

# The Heathfield & District Agricultural Show Society

## Roles & Responsibilities – HORSE SECRETARY

### Purpose of Role

To support the Horse Chair and Horse Committee in delivering a professionally run Horse section at the Heathfield & District Agricultural Show ensuring all competitors, visitors, judges and show supporting team have an enjoyable experience and want to return.

### Summary of Role

Provide secretarial support to the Horse Chair and Horse Committee, organise and ensure all the highlighted duties are completed in a professional and timely manner according to the agreed timetable. Roles include liaising with breed societies on updates to their classes, qualifiers, book registered judges, work with the Show Secretary in producing the show schedule and program in print and online, manage Horse Exhibitor entries, correspond with exhibitors, order rosettes and stationery, manage Horse office on show day and manage show results. This roll is supported by the Horse Chair and Horse Committee.

### Reports

Horse Chairperson

### Terms

Elected annually at the first meeting after the show with a three year review.

### Duties

#### 1. Horse Committee Support

- Attend committee meetings and deal with any matters arising
- Set the agenda for meeting with feed in from the horse committee and agree with chairperson. Circulate one week prior to meeting
- Immediately prior to Horse meetings provide Horse Chairperson with up to date list of previously minuted action points and what action has been taken
- Take minutes of meeting, with action points, circulate approved copy to committee and send signed copy of minutes to Show Secretary within 10 days of meeting
- Provide Horse Chairperson with any relevant information to report at the council meeting.
- To liaise regularly with the Show Secretary to ensure that all timelines are met and any potential issues are highlighted.

#### 2. Judge and Steward Organisation

- Contact breed societies for judges' lists and/or any affiliated associations
- Provide area breed societies with show adverts for their newsletters and list show on their websites.
- Contact area breed societies regarding the awards that they will provide
- Contact area breed societies regarding wording in schedule and return a proof of wording for the societies to approve and sign off
- Agree judges list with Horse chairperson, contact judges and book for show
- Write to judges asking them to confirm their attendance and conformation of which classes they will be judging.

#### 3. Horse Show Schedule development

- Arrange horse subcommittee to assist with horse schedule development
- Amend show schedule by November meeting
- Contact breed societies regarding any changes
- Consult with Show Secretary regarding sponsorship of classes
- Manage subcommittee to proof read show schedule, collate feedback and feedback to show secretary
- Ensure all online entry information is correct

#### **4. Exhibitor Liaison**

- Organise the collection and send schedules to suitable venues with the assistance of committee.
- Consult with Show secretary with regards to the central development of a database of exhibitors' emails through online entries and email existing database to invite to exhibit at show again
- Mail electronically and post schedules to previous exhibitors who have consented highlighting they can enter on-line.
- Order rosettes, prize cards, stationery etc. from Show Secretary
- Check and process postal and electronic entries
- Chase up missing information
- Change classes in programme if necessary after consultation and approval from Horse committee
- Contact exhibitors regarding changes to schedule and update the show's website
- Deal with any exhibitors' queries

#### **5. Horse Section Programme Development**

- Manage subcommittee to proof read show programme, collate feedback and feedback to show secretary
- Proof read programme
- Write to people giving new awards to ensure correct information is displayed and obtain for new awards.

#### **6. Pre Show Preparation**

- Prepare rosettes and prize cards in envelopes for show day
- Process Horse entries
- Co ordinate sub committee to develop ring plan and timetable
- Ensure updates are provided to exhibitors, judges & stewards either via letter, email, telephone or website depending on nature of update.
- Ensure the website has all the up to date information
- Once schedule has been distributed monitor emails and telephone messages on a daily basis (until Show day) to ensure all queries are dealt with in 48hours
- Co ordinate sub committee to send out exhibitor numbers, wrist bands and show information to exhibitors
- Send out agreed judges packs and agreed letter to confirm agreed classes to be judged, whether they are required as a riding or conformation judge and judging requirements on day.
- Co ordinate the mailing out of steward packs
- Liaise with Horse Chair to ensure jump course builder and commentators have been formally invited to set course prior to show
- Liaise with Show secretary regarding prize money cards
- Co ordinate the preparation of results sheets, judges' books, judges and stewards sign in and contact sheets
- Print substitute forms result sheets and necessary show day sheets
- Co ordinate the preparation of the cup list and ensure there is a photograph of each cup on record
- Ensure everything is in place for inputting Horse results on Show day

#### **7. Show Day**

- Attend showground on Friday prior to show day and show day
- Provide support to all rings and answer any queries arising
- Act as focal point for any exhibitor queries
- Ensure all Societies Rule Books are available on the show ground to support any queries
- Act as show liaison for all Horse judges ensuring they sign in and out
- Provide results sheet to IT support and support any information queries
- Manage any complaint arising according to the published procedures
- Ensure all results sheets are collected before show closes

## **8. Post Show Wrap up**

- Attend clearing up after show day if required
- Ensure the correct results are posted on the show website within one week after the show
- Ensure show secretary has all the results sheets which are to be kept for seven years post show
- Send thank you letters to judges
- Send results to breed societies
- Liaise with Show secretary to make results available for the press
- Count remaining rosettes, prize cards and other stock, advise Show Secretary.
- Return all spare tickets, wristbands, meal vouchers, car passes to Show Secretary

## **9. Show Records**

- All correspondence is required to be through a dedicated Show Secretary email address and mobile phone number.
- All show associated paperwork needs to be available on a shared file for nominated show personnel to access.
- Process all personal data in line with the Show Society Privacy Policy
- In the case of role stand down provide incumbent support to incoming person or Horse Chair as agreed

## **Skill Required**

- Excellent written and verbal communication skills
- Team Player
- Good organisational skills
- Able to react calmly and professionally in a stressful situation
- Own a computer and be computer literate and proficient in Word and Excel

## **Remuneration**

- Allowable expenses, including stationery, printer cartridges, stamps etc
- The Show Society pays an annual amount payable annually after the Show. Last year the Horse Secretary received £1,582. The ideal candidate will be self employed.