



Doveton Show

Deputy Secretary - Position Description

Role type	Volunteer
Reports to	Chair Secretary
Role Term	April 2024 – April 2025 (In line with the committee charter, all positions require annual re-election)
Communication Lines	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.

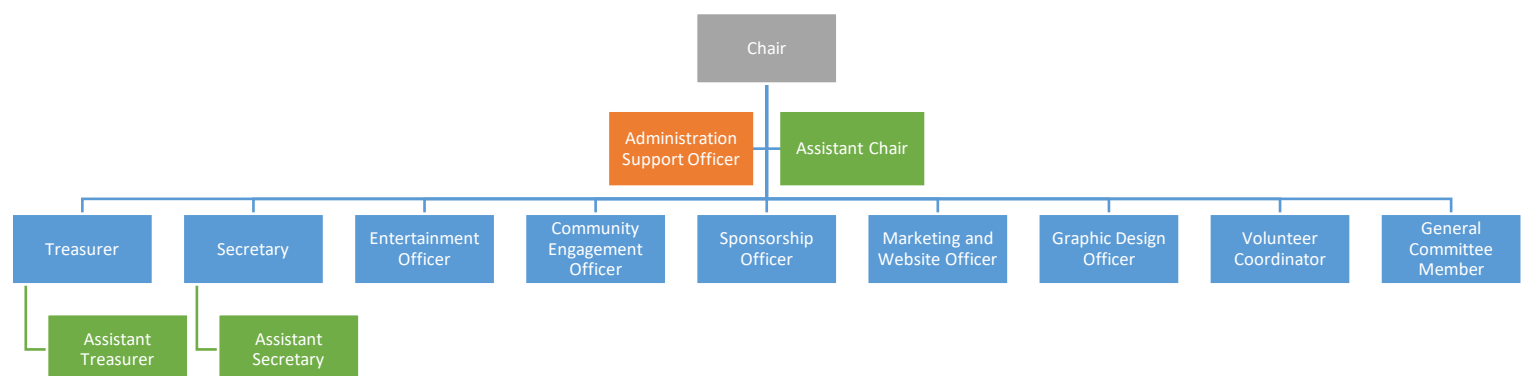


Figure 1. Doveton Show Committee Structure

The Secretary is the record keeper of the committee. They oversee activities such as record keeping, taking minutes, filing correspondence, communication of activities etc.

The Deputy Secretary is largely a supportive role to the Secretary. The role of deputy secretary is to facilitate the functions of the secretary should the secretary be absent – the deputy secretary will have another substantive role on the committee.

Role Objectives

The role of the deputy secretary is vital in ensuring that all the planning that goes into the running of the Doveton Show is carefully documented, filed, and distributed in a timely manner. This includes drawing up meeting agendas, taking minutes, managing the diary and email account, liaising with the Chair and committee members accordingly.

The Deputy Secretary will step up in the absence of the Secretary to the roles and responsibilities laid out in the Secretary's position description.

Responsibilities

- In the absence of the Secretary, ensures meetings are effectively organised and minuted:
 - Liaising with the Chair to plan meetings
 - Receiving agenda items from committee members
 - Circulating agendas and reports one week prior to meetings
 - Taking minutes
 - Circulating approved minutes within one week of meeting
 - Checking that agreed actions are carried out
- In the absence of the secretary, checking quorum (minimum number of members who should be present) is present at meetings

Required Skills and Qualifications

- Excellent organizational, communication, time-management skills
- Secretarial experience which includes managing a diary, meticulous record keeping skills
- Excellent typing abilities, advanced knowledge of Outlook, Teams and Excel

Preferred Skills and Qualifications

- Previous experience in an administration or committee position.