



## **SOUTH AUSTRALIAN STUD MERINO SHEEPBREEDERS' ASSOCIATION INC.**

### **POSITION DESCRIPTION - EXECUTIVE OFFICER**

South Australian Stud Merino Sheepbreeders' Association Inc. ABN: 21 254 813 645 is a not for profit organisation with 120 members representing registered Merino and Poll Merino sheep Studs in South Australia. The Management Committee of the Association has 12 elected members and six Life Members. The Association is a member State of the Australian Association of Stud Merino Breeders Limited, ACN 003 352 930.

1. Carry out the duties of the Executive Officer as set out in the Rules of the Association.
2. Maintain the Association's office, located on the Adelaide Showground Wayville, as directed by the Management Committee.
3. Maintain the financial records of the Association and produce relevant reports, including preparing BAS reports.
4. Maintain the Australian Merino Flock Register for South Australia as determined by The Australian Association of Stud Merino Breeders Limited.
5. Distribute and record the Association Regulation Shearing Tags, organise the collection of mid-side samples, test with AWTA and distribute results. Collate and present the Adelaide Show Merino exhibit and class details, prepare and advertise the SA Stud Merino and Poll Merino Sale catalogue.
6. Assist with the running of the Schools' Merino Wethers Competition at the Royal Adelaide Show. Organise the Royal Adelaide Show Merino Social Function.
7. Attend meetings of the Association and the Management Committee and record the Minutes of meetings and produce all relevant correspondence.
8. Maintain close relationship between all members, the Management Committee, and sponsors of the Association.
9. Organise and attend the S.A. Stud Merino Expo at Burra annually, and attend the biennial Broken Hill Agfair.
10. Oversee the production of the South Australian Stud Merino Annual Directory with Fairfax Media.
11. Actively promote the Association as directed by the Management Committee which includes a close association with Fairfax Media.
12. Carry out such other duties as the Management Committee may direct.

The position is offered as 30 hours per week, although hours are flexible in line with the requirements and demands of the position.

For further information or a discussion regarding the position contact The President; Ian Michael on 0409 692 891 or [nyowee@bordernet.com.au](mailto:nyowee@bordernet.com.au)

August 2017