

MELTON & BELVOIR AGRICULTURAL SOCIETY

STRATEGIC AIM of the SOCIETY

To uphold the good reputation of Melton Mowbray as the 'Rural Capital of Food' through championing and promoting Livestock, Farming and Food in general, for current and future generations, throughout the Borough of Melton and the Vale of Belvoir and beyond

ROLE PROFILE

Job title:	Secretary	Date:	April 2022
Business:	Melton & Belvoir Agricultural Society		
Location:	Melton Mowbray		

ROLE SUMMARY

Giving administration support to the Society where required and specifically to ensure the smooth running of an annual Fatstock and Produce Show & Sale and associated Dinner Dance. The role is supported by an active and friendly Committee

REPORTING STRUCTURE

Reports to:	Chairman
Direct & indirect reports:	Chairman and Treasurer (financial matters)
Key internal stakeholders:	Committee members
Key external stakeholders:	Sponsors, Supporters and Advertisers. Suppliers, Melton Borough Council, Media

KEY ACCOUNTABILITIES

- Manage dates, produce agendas, minutes, and all key documentation for committee meetings (approx 4 per year) and separate AGM following up actions to ensure they are completed
- Provide administrative support to ensure the smooth running of an Annual Christmas Fatstock and Produce Show and likewise for the Dinner Dance

PRINCIPAL RESPONSIBILITIES

Fatstock and Produce Show & Sale:

- Sponsors, Supporters, Donators and Advertisers: Confirm, invoice, manage payments ensuring debts are paid in a timely manner. Send thanks to all supporters after the Show
- Judges & Stewards: confirm attendance and send thanks after the Show
- Compile the Show Catalogue and circulate with Entry Forms for the various Classes
- Collect, record, and monitor Class Entries, Entry Fees and prize money for both Livestock and Produce. Chase any non-payments or outstanding debts
- Show Day: assist with receipts, bank monies identifying bankings made between different income types (BACS, cheque, card, cash)
- Order Rosettes and Prize Cards
- Publicity & PR: liaise with Chairman to arrange a photographer and to maximise publicity opportunities
- Keep an up-to-date schedule of all Cup Holders and their contact details. Ensure all the Competition Cups are returned and engraved each year in readiness for the forthcoming Show in December
- Produce Show: liaise with Produce Steward to ensure necessary stationery and supplies are in hand

Dinner Dance:

- Liaise with and confirm/book the Caterer and the Band
- Promote the Event
- Issue tickets. Manage all monies received, ensuring no debtors
- Auction prizes: create a schedule of the donated items. What they are; who donated them; how much they sold for; who purchased them. Raise appropriate invoices and ensure they are paid in a timely manner
- Any other general duties as may be reasonably expected

QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE

- Excellent verbal and written communication skills
- Highly organised
- Able to work on own initiative with proactive approach
- Flexible and self-motivated
- Ability to multi-task and able to operate effectively and efficiently in at times a fast-moving environment
- Computer literate, including Microsoft Excel and Word
- Good sense of humour and cheery attitude

CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS

Competency	Descriptors
Values People	<i>Demonstrates the belief that people are our most important asset and central to the success of the Society. Everybody should be treated with dignity and respect at all times.</i>
Customer Focus	<i>Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success</i>
Collaborative Team Working	<i>The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice</i>
Flexibility & Adaptability	<i>The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.</i>
Initiative & taking ownership	<i>Steps up to take on personal responsibility and accountability for tasks and actions</i>