



## **Euroa Agricultural Society Inc.**

### **Job Description - Secretary**

Our Committee is currently accepting applications to fill the role of Secretary within our organization. The successful applicant will be required to perform administration, clerical work, provide secretarial support to the Executive, Section Stewards and members of the organization. The Secretary will also be required to assist and organize the Euroa Annual Show were possible. The position is ideal for someone who is able to prioritize work to a timeline, problem solve and also be capable of working without supervision.

#### **RESPONSIBILITIES & DUTIES**

- Provide clerical and secretarial support to the Executive, Section Stewards and members of the organization.
- Answer queries from entrants, members of public and sponsors.
- Compose letters, emails and take minutes at meetings and distribute to relevant committee members.
- Develop and implement show procedures.
- Perform clerical tasks, including filing, photocopying, sending out minutes to members.
- Compiling the show schedule from all the show sections and printing to a timeline.
- Assist in organizing the show were possible.

#### **QUALIFICATIONS & SKILLS**

- Previous experience within administration.
- Experience within a committee environment would be an advantage.
- Knowledge of Microsoft programs including Word and Excel.
- Ability to work independently and as well in a team environment.
- Ability to complete work to a timeline and prioritize workloads as required.
- Ability and acceptance of handling monies on behalf of the Euroa Agricultural Society Inc.
- Must have good interpersonal and communication skills.
- Ability to liaise effectively with all members of the committee and the public.
- A can-do attitude, friendly and professional demeanor.