



# Doveton Show

## Secretary - Position Description

<b>Role type</b>	Volunteer
<b>Reports to</b>	Chair
<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.

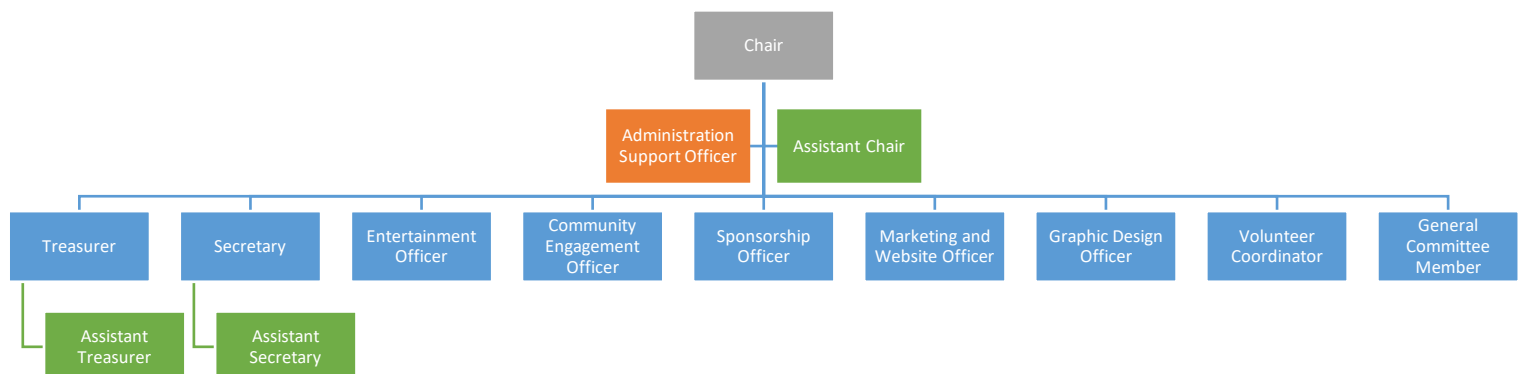


Figure 1. Doveton Show Committee Structure

The Secretary is the record keeper of the committee. They oversee activities such as record keeping, taking minutes, filing correspondence, communication of activities, lodgement of required legal paperwork and responding to email correspondence.

## Role Objectives

The role of the 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.

## **Responsibilities**

- Keeping up-to-date contact details (i.e. names and numbers) for committee members
- Ensuring elections are in line with stipulated procedures
- Ensuring organisation's activities are in line with its objectives
- Ensures meetings are effectively organised and minuted.
  - Liaising with the Chair to plan meetings
  - Receiving agenda items from committee members
  - Circulating agendas one week prior to all upcoming meetings
  - Circulating reports where needed
  - Attending meetings and taking minutes
  - Circulating approved minutes within one week of meeting
  - Checking that agreed actions are carried out
- Checking quorum (minimum number of members who should be present) is present at meetings
- Keeping a record of the organisation's activities
- Filing minutes and reports
- Keeping the diary of future activities
- Managing the email account
- Authorised CAV representative
- Responding to all committee correspondence
- Filing all committee correspondence received and copies of replies sent
- Keeping a record of any of the organisation's publications (e.g. leaflets or newsletters)

## **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.