



# Doveton Show

## Chair - Position Description

<b>Role type</b>	Volunteer
<b>Reports to</b>	Office Bearers
<b>Role Term</b>	April 2024 – April 2025 (In line with the committee charter, all positions require annual re-election)
<b>Communication Lines</b>	Office Bearing 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.

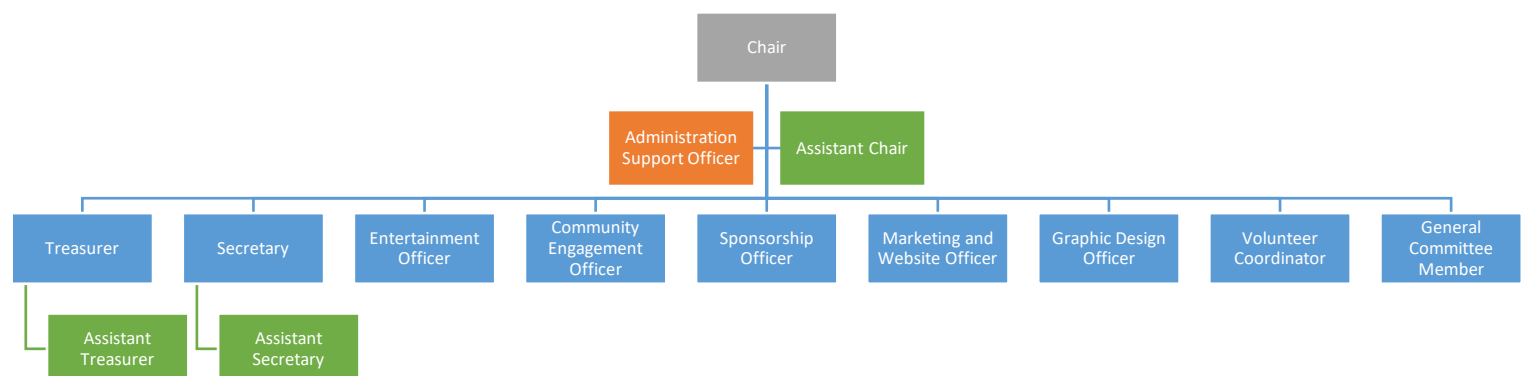


Figure 1. Doveton Show Committee Structure

The 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 (consistent with the views of members), 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 Chair, together with the administration support officer, is the conduit between the City of Casey council and the Doveton Show Committee.

## **Role Objectives**

As the head of the committee, the Chair oversees and coordinates all the workings within the committee and administration. The role sees a predominant focus on leadership of the committee, setting goals and ensuring that the relevant committee members are tasked appropriately.

## **Responsibilities**

- Adhere to the mission, vision, and values of the committee
- Provide effective, efficient leadership for the committee including holding those in the committee accountable that are responsible for administration and finances
- Manage committee and/or office bearers meetings including the annual general meeting including the associated reports
- Represent the committee at relevant local activities
- Encourage a committee and show that is inclusive, supportive, and strengthens the community
- Facilitate committee activities
- Develop good relationships internally and externally, including with Myuna farm
- Act as a signatory for the committee regarding legal and financial matters
- Ensure all committee members and sub committees fulfil their responsibilities to the committee, assisting them with their duties as needed
- Collaborate with the Vice Chair (if applicable) to ensure smooth committee operations
- Ensure the planning and budgeting for the future is carried out to allow the committee to be sustainable and operate in accordance with the wishes of the members.

## **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**

- Previous leadership or committee experience

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