

Brookfield Show Society
Job Descriptions for vacant positions
2024

Job Title: President, Brookfield Show Society

Reports To: Executive Committee

Position Type: Volunteer

Overview:

The President of the Brookfield Show Society (BSS) serves as the community-facing representative and is responsible for leading the Society in achieving its objectives. As both a key figure within the Society and a community ambassador, the President must demonstrate strong leadership, effective communication, and uphold the highest ethical standards. The President works closely with the management committee to ensure the success of the Brookfield Show and other key events, while fostering relationships with stakeholders and ensuring operational efficiency.

Key Responsibilities:

1. Leadership:

- Be a team player who supports the ideals and vision of the BSS.
- Work with the management committee to create, update, and implement the BSS's strategic plan.
- Establish and ensure the maintenance of effective committee decision-making processes within the parameters of the BSS's objectives.
- Effectively chair monthly management committee meetings and general meetings of the BSS.
- Assist the Treasurer in formulating and maintaining the annual budget.
- Delegate roles effectively within the BSS to ensure smooth operations.
- Negotiate outcomes that enhance the Brookfield Showgrounds and the Show Society.

2. Financial Oversight:

- Collaborate with the Treasurer to sign off on monthly accounts and ensure the Society's financial health.
- Monitor and maintain financial responsibility, ensuring compliance with the budget.

3. Legal and Compliance:

- Ensure compliance with all legal obligations, particularly under the Liquor Act of Queensland.
- Verify that all permits and licenses required for the Society's events and activities are valid and up to date.

4. Communication:

- Cultivate strong and transparent working relationships with the management committee, BSS members, and external stakeholders.
- Act as the spokesperson for the BSS, representing the Society in the community and at public events.
- Liaise with key stakeholders, including the Pony Club, Cricket Club, and Brookfield Recreation Reserve Trust.

5. Sponsorship and Fundraising:

- Assist the officer responsible for sponsorship by leveraging networks within the BSS and the community.
- Support fundraising and sponsorship initiatives that contribute to the growth and sustainability of the BSS.

6. Infrastructure and Operations:

- Oversee the planning and execution of key BSS events, including the annual Brookfield Show.

- Work effectively with the Vice President of Operations and Show Manager to ensure a productive and successful show.
- Ensure the delivery of high-quality services while minimizing costs.

Personal Qualities and Attributes:

- **Ethical Leadership:** The President must demonstrate ethical behaviour in all dealings, both within the BSS and as a representative of the Society in the community.
- **Delegation:** Ability to delegate tasks effectively while maintaining oversight of key responsibilities.
- **Strategic Thinking:** Capable of formulating long-term strategies to benefit the BSS and the broader community.
- **Community Engagement:** A strong community presence and the ability to network and build relationships with stakeholders.

Above all, the President must serve as a role model within the BSS, fostering an inclusive and collaborative culture, and ensuring the Society's values are upheld in all interactions.

Job Title: Treasurer, Brookfield Show Society

Reports To: Executive Committee

Position Type: Volunteer

Overview:

The Treasurer of the Brookfield Show Society is responsible for managing the financial affairs of the organization. This role involves overseeing the budget, ensuring financial compliance, and providing financial reports to support the effective operation and planning of the society's events and initiatives.

Key Responsibilities:

1. Administrative Duties:

- Oversee and assist, when necessary, the work of the Accountant whose role it is to:
- Handle all financial transactions, including invoicing, receipts, salaries and banking activities.
- Prepare and maintain accurate financial records and statements.
- Manage cash flow and bank accounts, including reconciliation of statements.
- Oversee the processing of payments and receipts.
- Ensure timely payment of invoices and bills.

2. Financial Management:

- Manage the society's financial accounts, including tracking income and expenditures.
- Develop and manage the annual budget in collaboration with the executive committee.

3. Reporting:

- Provide regular financial reports to the executive committee and other relevant stakeholders.
- Prepare and present financial statements at meetings.
- Ensure transparency and clarity in all financial reporting.

4. Compliance and Controls:

- Ensure adherence to financial policies, procedures, and relevant regulations.
- Conduct periodic reviews to maintain financial integrity and accountability.

5. Fundraising and Grants:

- Support fundraising efforts and grant applications by providing necessary financial information.
- Monitor and report on the use of funds from grants and fundraising events.

6. Collaboration and Support:

- Work closely with other members of the executive committee, committees, and volunteers to support the society's financial needs.
- Provide financial guidance and support for event planning and execution.

Qualifications:

- Experience in financial management or accounting, preferably in a non-profit or similar organization.
- Strong understanding of budgeting, financial reporting, and financial controls.
- Proficiency in accounting software and Microsoft Office Suite.
- Excellent organizational skills and attention to detail.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with a diverse team of volunteers and stakeholders.

Desired Attributes:

- Commitment to the mission and values of the Brookfield Show Society.
- Ability to handle sensitive and confidential information with discretion.
- Experience in a leadership or board role is a plus.

Job Title: Secretary, Brookfield Show Society

Reports To: Executive Committee

Position Type: Volunteer

OBJECTIVES OF ROLE:

To facilitate the smooth operation of the association.

MAIN DUTIES and RESPONSIBILITIES:

- (a) Regular meetings -
 - giving timely notice to relevant persons of monthly meetings;
 - preparing agendas for regular monthly meetings;
 - ensuring smooth operation of scheduled monthly meetings;
 - creating accurate and timely minutes of regular monthly meetings;
 - coordinating allocated tasks of committee members (from annual task list) after each management committee meeting; and
 - coordinating allocated tasks, if necessary, of show society volunteers after general meetings.
- (b) Performing such other functions as are described in the legislation and the BSS Rules, such as the calling of special meetings, and completing the secretarial obligations associated with them, including acceptance of resignations.
- (c) Facilitating the accurate annual financial audit of the association by providing the auditors with all relevant necessary materials including minutes and other relevant documents.
- (d) Keeping a record of all relevant documents and correspondence such as contracts, Memoranda of understanding, Rules.
- (e) Ensuring the smooth operation of the Annual General Meeting (AGM) by preparing and distributing all documents necessary for its smooth operation including managing nominations for office bearers for election at the AGM.
- (f) Completing documents as required for external bodies eg Queensland Council of Agricultural Shows (QCAS), Queensland government and the Brisbane City Council
- (g) Performing such other duties as the management committee or the president requires
- (h) Preparing the volunteer office roster during the annual show, and supervising the volunteers in the office during the annual show.
- (i) Hold the company seal of the Brookfield Show Society Inc.