



Doveton Show

Deputy Chair - Position Description

Role type	Volunteer
Reports to	Chair Office Bearing Committee Members
Role Term	April 2024 – April 2025 (In line with the committee charter, all positions require annual re-election)
Communication Lines	Members of the office bearing committee General Committee Members Attendance at committee meetings Administration Support Officer

Overview of Doveton Show

Doveton Show is a community event organised and run by the Doveton Show Committee as an affordable alternative for the Royal Melbourne Show. Held annually at Myuna Farm, the Doveton Show aims to showcase and support the local community of Doveton and other community groups located in the City of Casey.

The committee is comprised of volunteer members who are elected into positions at the annual AGM. The Doveton Show is an incorporated committee, with elected volunteer members. The committee structure is shown in figure 1 below.

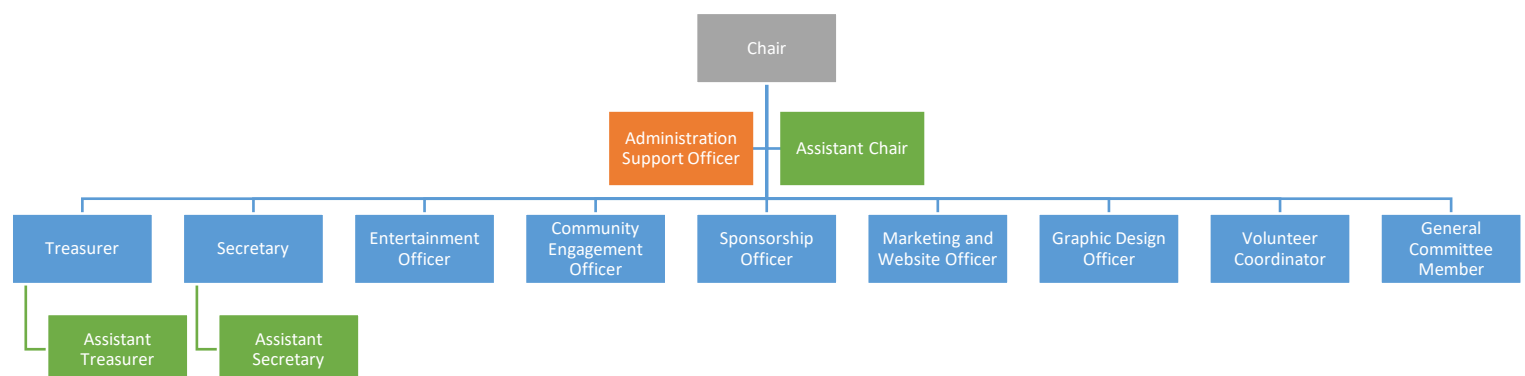


Figure 1. Doveton Show Committee Structure

The role of Deputy Chair is an additional role to support the chairperson – the deputy chair will have another substantive role on the committee.

The Deputy Chair is largely a supportive role to the Chair. The Chair is the principal leader of the committee and has overall responsibility for the committee's administration. The Chair sets the overall annual committee agenda, helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the

operational level, the major function of the Chair is to facilitate effective committee meetings. The Chair must also work closely with the administration support officer to provide support as well as to ensure the ongoing administrative targets are addressed and met. The deputy chair will take the responsibilities and authority of the chair, should the chair be absent at meetings.

Role Objectives

The Deputy Chair assists and supports the Chair in overseeing the workings within the committee and administration.

Responsibilities

- Adhere to the mission, vision, and values of the committee
- Collaborate with the Chair to ensure smooth committee operations
- In the absence of the Chair, manage committee and/or executive meetings including the annual general meeting including the associated reports
- Support the Chair in providing effective, efficient leadership for the committee including holding those in the committee accountable that are responsible for administration and finances
- Represent the committee at relevant local activities
- Encourage a committee and show that is inclusive, supportive, and strengthens the community

Required Skills and Qualifications

- Outstanding leadership, interpersonal, and team building skills.
- Excellent organizational, communication, time-management, negotiating, and multitasking skills
- Ability to remain calm under pressure and maintain a customer-service mindset

Preferred Skills and Qualifications

- Experience in managing workflow, high volume work requests and tight time frames
- Advanced knowledge of Outlook, Teams, and Excel