

## SECRETARY JOB DESCRIPTION

- Attend Association meetings once a month or as required
- Prepare agenda for Association meetings –Assure compliance to open meeting laws
- Type minutes of Association meetings, record and distribute
- Pick up mail at post office box, check phone messages and e-mail. Sort file, distribute and answer correspondence, calls and e-mails,
- Maintain all computer and hard files
- Keep computer programs updated, Winfair (categories update annually from Premium Book), work with association for web site updates
- Be available for entry deadline day to be established by PCFA at years end.
- Work with Extension Staff to enter exhibitor information, print entry tags, prepare count of exhibits, print Judges sheets.
- Prepare all gate passes, nametags, season passes.
- Collect fees and contracts as directed by the board.
- Keep calendar of events at fairgrounds and share with board for approval.
- Post annual meeting at Fair and in newspaper. Advertise for any vacant positions on board.
- Prepare annual meeting report to include:
  1. Summary of attendance at fair
  2. Summary of exhibits & exhibitors at fair
  3. Summary of vendors at fair (work with treasurer to prepare report)
- Bring copies of agenda, bylaws, constitution and ballots for the public in attendance at meeting.
- Prepare State Reports
  1. Judges results report of each department with an attached separate signed affidavit of judge or judge's sheet
  2. Typed list of judges showing license number and departments judged
  3. Index of exhibitors with their addresses and amounts paid in premiums
  4. Two copies of the summary sheets showing payment of premiums by departments
  5. Secretary's affidavits
- Available for entry day and extended work during the fair.
- Inventory ribbons in September and order ribbons and awards for fair by February
- Calls diggers hotline one week before fair.
- Send out winter storage information
- Assist with Premium Book, and any solicitation letters
- Sends out contracts and prepare for board approval
- Send out potluck invitations
- Send out special award to paper after fair.
- Remind county to procure water sample as soon as water is turned on.
- Follow time line
- Any other duties as assigned