

# VACANCY

## Administration Officer

**Are you good at Admin? Please consider helping us with ours...**

**The Toodyay Agricultural Society is into its 165th year and Committee members and volunteers believe we organise one of the best run agricultural Shows in the State.**

*Please apply if you believe you have the skills to support the organisation of the Toodyay Agricultural Show. The role involves:*

- Distributing the Agenda for our general meetings monthly, Minute taking at these monthly meetings and then circulating them to members.
- Collecting mail, filing and responding to correspondence after Committee meetings as advised.
- Sorting emails, responding or forwarding to Committee members as requested.
- Assisting the President, Executive and Committee members where possible in the lead up to our Show Day in October.
- Possibly liaising with external bodies and local community groups via correspondence, email and TAS mobile phone.
- Applications for any Shire Event we hold and if able, Grant applications (optional).
- Ideally, we are looking for someone with good PC skills and access to the Internet. If you are organised, self-motivated and can spare a few hours every week to support us, then we would like to hear from you.

Honorarium is available for discussion.

For an informal chat or more information about this position, please contact Ms Karen Dore 0413 380 650.

**Closing Date  
for applications  
October 31  
2018**

