

**2020 - 2021 Committee Positions**

**ASC OF NSW NEXT GENERATION  
2020-21 EXECUTIVE COMMITTEE POSITIONS**

**Executive Committee**

President

Vice President x 3

Secretary

Treasurer

Publicity Officer

Executive Advisor

Group 15 Delegate x 2

ASA Delegate

Honorary Showgirl

Honorary Rural Achiever

Next Generation Group Delegates for 14 Groups (up to 2 Delegates per Group)

**General Committee**

## **2020 - 2021 Committee Positions**

### **Executive Committee**

#### **Executive Committee Position: President**

**Description:** To provide direction for the ASC of NSW Next Generation in achieving its goals through good communication, the management of teamwork, and delegation of responsibilities.

#### **Specific Responsibilities:**

- Provide leadership and support to the entire ASC of NSW Next Generation as well as all other show movements and groups
- Liaise between the ASC of NSW and the ASC of NSW Next Generation
- Liaise with the ASC of NSW Next Generation Group 15 Delegates
- Act as the public representative & spokesperson for the ASC of NSW Next Generation
- Maintain good communication between other Executive and General Committee members of the ASC of NSW Next Generation
- Oversee all programs being coordinated by the ASC of NSW Next Generation
- Attend regional and local shows as a representative of the ASC of NSW Next Generation
- Communicate regularly via email and be available on a regular basis for phone conversations
- Provide an annual report for ASC of NSW Next Generation Annual General Meeting
- Provide monthly reports to the ASC of NSW Next Generation Secretary on individual activity related to the group
- Assist secretary in obtaining contact details and communicate with Rural Achievers and Showgirls at functions at the Sydney Royal Easter Show
- Chair General & Annual General Meetings when present, or identify a proxy in their absence
- Liaise with other youth groups involved with the promotion of the show movement and agriculture, intrastate, interstate, nationally & internationally
- Promote the ASC of NSW Next Generation within the show movement
- Identify and liaise with potential members of the ASC of NSW Next Generation
- Attend events as the representative of the ASC of NSW Next Generation if invited
- Delegate coordination of events run by the ASC of NSW Next Generation to other willing committee members
- Coordinate with the Secretary to facilitate monthly teleconference meetings, AGM, and Executive Committee Strategic Planning meeting.

## **2020 - 2021 Committee Positions**

### **Executive Committee Position: Vice President - 3 Positions Available**

- **Vice President (Uniform/Merchandise)**
- **Vice President (Next Gen Group Delegate Program)**
- **Vice President (General)**

**Description:** To carry out a supporting role to the President and to coordinate and delegate other Executive Members and General Members under the specific portfolio of events and programs assigned. To promote and encourage young people's involvement in their local show, both as individuals and as part of show youth groups.

### **Specific Responsibilities:**

- Provide a supporting role to the President & carry out delegated duties
- Undertake Presidency roles in the President's absence.
- Coordinate sub-committees for events and programs identified and developed
- Identify and liaise with potential new members of the ASC of NSW Next Generation
- Represent the ASC of NSW Next Generation in public events when needed
- Check and reply to all correspondence
- Provide monthly reports to the Secretary on individual activity related the ASC of NSW Next Generation and attend monthly teleconference meetings
- Act as the public representative & spokesperson for the ASC of NSW Next Generation when President can not
- Maintain good communication between other Executive and Committee Members
- Attend regional shows as a representative of the ASC of NSW Next Generation
- Promote the ASC of NSW Next Generation within the show movement
- **Vice President (Uniform/Merchandise):** Order and dispatch all Executive uniforms. Provide General and ordinary members opportunity to purchase uniforms and facilitate order, delivery and payment. Order and dispatch merchandise including hats and stubby holders. Work with the Executive to design any new merchandise. Order or repair banners and flags as required and keep or keep track of their whereabouts with Executive members.
- **Vice President (Next Gen Group Delegate Program):** Coordinate the Next Gen Group Delegate program, monitoring delegates within their roles, acting as the main contact for all delegates, ensuring all delegates are meeting the requirements of the role and communication is effectively transferred to delegates and executive committee. Coordinate and Chair meetings of the Delegates, and table a report of these meetings to the Executive.
- **Vice President (General):** This position provides scope for the development of policies, procedures, new events and any additional support to the Executive to promote and further the development of the ASC of NSW Next Generation. A high level of energy and creativity is encouraged.

## **2020 - 2021 Committee Positions**

### **Executive Committee Position: Secretary**

**Description:** Maintain and organise records of the ASC of NSW Next Generation to ensure smooth flow of operations and efficient communication between ASC of NSW Next Generation Executive Members, General Members, ASC, Show societies, potential members and outside organisations.

### **Specific Responsibilities:**

- Become the ASC of NSW Next Generation Public Officer and liaise with Treasurer to complete A12 Annual Review Form
- Manage the ASC of NSW Next Generation main email ([info@ascnextgen.com.au](mailto:info@ascnextgen.com.au)) to enable efficient and timely communication
- Receipt new membership applications and welcome new members to the ASC of NSW Next Generation
- Maintain the membership database including mailing list and other contact details
- Keep updated forms relevant to ASC of NSW Next Generation and make these accessible for all Executive Members
- Distribution of emails from members of the Executive to the ASC of NSW Next Generation Members
- Coordination and distribution of meeting agendas for AGM, Executive and General Meetings in conjunction with the President
- Recording of meeting minutes and distribution of minutes within two weeks of meeting
- Distribution of membership forms to Showgirls, Rural Achievers and any other interested parties or individuals
- Compile monthly reports from all executive members for distribution to other executive members as required
- Work in close conjunction with the President to ensure efficient communication between all parties

## **2020 - 2021 Committee Positions**

### **Executive Committee Position: Treasurer**

**Description:** To maintain the financial business of the ASC of NSW Next Generation and ensure operations of the group are budgeted within available funds to ensure financial success.

### **Specific Responsibilities:**

- Complete and submit the A12 Annual Review Form in line with ASIC requirements
- Maintain the accounts and financial records of the ASC of NSW Next Generation through the nominated accounting software
- Providing access to the ASC of NSW Next Generation accounting software to the ASC of NSW
- Prepare timely financial reports for Executive and General meetings
- Prepare an annual financial report for tabling at the AGM
- Manage sponsorship funds
- Manage scholarship funds
- Ensure the payment of ASC of NSW Next Generation accounts and invoices within 30 days
- Follow up on all monies to be paid to the ASC of NSW Next Generation including creation of invoices for individuals and organisations
- Set budgets, and track their progress throughout the year, ensuring budgets are adhered to
- Manage payments and income for all events held by the ASC of NSW Next Generation (this can be time consuming around the time of the event)
- Report and advise the ASC of Next Generation Executive Members on financial standings of the organisation throughout financial year including attending monthly Executive meetings
- Manage the ASC of NSW Next Generation Treasurer email ([treasurer@ascnextgen.com.au](mailto:treasurer@ascnextgen.com.au)) to enable efficient and timely communication

## **2020 - 2021 Committee Positions**

### **Executive Committee Position: Publicity Officer**

**Description:** To coordinate and encourage the promotion of the ASC of NSW Next Generation through the development of promotional materials and educational tools. Manage and update all social media platforms including the website.

### **Specific Responsibilities:**

- Update Facebook, Twitter and Instagram - this is a continuous job that needs attention regular attention
- Ensure website details are current and content is regularly updated and monitored
- Provide information to newspapers and radio media when required especially in the leadup to ASC of NSW Next Generation events
- Develop and distribute Press Releases when required, or at the request of other Committee Members
- Investigate new and alternative means of promoting the ASC of NSW Next Generation
- Liaise with show societies and youth groups for articles to promote agricultural shows
- Respond to all requests and messages on social media, and coordinate with President to ensure all contact is appropriately answered
- Provide the Executive committee with regular updates on all ASC of NSW Next Generation Publicity
- Liaise with potential corporate sponsors
- Present report on summary of the year to AGM
- Manage the ASC of NSW Next Generation Publicity Officer email ([publicityofficer@ascnextgen.com.au](mailto:publicityofficer@ascnextgen.com.au)) to enable efficient and timely communication

## **2020 - 2021 Committee Positions**

### **Executive Committee Position: Executive Advisor**

**Description:** To provide support to all Executive and committee members and encourage teamwork and communication whilst providing prior knowledge from previous involvement in the ASC of NSW Next Generation.

### **Specific Responsibilities:**

- Must be the immediate past President of the ASC of NSW Next Generation
- Provide a hand over for the incoming President, particularly in regards to corporate governance requirements, constitution and communication with ASC
- Provide a supporting role to each Committee position
- Be available to respond to emails and phone calls from and regarding the Executive
- Communicate ideas and suggestions to the committee

## **2020 - 2021 Committee Positions**

### **Executive Committee Position: Group 15 Delegate to ASC - 2 Positions Available**

**Description:** To liaise and communicate matters between the ASC of NSW and the ASC of NSW Next Generation through the position and represent the ASC of NSW Next Generation as a Group 15 Delegate.

#### **Specific Responsibilities:**

- Have a thorough knowledge and understanding of the ASC of NSW, ASC of NSW Next Generation and country Shows
- Have the ability to attend ASC of NSW Board Meetings held in Sydney, and present a report on ASC of NSW Next Generation at these meetings
- Have or have had a large involvement in the ASC of NSW Next Generation
- Would like to progress into a position on the ASC of NSW in the future
- Represent the contingent in a professional manner and communicate matters of the ASC of NSW Next Generation
- Acting as a spokesperson and public representative on behalf of the ASC of NSW Next Generation if or when required
- Provide reports to the ASC of NSW Next Generation Executive (members if required) after each ASC of NSW meeting
- Provide monthly reports to the ASC of NSW Next Generation Secretary of individual activity in relation to the ASC of NSW Next Generation or participate in monthly teleconference meetings
- Be prepared to join sub-committees at the request of the ASC of NSW



## **2020 - 2021 Committee Positions**

### **Executive Committee Position: Honorary Showgirl and Rural Achiever - 2 Positions Available**

- **Honorary Showgirl**
- **Honorary Rural Achiever**

**Description:** One *The Land* Sydney Royal Showgirl State Finalist and one RAS Rural Achiever from the current year will be provided the opportunity to join the ASC of NSW Next Generation Executive Committee. The role is both an opportunity to understand the inner workings of the ASC of NSW Next Generation whilst gaining corporate governance experience and give feedback and contribution to the respective competition.

### **Specific Responsibilities:**

- Be a representative of their year's alumni of state finalists in feedback on the competition and ideas for the future of the competitions
- Communicate ideas and suggestions to the committee
- This position provides scope for the development of new events to promote and further the development of the ASC of NSW Next Generation, and a high level of energy and creativity is encouraged
- Liaise with ASC of NSW and RAS and all local shows about respective competitions when required

## 2020 - 2021 Committee Positions

### Executive Committee Position: Next Generation Group Delegate (up to two per Group)

**Description:** To create and maintain a strong relationship between local Show societies within the nominated Group and the ASC of NSW Next Generation. You are also required to promote the role and achievements of the ASC of NSW Next Generation, increase membership and offer assistance to local Show societies for the establishment and development of youth initiatives. It is imperative that you maintain consistent open communication with the secretaries of local Show societies within your Group, and the ASC of NSW Next Generation Executive Committee.

### Specific Responsibilities:

- Attend Group Meetings and communicate information from ASC of NSW Next Generation. This would include information in regards to our purpose, role and achievements, upcoming events, and ways we can assist at local Shows.
- Attend ASC of NSW Next Generation Executive Committee and Delegate Meetings and provide updates in regards to your communications with the local Show societies within your Group
- Facilitate the implementation of the Next Generation Ribbon initiative at local shows within your Group
- Provide a report on the Next Generation Ribbons awarded at local Shows to the Publicity Officer within two weeks of awarding including photos for social media
- Attend local Shows within your Group
- Attend local Show Committee meetings within your Group, maintaining regular meeting attendance at least one Show Society in your Group
- Assist in the running of events at local Shows within your Group
- Assist with a membership audit to ensure that the ASC of NSW Next Generation Members within your Group are current financial members of their local Show societies
- Promote and encourage the establishment of new ASC of NSW Next Generation Members
- Liaise with local schools within your Group to increase the involvement of students at their local Show. This may be via the encouragement of school-based entries or the promotion of young judging through their agriculture program.
- Assist in the Group Finals of the Young Judges and Paraders Competition of your Group
- Attend the Zone Final for *The Land* Sydney Royal Showgirl Competition within your Group
- Contact your ASC of NSW Group Delegates and propose a 'mentor' type relationship
- Maintain regular communication with your ASC of NSW Group Secretary, President and Group Delegates

## **2020 - 2021 Committee Positions**

### **General Committee**

**Committee Position:** General Committee

**Description:** To liaise with the ASC of NSW Next Generation Executive members and assist in the running of the group and events

**Specific Responsibilities:**

- Assist when able in the organisation and operation of ASC of NSW Next Generation events
- Attend local Shows and assist in the awarding of Next Generation Ribbons when requested by the ASC of NSW Next Generation Group Delegates
- Be prepared to join sub-committees when requested to by the ASC of NSW Next Generation Executive
- Be innovative with ideas that the ASC of NSW Next Generation can implement