

AGRICULTURAL SHOWS PRESIDENT'S GUIDE



AGRICULTURAL SOCIETIES IN NSW

AgShows NSW recommends that each Show Society, as a minimum, elects a Show President, Show Treasurer and Show Secretary. Best practice would suggest that these roles should be held by different individuals and no one person takes on two roles. However, some Show Societies might not be able to source enough volunteers. Therefore, for example, the President may also be Treasurer.

Each Show Society has its own individual requirements, so the following role description is only a guideline.

PRESIDENT

The President's role is to provide leadership and overall responsibility for the organisation and the committee. The President's election and term is governed by the Show Society's constitution.

The President would ideally be:

- well informed on the Show's activities and be able to provide oversight
- able to develop good working relationships with internal and external stakeholders
- forward thinking and committed to meeting the overall goals of the Show
- have a good working knowledge of the duties of office bearers
- able to work collaboratively with committee members of all ages
- a good listener and attuned to the interests of members and other interest groups
- a good role model and positive representative for the Show
- someone with good leadership skills
- knowledgeable in not-for-profit governance procedures

Specific duties include but are not limited to:

- chair committee meetings ensuring that they are run efficiently and effectively
- act as a signatory for the Show Society in all legal and financial matters
- regularly focus the committee's attention on matters of Show governance that relate to its own structure, role and relationship to any paid employees
- periodically consult with committee members on their role, plans and direction and assist them to optimise their contribution
- work with the committee to ensure:
 1. the necessary skills are represented on the committee and that a succession plan is in place to help find new committee members when required
 2. goals, relevant strategic plans and business plans are developed to achieve the goals of the Show Society
 3. goals and plans are reviewed on a regular basis to ensure they are on track
- serve as a spokesperson for the Show Society when required
- assist in the development of partnerships with sponsors and funding agencies, as well as organisations that are relevant to the goals of the Show
- liaise with the different Office Bearers to identify any major risks and mitigate risks where possible
- ensure proper procedures are in place and adhered to
- prepare an AGM agenda in consultation with Show Secretary

AGENDA FOR MEETINGS

Below is a guide on how a meeting is run and the agenda items.

The meeting agenda is usually prepared by the Show Secretary in consultation with the Show President. The Show President facilitates the meeting and acts as the Chairperson. Agenda items are fairly consistent for each meeting.

Sample Agenda Items:

1. Call to order
2. Open meeting
3. Welcome
4. Leave of absences and apologies
5. Declaration of conflict of interest
6. Office Bearer's appointment/resignation
7. Minutes of last meeting accepted and signed off
8. Business arising from previous minutes
9. Treasurer's report
10. President's report
11. Executive committee update
12. Correspondence
13. Sub Committees' reports
14. General business
15. Future meeting dates

Sample Meeting Procedure:

1. Call to Order
 - If quorum is met, the Chairperson calls the meeting to order
2. Open Meeting
 - The meeting is declared open and the Secretary notes the time meeting is open
3. Welcome
 - Meeting attendees are welcomed and visitors acknowledged
4. Leave of absences and apologies
 - Absences and apologies are read out. A motion is put to the Committee by a committee member and seconded by a different committee member to accept the absences and apologies
5. Declaration of conflict of interest
 - A declaration of conflict of interest is called.
A conflict of interest exists whenever it is possible for a committee member to derive a benefit, direct or indirect, because of her or his position on the committee. The conflict may arise from a personal, professional, or family interest. In addition, it may be in the best interest of the Show Society, due to perceptions, for a committee member to excuse herself or himself from discussions if wearing multiple hats

6. Office Bearer's Appointment/Resignation

- Any new Office Bearer's appointment or current Office Bearers' resignation is read out. A motion is put to the committee by a committee member and seconded by a committee member to accept the new Office Bearer's appointment or current Office Bearer's resignation

7. Minutes of last meeting accepted and signed off

- The following is read "*The committee accepts the minutes of last meeting are a true and correct record. The committee Chairperson will now sign the minutes from the last committee meeting*". A motion is put to the committee by a committee member and seconded by a different committee member to accept the minutes of the last meeting as a true and correct record

8. Business arising from previous minutes

- Minutes of the previous meeting will indicate any unfinished business which can be further discussed

9. Treasurer's report

- The Treasurer presents the report. A motion is put to the committee by a committee member and seconded by a different committee member to accept the Treasurer's report.

10. President's report

- The President presents the report. A motion is put to the committee by a committee member and seconded by a different committee member to accept the President's report.

11. Executive Committee update

- The Executive Committee provides an update

12. Correspondence

- Correspondence requiring action and not requiring action are read. A motion is put to the Committee by a committee member and seconded by a different committee member to accept correspondence read

13. Sub Committees' Reports

- Reports from the different sub committees are read. A separate motion is put to the committee by a committee member and seconded by a different committee member to accept each sub-Committee's report

14. General business

- The Chairperson or committee members may bring new business before the committee for discussion. Each decision made will require a separate motion to be put before the committee by a committee member and seconded by a different committee member for the motion to be carried

15. Future meeting dates

- The committee decides on future meeting dates and this is noted in the minutes.
- The Chairperson declares the meeting closed and the Show Secretary notes the time the meeting is closed.