



Show Organising Committee Volunteer Guide

SECRETARY ~ How This Role Fits

Previously titled Administration Officer, this essential role helps keep the Society organised and ensures meetings and administration run smoothly throughout the year.

The Secretary looks after the Society's day-to-day administration, keeps accurate records, and supports the President and Committee by preparing agendas and minutes and managing correspondence. The role also includes setting up for meetings and taking care of practical details, such as ensuring tea and coffee supplies are available.

By providing clear, reliable administrative support, the Secretary helps the Committee stay connected, compliant and focused, contributing to the smooth planning and delivery of the Show.

What to expect timewise

The time commitment for this role averages around 8–12 hours per week, with the workload typically increasing in August and September and lighter periods at other times of the year.

In addition to attending meetings, the Secretary undertakes pre-meeting preparation, including working with the President to prepare agendas, manage correspondence and set up for meetings (including ensuring tea and coffee supplies are available).

Committee meetings are held on the second Monday of each month (March–November) and usually run for up to 2.5 hours. Preparation of agendas and minutes is included within the average weekly commitment. In the week leading up to the Show and on Show Day, the Secretary needs to be more available, working alongside Committee members to support final coordination and delivery.

What this role involves

- Supporting the smooth running of the Society's administration throughout the year
- Preparing and distributing meeting agendas and minutes, and helping meetings run smoothly
- Managing key reporting requirements, including:
 - Act Belong Commit reporting
 - Associations WA annual reporting
 - ACNC reporting (once registration is finalised)
- Managing correspondence and enquiries, and directing items to the appropriate Committee member where needed
- Maintaining accurate records, including the Membership Register, contact lists and key Society documents
- Supporting the annual Community Group Expressions of Interest process and liaising with community groups as required
- Coordinating the Event Application and associated documentation in collaboration with other portfolios
- Maintaining the Society's master timeline and action list to help keep planning on track
- Providing general clerical and administrative support to the Committee as needed
- Being available to support coordination during Show Week and on Show Day

This role would suit someone who...

- Is comfortable using Word, Excel, Outlook and OneDrive, with SharePoint being used more over time
- Enjoys administrative work and keeping information organised
- Has experience or skills in improving or updating systems and processes (a bonus, not essential)
- Communicates clearly and thoughtfully with a range of people
- Enjoys supporting the local community and helping the Committee work well together

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.