

## **Port Hope and District Agricultural Society**

### **Secretary-Treasurer Position Description**

Under the direction of the Board of Directors and the Executive Committee of the Port Hope and District Agricultural Society, the Secretary-Treasurer is a non-voting member who uses the skills associated with good office administration and Canadian accounting standards for not-for-profit organizations to manage all aspects of the Society's operations.

#### **Responsibilities as Secretary**

- Prepare monthly Board meeting agendas in conjunction with the President
- Distribute meeting materials by email in a timely manner prior to monthly Board meetings.
- Attend and record minutes of the Annual General Meeting, all Regular Board and Finance Committee meetings. The Annual General Meeting minutes are reviewed by the Board in February and distributed at the next annual general meeting.
- Maintain the Society's records and all official documents of the Society including Meeting Minutes, contracts, Constitution and Policies.
- Pick up mail at the Post Office on a regular basis. Distribute all in-coming correspondence to Board members or Executive Committee for their review  
Compose letters, notices and thank you notes as required by the Board. Ensure that all correspondence is dealt with in a timely manner including responding to e-mails and phone inquiries.
- Provide notice of the annual general meeting as required in advance of the meeting.
- Be the first point of contact for the Fair and Board of Directors by email and phone (a cell phone is provided).
- May attend the Spring and Fall District Meetings as well as the Ontario Association of Agricultural Society's (OAAS) Annual convention.
- Ordering/purchasing of necessary supplies including ordering of rosettes and ribbons for the annual fair.
- Preparation of forms and documents for Directors as directed such as Board Binders
- Ensure website is up to date including prize lists, event listings and contact information.
- Act as liaison contact with the Ontario Association of Agricultural Society's (OAAS) Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and other organizations.
- Compile and maintain prize list. It is the responsibility of the Secretary to follow-up to ensure that Section Heads/ Persons in charge submit the information.
- Update the Assit Expo prize database for the current year
- Compile and maintain membership list and data base of Officers, Directors/Associate Directors/Sections Heads and volunteer award nominees.
- Be AT the annual Fair held the second weekend after Labour Day to help register exhibitors, coordinate with Section Heads for their requirements, liaise with all event leaders and update the Prize Database as necessary.

## **Treasurer Responsibilities**

- Attend Finance Committee meetings.
- Prepare bank deposits as required and reconcile bank statements monthly.
- Keep informed of bank interest rates to advise the Board regarding re-investments of the Society term deposits. Renew/invest term deposits as authorized by the Board.
- Maintain the books/financial records, including accounts payable and accounts receivable.
- Receive donations and issue official receipts for income tax purposes
- Complete/submit annual Registered Charity Information return to Canada Revenue Agency (T3010)
- Prepare//submit annual grant application to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Complete and file HST returns with the Canada Revenue Agency (CRA) on a bi-annual basis.
- Prepare, distribute and present Financial Statements at each regular monthly meeting.
- Ensure adequate financial control procedures are maintained and make suggestions/recommendations for changes.
- Coordinate the annual audit/review engagement/ Deliver all books, records including a copy of all regular meeting minutes, prize money exhibitor forms and draft financial statements to facilitate the audit.
- Present the Treasurer's Report and Audited Financial Statements at the Annual General Meeting. The Board may ask the Auditor to attend the Annual General Meeting in case there are questions or clarification is needed.
- Act as one of the signing Officers for the Society.
- Issue cheques for payment of invoices and prize money provided there is sufficient backup documentation – for example, signed contracts, board approval/Judges prize list
- Be AT the annual Fair held the second weekend after Labour Day to help register exhibitors, coordinate with Section Heads for their requirements, liaise with all event leaders, issue prize monies in either cash or by cheque, ensure cash is available to support all events and update the Prize Database as necessary.

## Secretary-Treasurer Check List

### **December**

- Deliver all books and records, including a copy of all regular meeting minutes and prize money exhibitor forms to the Auditor by the first week of December.
- Annual General meeting notice to be given at least two (2) weeks in advance of the meeting. Notice must indicate if changes to Constitution or By-laws are being considered.

### **January**

- Pick up all information from the Auditor including copies of the auditors financial statement/review engagement
- Obtain from the Nominating Committee a list of all elected Officers, Directors and Associate Directors that were elected including complete mailing address, phone number and e-mail.
- Prepare Board binder for all newly elected Directors.
- Attend Finance Committee meetings and participate in review of draft budget to be presented at the February Board meeting.
- Ensure yearly calendar has been updated and all dates are correct.
- Register delegates prior to early booking date to attend the annual OAAS convention.
- Submit names of nominees for the Ministry of Citizenship and Immigration Ontario Volunteer Service Awards as authorized by the Board (deadline is last Friday of January).
- Prepare cheque for approved honorarium amount for Secretary-Treasurer and Property and Site Manager,
- Send thank you letters to all past Directors and Associate Directors, as directed by the Board.
- Complete Ministry of Agriculture, Food and Rural Affairs grant application and ensure that it is submitted and received by the appropriate office by February 1

### **February/March**

- Complete and file the Canada Revenue Agency Registered Charity Information Return (T3010) by the due date of 31May
- Return one signed copy of the Financial Statement to the Auditor.
- Ensure that copies of the Fair Book for the previous year, meeting minutes, financial statements, and other information is provided to the Port Hope Archives in accordance with the Archives Policy.

### **April/May**

- Confirm registration for the OAAS District 4 Spring meeting. Representatives attending may include one of the Executive Officers/Directors and Secretary-Treasurer and anyone else authorized by the Board.
- Book accommodations for the next OAAS Convention.
- Establish schedule of hours you will be available at the Town Park Recreation Centre for exhibitors and ensure that dates and times have been confirmed with Town park personnel and are included in the Fair Book.
- Assist with proof reading of the Fair Book

- Ensure that there are sufficient entry tags and exhibitor entry forms available for fair time
- Check quantity of ribbons and rosettes on hand to ensure there is a sufficient quantity. Check with Section Heads to see if they have any special needs. Order new ribbons and rosettes as required. The Board may from time to time authorize the purchase of all new rosettes and ribbons acknowledging a special Fair anniversary or if there is a change in the Fair logo.

## **June**

- Send Membership cards to all Honorary Life Members with a copy of the Fair Book.
- Issue invoices for fair book advertisements. Include a copy of the advertisement from the Fair Book or a photocopy of that page with the invoice.
- As directed by the Board contact the Ski Patrol (medical services) and Boy Scouts (grounds clean up) requesting their services at the fair and provide written confirmation.

## **July/August**

- Start getting judges' books and boxes ready. Judges' book, ribbons, pen, stapler and staples to be included in each judge's box.
- Confirm service arrangements for medical and grounds clean up by e-mail in late August.
- Ensure you have an extra deposit slip book for the Fair and coin wrappers.
- Order Lawn signs for distribution at the August meeting.
- Ensure paper for tables has been ordered if required.

## **September**

- Contact School Board regarding number of School Passes and that arrangements have been made for printing of the School passes so they can be distributed at the September Board meeting for delivery to the various schools..
- Request confirmation from Section Heads of name of judge and amount of fee so that cheques may be prepared in advance of the Fair. Cheque for judge to be provided to Director/Person-In-Charge so that the judge can be paid when judging is completed.
- Ensure that you are present at the Town Park Recreation Centre at the scheduled dates and times for exhibitor registrations and that you have money on hand to make change. You may wish to make arrangements for additional help with exhibitor registrations on the Thursday evening and Friday morning of the fair weekend...
- Ensure that you have a copy of all Entertainment contracts so that you can issue payment.
- Ensure that the bank is provided with a breakdown of float money at least one week prior to the fair weekend and that arrangements have been made to borrow a money counter, for pickup of cash floats, night deposit bags and key.
- Prepare cash floats as authorized by the Board for Fair Board Food Booth, Gate Admission, Prize money for Juniors Exhibitors, Pedal Tractor show, Pet Show and any other event such as Truck/Tractor show and Demolition Derby.

- Create and deliver to Section Heads/Person-in-charge their judge's boxes as judging begins at 12 o'clock.
- Have a clearly labelled box/container for exhibitors to deposit their completed exhibitor sheets in.
- Ensure that rosettes and ribbons and Judges' book have been picked up for Livestock Directors and Horse Pull Directors on both the Saturday and Sunday of the Fair.
- Be available on both Saturday and Sunday to issue cheques for Fair related expenses such as entertainment and to prepare bank deposits.
  
- Junior prize money can be picked up during the fair weekend.
- Following the Fair make a list of ribbons and rosettes stock on hand.
- Issue cheques for Invoices, School Displays, Indoor and Outdoor competitions and prize money to exhibitors as soon as possible following the Fair. Deduct applicable membership fee. Note that some prizes are presented at the Awards Dinner.

#### **October**

- Complete issuing of cheques for invoices and exhibitor prize money.
- Issue cheques for grants to organizations/groups as authorized by the Board at the October meeting.
- Confirm registration for the OAAS District 4 Spring meeting. Representatives attending may include one of the Executive Officers/Directors and Secretary-Treasurer and anyone else authorized by the Board. Prepare payments for annual fees and fees for those attending the meeting (lunch).
- Prepare cheques requested for presentation at the annual awards night dinner and dance. Cheques will also be required for the hall rental, entertainment and caterer.
- Submit meeting room booking dates for the Town Park Recreation Facility for the upcoming year and confirm dates for the week of the Fair.

#### **November**

- Complete any year-end adjustments prior to the November 30<sup>th</sup> year-end
- Review records/documentation to ensure that all invoices and any other outstanding payments have been made and all receivables have been received.
- Prepare all records and information ready for delivery to the auditor in December.
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