



CHESTERVILLE & DISTRICT AGRICULTURAL SOCIETY

Po Box 571, Chesterville ON K0C 1H0

Learning from the Past, Living in the Present, Preparing for the Future

Terms of Reference

Position: Secretary

1. The main job of the Secretary is maintaining records of every type which pertain to the overall operation of the Society (henceforth referred to as the Board)
2. The duties of the Secretary also include but are not limited to:
 - 2.1. Keeping minutes of all meetings of the Board
 - 2.2. Preparing the agenda for these meetings
 - 2.3. Advising members of the dates of the meetings
 - 2.4. Sending out copies of the minutes of the previous meeting along with the agenda for the upcoming meeting before another one is called. Thus, ensuring that the members have the opportunity to read them, thereby preparing themselves for whether or not they are expected to submit a report at the upcoming meeting.
3. All correspondence should be received by the Secretary, who shall then deal with it as they can and/or refer anything else to the appropriate chairpersons or the President. Correspondence should be ready to be read out at any meeting of the Board.
4. All letters that are required to be answered or sent out by any committee or director should be prepared by the Secretary so that a permanent file can be maintained. Otherwise, if committee chairpersons send out their own letters without sending a copy to the Secretary, incomplete files result. If committee chairpersons receive correspondence directed to them, but which concerns the Board, they should, in turn, give this correspondence to the Secretary.
5. The Secretary is the possessor of keys – exhibition hall, cattle barn, post office key, and the DFA hall. Only one copy of the post office key should be available and should be kept in the possession of the Secretary at all times. This ensures that the Secretary can keep on top of correspondence coming in, know where it is, what has to be done with



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it, and prepare replies, if necessary. Also, general emails addressed to info@chestervillefair.com are forwarded to the Secretary, who will redirect to the appropriate person or committee.

6. The Secretary prepares the prize list for the annual Fair. This job should commence in early March. It will be the responsibility of the Secretary to check with the chairpersons of the various committees to ensure that they submit their respective entries for the book on time. (This is a difficult job!)
7. When all committees have submitted their respective portion of the book, the Secretary shall prepare a draft copy to be submitted to the printers. This is a monumental task and takes a lot of time and patience. Once the printer has the draft in hand, it is up to the Secretary to check the gallery proofs when advised that they are ready by the printer, and order the required number of prize list books and programs. When the books have been printed, the Secretary is responsible for sending them to all competitors and others, as required.
8. The Secretary sends out entry forms with the prize list and also the membership cards for the current year.
9. The Secretary is responsible for ordering all rosettes, ribbons, etc. required for the Fair. This should be done within the timeframe dictated by the supplier (some require 3-month headway) and at the very least no later than the 15th of July depending on the supplier. This entails a detailed count of all rosettes and ribbons needed by the Board and, in consultation with the Secretary of the Homecraft Division, those required by that Division as well.
10. Upon the completion of the Fair, the Secretary should assist the treasurer with the preparation of grant application forms (ie, OMAFRA grant due on February 1st each year).
11. The Secretary is responsible for preparing, to a certain extent, for the annual meeting which is held within 90 days of the fiscal year-end. They must ensure that copies of the



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previous annual meeting's minutes are available in sufficient numbers for those attending the meeting, that ballot papers are prepared, that an agenda is prepared, etc. Notices of the annual meeting must be prepared and published in local newspapers as well as sent out to directors at least 14 days before the proposed date.

12. The Secretary is required to attend all committee meetings if requested by the chairperson and prepare minutes of these meetings.
13. At all times, the Secretary is primarily responsible to the President, Executive, and Directors of the Board, through the President.
14. A close liaison must be kept with the Secretary of the Homecraft Division at all times to help avoid duplication of services.
15. The Secretary is responsible for keeping an adequate supply of office equipment and supplies on hand, including but not limited to: a computer or laptop, printer/copier paper, paper clips, staples, stapler, envelopes, etc. The Secretary should also keep an adequate supply of stamps on hand for mailing official correspondence.

Prepared by C. Johnson, with revisions from original by W.G Cook

Date Prepared: 4 February 2022