



# AABMGS Inc.

## Volunteer Position Roles

### **The President role includes but is not limited to:**

- Be Chairman of all meetings.
- Organise meetings with the Secretary including the AGM, General Meetings and Executive Meetings.
- Sign Certificates, Minutes, and other necessary documentation.
- Check Agendas prior to meeting.
- Attend Shows and Displays whenever possible to assist in promotion of the Society.

### **The Vice President role includes but is not limited to:**

- To carry out the Presidents duties whenever the President is unavailable.

### **The Secretary role includes but is not limited to:**

- Organise meetings with the President including the AGM, General Meetings and Executive Meetings.
- Inform all relevant members of upcoming meetings. (Minimum of 4 weeks notice for an AGM, minimum of 2 weeks notice for a General Meeting)
- Prepare the Agenda for each meeting.
- Contact members for items and concerns to be added to Meeting Agendas.
- Keep a record of all in attendance and absentees.
- Prepare the minutes of each meeting and distribute them to the members. (A Minutes Secretary may be engaged for this role)
- Check and respond to emails regularly. If unsure of how to address emails forward them to the appropriate member to be addressed.
- Forward all Concerns and Complaints to the Management Committee.

### **The Treasurer role includes but is not limited to:**

- Keep an accurate record of all incoming and outgoing monies.
- Arrange to have the financial records audited each year and present the report to the Management Committee.
- Provide monthly financial reports to the Management Committee.
- Alert the Management Committee of issues that may arise regarding finances and offer suggestions on how to address them. E.g. raising Membership or Registration Fees.

- Help to prepare and maintain a budget.
- Pay invoices and accounts.
- Keep account of all incoming cash donations, sponsorship, and raffle money.

**The State Representative & Breed Liaison Officer role includes but is not limited to:**

- Always promote AABMGS Society in a positive manner
- Adhere to the code of ethics as stated by the AABMGS. Report any incidences of bullying or other unacceptable behaviour as stated on the AABMGS website (listed under policies, objectives & code of conduct).
- Keep up to date with all current laws and regulations regarding the keeping of livestock, and the requirements of transporting livestock in their nominated State.
- To actively participate in the decision making within the organisation by attending committee meetings.
- Give suggestions for improvement.
- Be a role model for other members, mentor, and support both old and new members in an ethical manner.
- Provide advice and feedback to both old and new members.
- To be an advocate for community views.
- Direct questions to the appropriate channel (Secretary and/or AABMGS Inc. Committee) for advice if the answer is unknown.
- Liaise with other State Representatives on relevant matters
- Encourage promotion of the breed, organisation of information days and attending relevant shows and agricultural field days to expose the breed whenever possible.

**The Membership Officer role includes but is not limited to:**

- Put forward all New and Renewal Membership applications to the Management Committee for approval.
- Process all applications in a timely manner.
- Issue Stud Registration Certificates and Welcome Packs in a timely manner.
- Notify the Management Committee of any concerns arising from Membership Applications.
- Notify the Management Committee and the Members if there are any expected delays such as, high influx of Applications, illness or other personal issues.

**The Chief Registrar role includes but is not limited to:**

- Process all applications in a timely manner.
- Issue Certificates in a timely manner.
- Notify the Management Committee of any concerns arising from Registrations or Transfers.
- Notify the Management Committee and the Members if there are any expected delays such as, high influx of Applications, illness or other personal issues.

**The Webmaster role includes but is not limited to:**

- Maintain the AABMGS Website and continuously explore ways to improve on appearance and easy accessibility when time allows.
- Add all new information and updates as requested by the Management Committee.
- Make suggestions for content to be prepared and added based on feedback.

**The Newsletter Editor role includes but is not limited to:**

- Prepare and issue a regular Newsletter. This can be monthly, bimonthly, or quarterly depending on time availability, and in agreeance with the Management Committee.
- Ensure all content that it sourced from an outside source, such as the Internet, magazines, newspapers etc, has the source clearly referenced.
- Obtain permission for use of any photographs.
- Issue the Newsletter to the Members via Email or on the, 'Members Only', Facebook page.

**The Show Manager role includes but is not limited to:**

- Organise shows and displays in their nominated State.
- Advertise all shows and displays to gain interest and member participation.
- Keep members informed of any news or changes regarding shows and displays.
- Ensure all exhibitors/attendees lodge the correct paperwork required by their State on arrival at the show or display.
- Ensure all exhibitors pay the correct entry fees, and ensure all fees are paid to the hosting show on the day of the show.
- Engage a Judge, Ring Steward, Penciller and any other persons needed on the day.

- Arrange Accommodation, travel expenses, and a 'Thank You Gift' for the Judge.
- Supply the hosting show with the Schedule and a Ribbon Order, if the hosting show supplies ribbons.
- Place a Ribbon Order through AABMGS if the hosting show does not provide ribbons.
- Order Trophies and arrange for payment.
- Compile a brief outline of expenses and attendance for each show, to be presented to the Committee.
- Make suggestions for changes to the Show Schedule based on attendance.
- Explore ways to raise funds to assist with show expenses.
- Explore ways to improve on Show Schedules to gain more member and public interest.
- Seek donations and sponsorship from local businesses and attendees.
- Report any issues or complaints to the Management Committee.