

Collingwood Agricultural Society: Administrator Job Description

Compensation: Starting at \$30,000. Mileage and additional expenses may be negotiated with the successful candidate.

Roles and Responsibilities

General Role

- Be the first contact of the Collingwood Agricultural Society (CAS) by email and phone.
- Must maintain a courteous and friendly attitude with any and all people they come in contact with while performing Society business.

Administrative Responsibilities

- Oversee general office administration and financial management tasks, including but not limited to accounts payable and receivable, preparation of monthly bank reconciliation, bank deposits, preparation of cheques, maintain records of donations/sponsorships, prepare charitable receipts, etc.
- Report monthly to the President/Executive a list of administrative tasks performed.
- Pick up mail at the post office on a regular basis. Distribute all incoming correspondence to Board members or Executive Committee for their review. Ensure that all correspondence is dealt with in a timely manner including responding to e-mails and phone inquiries(phone will be provided by the CAS).
- Coordinate Annual General Meeting, Executive Committee and Board of Director's meetings, and Property Committee meetings including scheduling, arranging for Zoom participation, advertising, agendas, minutes, and related documentation.
- Provide copies of proper documentation (if available) to Directors, chairpersons, volunteers, etc. to support the scope of work they are participating in.
- Provide administrative support for events and rentals, as requested.
- Provide support for the completion of funding opportunities and retain copies on file.
- Keep and maintain accurate and easily accessible records of Society articles, minutes, financial statements, contracts, the Constitution, policies, procedures, and all other event files.
- Record and provide timely minutes of Board meetings, Executive meetings, Property Committee meetings, and any other requested meetings.
- Provide support and assist the appropriate committees with reviewing and updating key documents, including the CAS Constitution and the Policy & Procedures Manual.
- Work with the Vendor committee chair to collect fees, oversee contracts, and ensure insurance requirements are met.
- Maintain relationships with suppliers, sponsors, and service providers; oversee contracts, solicit, and book products and services.
- Support the Executive and committee chairs in overseeing organizational compliance with applicable permits, licensing, and insurance requirements throughout the year.

Fair Specific Responsibilities

- Coordinate and support committee chairpersons with their administrative needs before, during, and after the Fair, including but not limited to registrations and payouts.
- Ensure the office is staffed during all Fair hours.
- Oversee and provide support to committee chairs to ensure that tasks are completed on time.
- Ensure that completion timelines are being met for the prize book, event brochure, necessary signage is ordered, and that any other equipment and permits are procured in a timely manner.
- Assists with the procurement and inventory of Fair-related supplies, including but not limited to ribbons, fire extinguishers, and volunteer clothing inventory.

- Prepare Committee packages that include ribbons, name tags, President's Reception invitations, and any other pertinent information.
- Prepare and ensure delivery of neighbour, sponsor, vendor, and entertainer passes, along with any other Fair communications by September 1st, in collaboration with respective committees.
- Support the President in preparing invitations for special guests and dignitaries.
- Prepare payment for contractors, including entertainers, judges, etc.
- Prepare and mail prize cheques within 30 days of the Fair and provide communication to the Board if delayed.

Communication Responsibilities

- Represent CAS at meetings with stakeholders, including events led by the Ontario Association of Agricultural Societies (OAAS).
- Attend the spring and fall District 5 meetings.
- Attend the OAAS Annual Conference biennially, with registration and accommodation expenses reimbursed.
- Act as liaison contact with the Ontario Association of Agricultural Society (OAAS), Ministry of Agriculture, Food and Agribusiness (OMAFRA), the Canadian Food Inspection Agency (CFIA), and other organizations.
- Compile and maintain membership list and database of Officers, Directors, Associate Directors, and Committee Chairs.
- Support the organization with applications for awards, bursaries, and other forms of volunteer recognition.
- In collaboration with Committee Chairs, prepare and distribute event materials for other CAS events such as event posters, website updates, or sponsorship packages.
- Update the Assist Expo prize database for the current year.
- Compose letters, notices and thank-you notes as required by the Board.

Job Skills/Requirements

- Education: Post-Secondary Education in Business Administration or equivalent with a minimum five years; experience preferably in a non-profit environment.
- Experience working with a volunteer Board of Directors, Committee Members, and volunteers.
- Knowledge of and appreciation for agriculture is considered an asset.
- Above average skills using Microsoft Office (Word, Excel, Outlook, PowerPoint), WordPress, and Canva.
- Experience with computerized accounting software, preferably QuickBooks Online.
- Excellent oral and written communication skills.
- Ability to act as an effective liaison for the Society, demonstrating strong interpersonal and communication skills to build and maintain relationships with a wide range of stakeholders.
- Skilled in representing the Society's interests, promoting its initiatives, and creating meaningful connections that encourage participation, collaboration, and long-term community involvement.
- Demonstrated abilities to promote team work, self-management, accountability and flexibility/adaptability.
- Willing to participate in training as required.
- Available a minimum of 3 evenings per month to attend meetings or other functions.
- Must be present at the Fairgrounds 5 days a week during the month of September, including the entire weekend of the Fair, and the week following the Fair.
- Access to secure, reliable Internet.
- Criminal Record Check, including a Vulnerable Sector Check, required upon hiring of the successful applicant and to be renewed every three years.

- Must have access to reliable personal transportation, for the purpose of accessing the Fairgrounds, post office, and other Fair partners in South Georgian Bay.
- Must adhere to CAS Code of Conduct and Confidentiality Agreement

Relationship

The independent contractor will provide the independent contractor's services to the Organization as an independent contractor and not as an employee.

Accordingly:

- The independent contractor agrees that the Organization shall have no liability or responsibility for the withholding, collection, or payment of any taxes, employment insurance premiums, or Canada Pension Plan contributions on any amounts paid by the Organization to the independent contractor or amounts paid by the independent contractor to its employees or contractors. The independent contractor also agrees to indemnify the Organization from any and all claims with respect to the Organization's failure to withhold and/or remit any taxes, employment insurance premiums, or Canada Pension Plan contributions.
- The independent contractor agrees that as an independent contractor, the independent contractor will not be qualified to participate in or to receive any employee benefits that the Organization may extend to its employees.
- The independent contractor is free to provide services to other clients, so long as such other clients are not in competition with the Organization and so long as there is no interference with the independent contractor's contractual obligations to the Organization.
- The independent contractor has no authority to and will not exercise or hold itself out as any authority to enter into or conclude any contract or to undertake any commitment or obligation for, in the name of, or on behalf of the Organization.

Confidentiality and Intellectual Property

- The independent contractor hereby acknowledges that it has read and agrees to be bound by the terms and conditions of the confidentiality and code of conduct information agreement which forms an integral part of this Agreement. If the independent contractor retains any employees or contractors of its own who will perform services hereunder, the independent contractor shall ensure that such employees or contractors execute an agreement no less protective of the Organization's intellectual property and confidential information than the attached agreement.
- The independent contractor hereby represents and warrants to the Organization that it is not a party to any written or oral agreement with any third party that would restrict its ability to enter into this Agreement or the Confidentiality and Proprietary Information Agreement or to perform the independent contractor's obligations hereunder and that the independent contractor will not, by providing services to the Organization, breach any non-disclosure, proprietary rights, noncompetition, non-solicitation or other covenant in favor of any third party.
- The independent contractor hereby agrees that, during the term of this Agreement and for (1) one year following the termination hereof, the independent contractor will not (i) recruit, attempt to recruit, or directly or indirectly participate in the recruitment of any Organization employee or (ii) directly or indirectly solicit, attempt to solicit, canvass or interfere with any customer or supplier of the Organization in a manner that conflicts with or interferes in the business of the Organization as conducted with such customer or supplier.