

DUTIES OF THE PRESIDENT OF THE MAS

1. Call for meetings monthly & set date and place if not noted in minutes.
2. Attend all Meetings to chair them. If you cannot be present the Vice President should conduct the meeting.
3. See that the bylaws of the Association are upheld. Ensure that a Review of these bylaws is done every couple of years.
4. Ensure that activity planning of the Fair, as laid out in the schedule of months, gets accomplished.
5. Make sure the bills are directed to the treasurer then are paid. Especially Remembering bills for the Canada Post Mailbox, SOCAN, OAAS fees, and OAAS Convention fees that need to be paid early in the year. Hydro comes out monthly.
6. Deposit collected money in bank account when necessary.
7. Ensure adequate valid insurance has been secured for the society and proof of such is had by the vendors including the midway that is hired. The Mohawk Agricultural Society members and Executive & Directors must be covered in case of emergency. You don't want to be on the hook if someone has a lawsuit. Check date of policy for payment schedule. Have an Insurance representative come and speak to members about policy updates.
8. Divide up the duties of the secretary if necessary, into Minute taking, Email, Fair Book Updates & Printing, Fair Day Prep- Judges Sheets & Ribbons
9. Attend District meetings of OAAS- we are District 3 and the OAAS Convention in February if possible.
10. Ensure the grounds Crew or Foreman check work to be done so that the Buildings and grounds are kept in good working shape. You can contact the Housing Department for some help with the buildings if necessary.
11. Encourage members and new members to pay their \$10 dues for the year as part of fundraising efforts.
12. Encourage fundraising and the collection of donations towards the Fair.
13. Check the mailbox #326 in Shannonville regularly. Ensure the yearly fee for the box is paid as well remembering to give band number for tax discount.
14. Ensure any necessary supplies are ordered for directors.
15. Write a yearly message for the Fair book.
16. Write and make a welcome speech for Fair Opening Ceremonies
17. Contact Dignitaries for Opening Ceremonies or delegate this to Vice President.
18. Keep track of Building & Gate Keys and the turning on and off of the Hydro.
19. Work alongside the Director of Events to stay on budget and have a workable plan of events. Remind events coordinators of waivers to be signed on Fair days.
20. Oversee the Director of Vendors- re accounting, grounds layout, proofs of insurance & waivers etc.
21. Encourage & support all volunteers for their efforts remembering to say Thank you.
22. Negotiate & Sign Midway contract if members agree to it.
23. Other duties as needed to create an amazing experience for volunteers & fair goers

DUTIES OF THE VICE PRESIDENT OF THE MAS

1. Assist President as requested.
2. Step in to take over the duties when the President is not available e.g. Chair meetings, Deal with emergencies, Check on events during Fair Days.
3. Help with Fundraising
4. Encourage and help the volunteers in their jobs
5. Do deposits if necessary & be a signatory on cheques
6. Assist other Directors as needed.
7. Attend all meetings and give ideas & suggestions.
8. Be present to help during Fair week set up & Fair Days.

DUTIES OF THE SECRETARY OF THE MAS

- 1) Attend as many meetings as possible and take minutes. If you cannot be there, find another person to take minutes and store a digital and printed copy for each meeting held.
- 2) Send a copy of the minutes out to the President and MAS members via email with a reminder of the next meeting date, time, and place. Ask the minutes to be checked for errors or omissions.
- 3) Check and respond to the MAS email (mohawkagsoc@gmail.com). Mail is usually emailed from OAAS (Ontario Association of Agricultural Societies) and not sent in hard copy. Forward any important information or correspondence to the MAS president as soon as possible. Take pertinent email to the next meeting to be read when the President asks if any correspondence has been received during the month. Please notify the president or chair of the meeting if they do not ask.
- 4) Any mail that is hard copy will be mailed to our mail box in Shannonville post office and picked up either by the president or the treasurer. Any important information will be forwarded to the secretary to respond to.
- 5) ALL Correspondence needs to be responded to.
- 6) Fair Book compilation has also fallen to the secretary the last few years unless there is a volunteer to do it. Check with the Main Hall Director for any changes that need to be typed in and the person who is collecting the advertising to be inserted into the book (make sure to stress that all ads MUST be in digital format). A cover has to be created also (for branding purposes it has remained the same for the past few years though this year the MAS decided to go back to exhibitor generated covers), and the president's message needs to be typed to insert (this has remained largely the same for the past 5 years). All of the material when obtained has to be synced into booklet form so that it is complete for printing.
- 7) When the Prize list is compiled the appropriate number need to be ordered (usually 800+) early enough to be distributed 3 (three) months before the fair.
- 8) Letters of invitation to guests the MAS has decided to invite need to be written and mailed at the appropriate time, usually 3 (three) months before the fair date.
- 9) Name tags need to be printed for volunteers.
- 10) In past years Norma Maracle and Caroline Brant have co-ordinated the prize monies listed on the Judging Sheets for each exhibitor so the treasurer will make available the exact amount each exhibitor will receive, but if they do not do it, it is the secretary's task to do this.
- 11) The secretary will have ordered the exhibitors tags and prize stickers, and large rosettes (special over all ribbons given to the judges' choice in each class) and have the appropriate number available for distribution on judging days.
- 12) The secretary will have Judging Sheets (14X18) prepared for each section according to the new prize list for the year.
- 13) The secretary will attach the prepared the judging sheets onto the clip boards available in MAS office along with the appropriate number of prize stickers for each class and the large rosettes and a pen.
- 14) At year end assist, after the financial books have been audited and signed, the President to complete the grant forms from OAAS that will email to the secretary and have them ready to email to OAAS before February 1. Keep a copy of this report on file in hard copy as well as in a computer file.

DUTIES OF THE GATES FOREMAN OF THE MAS

1. Start to contact volunteers on the list (Around July if fair is in Sept) or as soon as possible
2. Put volunteers in the time slots until full but have backup as people tend to have other plans giving short notice.
3. Make Admissions Gate costs for the weekend for both Main and West End gates and post on the outside of booth.
4. Place a copy of the completed volunteer sheet up inside both booths of those who are working on the gate for the weekend
5. Ensure there are garbage cans on either end of fair grounds or just supply a garbage bag for West End gate as there is usually a garbage can for the Main gate. **For Friday night, possibly block off ½ of the parking area on the West End where the Car Show people park if it is going to rain.** We use the bottom half for parking for the derby. Please ask for lights to be set up for each gate as it gets dark early.
6. Ensure that all your volunteers have water to drink if needed. NOTE: If anyone is to leave to have a bathroom break, they must leave their pouch at the booth with other volunteers. Never take it with you.
7. When starting up for Friday afternoon, get the cash, cash boxes, aprons and walkie talkies from the office along with the pouch to transport money and bracelets in and place at each booth.
8. When collecting the money as needed, place in pouch and take it to the office where it is counted by you and the treasurer. (Both main and west gate). A Commissionaire is to ride with you at all times when they are on the grounds. Let the Treasurer know what you need in bills and coins and also bracelets and it gets recorded before you take the float back to the gate entrances. Also take to the office any large bills as soon as possible to minimize the amount of cash we have at each gate.

NOTE: Please do not let the money and bracelets get down too low as it takes time to go to the office to count out what is needed and recorded. If you run out of bracelets before you get back to the gates, people have to wait there until you return with them and hand them out to those who have paid.

9. Make notes of any improvements for the following year.
10. Ensure you have a golf cart to go back and forth from each gate.
11. The vendors, Exhibitors and carnival people are to have a different color bracelet or card-they must show you when entering the grounds. If not, they have to pay.
12. The empty cash boxes and aprons can stay inside the booths for the weekend. Get the daily float every morning in the office by the Treasurer.
13. Walkie talkies are to be taken to the office every night and picked up in the morning for each gate along with the float for the morning.
14. Collect everything Sunday afternoon and take back to the office for next year.

Christine Sliwa & Lenny Maracle have previous knowledge of Gate Operation

Each person on the gate gets 50 bands
50x5 = \$250.00

Directors and Judges that are working at the fair have name tags and ribbons

Midway may have a pass from the Midway but give them a band to wear & show as vendors otherwise they pay to get back in

Exhibitors have Cards can be exchanged for complimentary bracelet

Vendors have bracelets that are one colour for the whole weekend that are different from general admission. Each vendor booth gets 2 bracelets.

Complimentary weekend passes have been red check boxes for previous year's bracelet colours and change up for next year.

Order enough different coloured bracelets as needed. Typically, approximately 1500 for Friday, 1000 for Saturday, 1000 for Sunday, PLUS enough for workers and vendors.