

Gore A & P Association

Administration Secretary Job Description

Average of 6 hours a week over the year.

This person must be able to work both unsupervised and as part of a team. It would be an advantage to have computer and IT skills and be well organized. This person needs to be well versed in rural affairs and terminology or willing to learn. A laptop and Printer will be provided.

Minute Secretary (all year round):

1. This position includes the taking of monthly meeting Minutes for the Gore Agricultural & Pastoral Association. Meetings are normally held on the 4th Monday of the month.
 - (a) Typing up minutes following meetings. Circulating minutes to Committee.
 - (b) Updating and maintaining Contact list of committee and Life Members
 - (c) Replying to correspondence tabled at those meetings.
 - (d) Following up on any other matters arising from those meetings.
 - (e) Circulating minutes prior to next meeting and compiling an Agenda for that meeting.
 - (f) Responding to emails received.
 - (g) Organizing AGM. Letters to invited guests, coordinating evening, taking of minutes.
 - (h) Overseeing the information available on website. Regular updating of events, sponsorship, history, etc.

Ram Fairs (October – February):

2. Administer the running of the combined Stud and Flock Ram Fairs which are both held during Ram Week in second week of January in each year:
 - (a) Liaise with printers (Sycamore Print about suitable closing dates, cut off for printing, etc.)
 - (b) Prepare and circulate Ram Fair entry forms approximately end of October for combined Ram Fairs to prospective vendors.
 - (c) Forward these entry forms and any revised rules, etc. on to Jim Creighton (web site support person) to upload onto our website
 - (d) Liaise with Southern Texel Breeders to include their entries in our catalogue
 - (e) Send Texel info on to Julia Aspinall to compile their data
 - (f) Receive entries by early December, collate and forward to printers for processing into a catalogue.
 - (g) Send out Ram Fair catalogues to vendors and prospective purchasers prior to Christmas.
 - (h) Load catalogues on Gore A & P Association's website – goreapshowgrounds.co.nz.
 - (i) Liaise with Ram Fair vendors and prospective purchasers.
 - (j) Organizing advertising for Ram Fairs i.e. dates of Stud/Flock Ram Fairs, closing dates, entry numbers, etc.
 - (k) Lease with media re Ram Fair coverage mid December.
 - (l) Attend Ram Fairs to act in capacity of Ram Fair Secretary - taking down of prices, reporting to paper.
 - (m) Forward list of averages to vendors following the combined Ram Fairs sales.
 - (n) Update databases following sales
 - (o) Approximately July in each year hold a review Ram Fair meeting to be attended by various breed representatives, stock agents members of the A & P to confirm dates for the next year's Ram Fairs and to discuss any further matters arising from the Ram Fairs held

Sponsorship (ideally start July/August – finalize 1st November)

- (a) Updating sponsorship information from previous year i.e. alterations, money received from each sponsor/section allocated to, new sponsors, etc.

- (b) Updating personnel list for sponsorship i.e. new members
- (c) Updating sponsorship letter to be given to prospective clients and regulars
- (d) Distributing sponsorship information to committee members so they can approach them
- (e) Provide list to entry secretary for inclusion in schedule/catalogue
- (f) Following up at monthly meetings
- (g) Invoicing sponsors/sending out tickets
- (h) Collection of vouchers and goods
- (i) Arranging for sponsors to be uploaded onto A & P website/paper

General duties

- (a) Fielding general enquiries