

As **Secretary** shall:

- a) attend all meetings of the Society and keep an accurate record of the proceedings of these meetings
- b) keep a record of:
 - (i) all business transactions of the Society
 - (ii) all constitution changes by the Society
 - (iii) all amendments to the constitution and bylaws of the Society
 - (iv) all reports of committees that may from time to time, be appointed by the Society and
 - (v) all annual statements and financial and auditors reports
- c) prepare and distribute minutes and agendas of monthly board and executive meetings
- d) pick up and distribute all incoming correspondence of the society
- e) arrange for monthly board meetings at the Town Hall
- f) make the arrangements for and prepare appropriate documents for the Annual General Meeting of the Society
- g) purchase office supplies as required keeping within the budget allocation
- h) prepare and distribute (donation/sponsorship/specials) letters as well as arrange for follow up by members of the Society
- i) work with the Home Craft Representative to make approved changes to the fair book
- j) attend (if possible) the annual OAAS convention
- k) attend as (or arrange for a) chaperone for the Fair Ambassador including reserving room(s) and convention registration(s)
- l) attend District 4 meetings (spring and fall) with other members of the society as available
- m) report to the board on any pertinent matters as required from time to time and as directed by the constitution of the Society
- n) arrange for and invite any officials to attend the fair as requested by the society
- o) distribute fair passes to volunteers and others as directed by the constitution of the society
- p) arrange for bookings of any facilities used for annual fundraiser events

- q) arrange for waivers from parents to be signed for Poster Competition for use on Fair Book and Website.
- r) Arrange for waivers to be filled out by exhibitors for any specials we are offering from other companies
- s) DUTIES AT FAIR TIME
 - (i) assist with the opening ceremonies
 - (ii) assist with the office including registration of fair exhibitors (Thursday noon to 10:00 pm, Friday & Saturday 8:00 am to 10:00 pm and Sunday 9:00 am to 12:00 pm)
 - (iii) assist with questions and concerns of the public, committee members, directors, staff and volunteers
 - (iv) arrange for volunteer appreciation during the fair and after the clean up