Quirindi Show Society Inc.
Job Description - Secretary

The role of the Secretary is critical to the efficient functioning of the committee by fostering communication. The Secretary often acts as an information and reference point clarifying past/best practices and decisions, confirming legal requirements, and retrieving relevant documentation. As the custodian of the organization's records, the Secretary is responsible for maintaining accurate documentation and meeting any legal requirements.

The Secretary would ideally:

- Have both organisational and office administration skills.
- Be computer literate with knowledge of word processing, spreadsheets, email and website management.
- Have good communication skills with the ability to delegate when necessary.
- Be diplomatic.
- Be able to manage confidential information.
- Have the ability to work as an effective team member as well as independently.
- Be approachable and a positive representative for the Show.

Specific duties include but are not limited to:

- Maintain records of the Committee and ensure effective management of Show's records
- Write Minutes of Committee Meetings, and distribute to members shortly after each meeting (aiming for within one week).
- Follow up on any requested tasks identified at the meeting.
- Development of the agenda in consultation with other Committee Members and distribution prior to the meeting.
- Ensure that accurate and sufficient documentation exists to meet legal requirements.
- Be a signatory on the Show account.
- Enable and authorise people to help with the Committee's business.
- Ensure that the records of the Show are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee Members, Committee Meeting Minutes, financial reports, and other official records.
- Ensure that official records are maintained of Members of the Show and Committee and that these records are available when required for reports, elections, referenda, other votes, etc.
- Ensure that proper notification is given of Committee Meetings.
- Manage the general correspondence of the Committee by reading, replying and filing promptly - except for such correspondence assigned to others.
- Take responsibility for Quirindi Show Society's phone ensuring that all calls/messages are responded to promptly.
- Ensure that correspondence such as ASC information and newsletters are passed on to committee members.
- Provide effective communication to the committee on all matters relating the running of the show.
- To assist with any urgent decisions collectively with the President, Vice Presidents and Treasurer between meetings as required.
- Assist in ensuring accountability within the executive roles.

- Help and lead the Committee in providing systematic communication from the Committee to Show Members and other relevant stakeholders.
- Support all stewards and committee members by providing them with the documents and materials as required and at times requested to allow them to do fulfil their roles.
- Work through and follow the monthly to do list ensuring all tasks are completed in a timely manner. Delegate tasks, if required.
- May also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.
- May also be the Public Officer.