

# 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
- Book Vets, Doctors, St Johns Ambulance & PA System
- Manage and arrange the Poultry, Vintage Vehicles, Foxhounds & Terriers, Dog and Wrestling shows
  
- Arrange Licenses with Defra ref
  - The field
  - Eden Council for Bar Licence
  - Licence for Dog Show (with Charity)
  
- Order rosettes, badges, lunch tickets, judges & subscription books

#### Schedule

- Ensure listings for the Poultry, Vintage Vehicles, Foxhounds & Terriers, Dog Show and Wrestling are correct
- Check Vice President & Committee listings
- Incorporate all new information, classes and proof read
- Ensure address database up-to-date
- Liaise with designated printer

#### Pre Show

- 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
- Organise lunch invitations
  
- Schedule
  - Type up all entries as they come in
  - Arrange introduction text by Patron and President
- Liaise with designated printer ref the show catalogue

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## Show Day!

## 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

## Meetings

Arrange and contact committee for October, AGM, March, May, July and August Meetings with Agenda & Minutes

## Essential Skills/Knowledge

1. Excellent administration skills
2. Computer literate
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