



## **JOB OPPORTUNITY – TIVERTON AGRICULTURAL SOCIETY SECRETARY**

The Tiverton Agricultural Society requires the services of a Secretary. Reporting to the Directors of the Tiverton Agricultural Society, the Secretary will be responsible for the following:

- Attend all meetings of the Society and keep minutes
- Conduct correspondence with stakeholders, order supplies and maintain adequate records
- Keep complete and accurate records of all proceedings, resolutions, business transactions, members of the Society, and the financial statements
- Ongoing promotion of the Tiverton Fall Fair
- Issue notices, announcements, or publications of or for the Society and board.
- Provide administrative support for the Society
- Liaise with other volunteers, community groups and associations as required

The ideal candidate will possess the following qualifications:

- Minimum 2 years of experience in an administrative position would be considered an asset
- Strong knowledge of the Tiverton Agricultural Society
- High level of proficiency with various computer software programs as required by the Society
- Excellent verbal and written communication skills
- Ability to direct, manage and work with volunteers

### **Other Details**

As a non-voting member, you will be required to attend one (1) meeting per month and can expect significant increase in workload leading up to the Tiverton Fall Fair each year. The hours of work are flexible and will require the successful individual to work from their home office. There will be a transition period – support and training will be provided. This is a volunteer position with an annual Honorarium and reimbursement for office supplies. This is an ongoing position that is expected to begin in January 2021.

If interested in this position, please submit your cover letter and resume to:

Tiverton Agricultural Society  
Attn: Leanne Gowing, President  
leanne.gowing@gmail.com

The deadline to apply for this opportunity is **November 20, 2020**.