

Skelton Show

Job Description

Title: Show Secretary Job

Purpose: Responsible for the organisation of the AGM and general show meetings, together with general preparations in the lead up to the Skelton Show and the Show Day itself

Key Responsibilities:

Show Specific

- Book and confirm marquees, wate, electrics, wifi, toilets/barriers, caterers, bar and entertainment
- Book Vets, Doctors, St Johns Ambulance & PA System
- Manage and arrange the Poultry, Vintage Vehicles, Foxhounds & Terriers, Dog and Wrestling shows
- Prepare and have signed agreement with Skelton YFC for Disco
- Order rosettes, badges, coffee and lunch tickets, judges & subscription books etc.
- Arrange Licenses thus:
 - Defra for the livestock areas
 - Westmorland and Furness Council for Bar Licence (TENS)
 - Licence for Dog Show (with Charity)

Schedule

- Co-ordinate preparation of schedule with information from section secretaries (Livestock, Equestrian, Main marquee)
- *Ensure listings for the Poultry, Vintage Vehicles, Foxhounds & Terriers, Dog Show and Wrestling are correct and judges sort.
- Check and keep up to date, Vice President, Member & Committee listings
- Incorporate all new information, classes and proof read · Ensure address database up-to-date
- Liaise with Sponsorship secretary for accurate sponsor list
- Liaise with designated printer including proof reading of schedule

Pre Show

- ASAO and NWFSS registration & annual updates for their booklets
- Oversee management of Showing Scene software populating and managing content to ensure smooth running of show, maintenance of accurate records etc.
- Using showing scene, contact all volunteers, judges, members stewards, committee & Vice Presidents etc with necessary paperwork and badges
- Organise prizes for Child with Pet & Dog Show (usually tankards)
- Organise bouquets for show

Skelton Show

- Organise presidents lunch invitations
- Show Catalogue
 - Type up all entries as they come in for above *
 - Arrange introduction text by Patron and President
 - Update plan and Entertainment page
 - Liaise with designated printer including proof reading of show catalogue

Post Show

- Type up the results for circulation for the press
- Thank you letters

Meetings AGM

- Secretary's Annual Report
- Agenda & Financial Statement to all committee & Vice Presidents
- Post meeting
 - Letters to all Vice Presidents
 - Invite new committee members & new Vice Presidents, President, President Elect and confirm acceptance

Meetings

- Arrange and contact committee for November, AGM, March, May, July and Sept Meetings
- Prepare Agendas & Minutes

Essential Skills/Knowledge

1. Excellent administration skills
2. Computer literate with experience in use of Microsoft suite
3. Ability to work to deadlines

Desirable Skills/Knowledge

1. Friendly manner (both face-to-face and on the telephone)
2. Accuracy and attention to detail
3. Knowledge of local area and an interest in agriculture

Remuneration

By annual honorarium of £2,000 payable following the show