, shared responsibility and fresh ideas, the President helps ensure the Show continues to grow as a strong, well-run and much-loved community event — now and into the future.

#### What to expect timewise

The time commitment for this role averages around 3–4 hours per week, though this can vary throughout the year. The workload is generally lighter at some times and increases in September and October, and the role requires flexibility to step in and provide additional support as needed, depending on what's happening across the Committee and in the lead-up to the Show.

Committee meetings are held on the second Monday of each month (March–December) and usually run for up to 2.5 hours. The President also undertakes some preparation before meetings, working closely with the Administration Officer to review agendas, correspondence and emerging matters, which helps meetings run smoothly and efficiently.

In the week leading up to the Show, it's a team effort, with Committee members and casual volunteers working together to finalise preparations and ensure everything is ready for a successful Show Day.

#### What this role involves

- Keeping an overview of the Show timeline and sharing brief progress updates with the Committee
- Working with the Treasurer to ensure income and expenses stay within budget and are recorded appropriately
- Working closely with the **Administration Officer** to ensure agendas are prepared and distributed on time, and that meeting minutes are finalised and shared
- Chairing monthly Committee meetings and helping guide productive discussion and decision-making
- If unavailable, ensuring the **First Vice-President** is well briefed and supported to chair meetings confidently
- Building positive, respectful relationships across the Committee to support a strong and collaborative team culture
- Supporting and encouraging Committee members, with a general understanding of each portfolio and an awareness of any challenges or changing needs
- Representing the Society at meetings with the Shire, sponsors and partners, helping build relationships that support the Show
- Making key executive decisions when needed, ensuring they align with the Show's values, purpose and long-term direction
- Staying in regular contact with the Executive Committee, sharing information openly and seeking guidance when required
- Acting as an advocate for the Show within the community, strengthening connections with the Agricultural Society, the Royal Agricultural Society and local stakeholders
- Maintaining a constructive working relationship with the Shire to support compliance and the smooth delivery of the Show

## This role would suit someone who...

- Is comfortable using everyday tools like Word, Excel and email
- Cares about the local community and wants to help guide a well-loved event into the future
- Is willing to learn, listen and grow into the role (prior experience is helpful, but not essential)
- Feels confident providing leadership, supporting others and making decisions when needed
- Communicates clearly, plans ahead and approaches challenges calmly and constructively
- Has local knowledge or connections (a bonus, but not a requirement)

## Timeline

### As Required

- Shire Liaison, likely to include, but not limited to:
  - Acting as the primary contact between the Agricultural Society and Shire officials.
  - Advocating for the Society's needs, priorities, and interests.
  - Providing necessary documentation and reports to secure financial or logistical support.
  - Work with the Shire to promote the event within the community, including through Shire newsletters, websites, or social media.
  - Submitting any required post-event reports or feedback to the Shire, such as attendance data, financial summaries or incident reports.
  - Facilitating discussions on improvements or changes for future events.

### Ongoing

- Committee support / mentoring and succession planning.

### January

- Write an AGM report to be presented at the meeting.

### February

- Facilitate AGM and present report.

### Monthly

- Undertake the role of Chairperson, as per "TAS Guide to Meetings".
- Liaise with the Administration Officer (8-10 days prior to meeting) to prepare an Agenda, which is made available to Committee members 4 to 7 days prior to the meeting.
- Review the draft Minutes of the meeting prior to release to Committee members (within 7 days of meeting).

### March

- Receive offer from Curtin Volunteers! (CV!) to attend Show – undertake, or delegate, relevant tasks.

*Ongoing Liaison with CV! representative.*

*Organise venue for sleepover (Friday and Saturday evening, has been St John's).*

*Organise catering:*

- *Friday Welcome BBQ (at Showgrounds with Committee members)*
- *Saturday Breakfast (supplies for accommodation venue)*
- *Saturday Lunch (provision of cash from Treasurer as per volunteers / Judges)*
- *Saturday Dinner (further provision of cash from Treasurer)*
- *Sunday Breakfast (supplies for accommodation venue)*
- *Sunday Morning Tea (with Clean-up volunteers)*
- *Sunday Lunch (tab at the Toodyay Bakery)*

*Update TAS Curtin Volunteers task list (in liaison with Committee as to who needs what done!)*

*Show Week Friday – 4pm, meet on arrival and orientation, plus BBQ*

*Be main contact for group leader over the weekend*

*Show Week Sunday – 10.30am, thank you and goodbye (during morning tea)*

### May

- Provide two trophies (or cash in lieu), upon request, to the Schedule Prizes & Advertising Coordinator.

### June

- Write a report for the Schedule.
- Submit President's Cake recipe to Schedule Coordinator.

## July

- Be available for Rural Ambassador functions with Central Group in July/Aug.
- Propose Charity for Auction proceeds, to be endorsed by Committee.
- Ensure review of Show Week overview checklist + Friday / Sunday task lists, in collaboration with Ground Space Coordinator.

## September

- Attend, and speak at, Stewards Meeting.
- Attend, to represent the Society, the Beverley, York and Northam Agricultural Shows.

## October

- Be available for potential live radio interviews during the lead-up to the Show.
- Be on hand for set up where and when needed.
- Prepare your speech for the Opening on Show Day (if applicable).

## Show Day

- Arrive at the grounds early, be available and accessible all day to work with all Committee members. Be contactable all day.
- Be decisive and firm when decisions need to be made on the day.
- Be visible and mingle with the Show goers.
- Meet and greet guests at the Official Morning Tea (10am).
- Present trophies and make final thank you speech at the Presentations on the Youth Hall verandah (4pm).
- Be present and aware on grounds until lockup and handover to caretakers (9pm, or as advised).

## Post Show

- Be available for Sunday clean up.
- Attend Stewards Meeting and Thank You Morning Tea (2 weeks after) and thank all involved.

## November

- Assist with, and attend, Volunteer Thank You event (Saturday following the second Monday in November).
- Prepare summary for final meeting, noting any issues and recommendations for next year.
- Update this document, and any relevant supporting documents for next year.