

## Agricultural Societies Job Description Checklist: Secretary

### Daily/Monthly Duties

Duty	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Prepare & distribute agenda for DIRECTORS meeting												
Prepare & distribute agenda for GENERAL meeting												
Attend DIRECTORS meeting to record & distribute the minutes ◆ Send out ONE week after the meeting												
Attend GENERAL meeting to record & distribute the minutes ◆ Send out ONE week after the meeting												
Be the Ilderton Agricultural Society's first point of contact: phone, problem solving, information gathering and dissemination												
Check and reply to emails on a weekly basis												
Coordinate and complete tasks with IAS Treasurer												
Track and delivery incoming Mail												
Update membership database on AssistExpo												
Send updates to Web designer as needed when changes are required												

## Ongoing Fair Preparation Tasks

### 10-12 months

- Meet with Fair Book Committee begin book review
- Work with graphic designer to ensure fairbook & postcard edits are made and updates completed
- Book Security and First Aid
- If not already booked at previous fair, arrange and book entertainment
- Print blank membership cards for this current year
- Complete any remaining fair related/year end tasks, grant applications etc.
- Update all forms and Google Drives with new dates and names
- Finalize meetings (general and director), special event dates
  - Coordinate with municipality to book dates
    - E.g. AGM, June BBQ, Ambassador Competition, Fair

### **8-10 months**

- Confirm sound systems for the Fair
- Ensure Insurance policies are received and premium has been paid
- Send fair book to printer and distribute to local libraries, business and municipal offices
- Email members with updated pickup locations for fairbook

### **6-8 Months**

- Print weekend passes
- Update Assist Expo with entries/exhibits 2024 fair

### **4-6 months**

- Invite dignitaries (Mayor, Federal and Provincial Politicians)
- Confirm required number and order portable washrooms/washstands
- Confirm donation of photocopier

### **2-4 months**

- Re-confirm bookings with all entertainers
- Send out Thank you letters with Weekend Passes to Sponsors
- Prepare Admit One Tracking form and record who and what committee take vouchers
- Create name tags for judges, directors and volunteers (Judges and volunteers are blank)
  - Director tags need to include:
    - Forms Incident Report with IAS Address and Arena Address, Missing Person Form, Emergency codes, Designated search areas, Contacts for secretary, president, 1st vice president, Weekend Pass

### **1 Month Before**

- Buy supplies required for fair week (e.g. paper, pens, envelopes, etc.)
- Send letters, passes, prize books and meal tickets, as required to the fair judges.
- Prepare Judge's packages which include lists, name tags, etc.
- Prepare black filing box to include important forms (e.g. Hold harmless agreements, emergency forms, etc.)
- Secure volunteers to assist with fair office duties (e.g. sit at front desk, Assist Expo data entry)

### **Fair Month**

- Confirm volunteers for the Fair Office 2 weeks before
- Prepare to work 60 hours on fair week
- Use your entitled 5 hours of family time during fair week
- Coordinate with IAS Homecraft to receive entries Thursday night and Friday morning
- Maintain the central office and trouble shoot with the assistance of IAS volunteers

### **Thursday:**

- Ensure director have collected their name tags
- Sell, record and organize IAS memberships on computer (Assist Expo)
- Have volunteers inputting data into Assist Expo (2 volunteers)
- Print judge's lists
- Label all the walkies, create and print the sign out sheet

### **Friday:**

- Morning: Sell, record and organize IAS memberships on computer (Assist Expo)
- Have volunteers inputting data into Assist Expo (2 volunteers)
- When judges arrived ensure form is completed for payment
- As Sponsorship money is handed in ensure form is attached
- Afternoon: input winners from judge lists