



National Sheep Association
Marches Region

Job Description for NSA Marches Region Secretary

Responsible to: NSA Marches Region Chairman and NSA Marches Region Committee.

Key relationships with: NSA Marches Region Chairman, NSA Marches Region Office Holders, NSA Marches Region Committee, NSA Marches Region members, and NSA Head Office.

Job summary: NSA is a membership charity supporting and promoting sheep farming the UK. NSA works within a structure of nine regions throughout the UK and this role will support the operation of NSA Marches Region by providing administration and organisational support for regional committee meetings and events throughout the year, and ensure a good working relationship with NSA Head Office.

Key responsibilities:

- Organise and communicate four regional committee meetings (including the Annual Regional Members' Meeting) per year.
 - Book meeting room, catering and speakers where required and process associated invoices.
 - Communicate an agenda and information to committee members (and regional members where appropriate).
 - Take minutes and circulate in a timely fashion.
- Organise up to four regional events for members per year, such as farm walks, joint industry meetings etc. These may be linked to committee meetings or be separate.
 - Book venues, catering and speakers where required and process associated invoices.
 - Communicate information to committee members and regional members.
 - Work with NSA Head Office to promote event in advance and report on it afterwards.
- Take a leading role in organising the biennial NSA Marches Region Next Generation Day, with support from Regional Chairman and Committee and incorporating the NSA Marches Region Next Generation Shepherds Competition.
 - Design an appealing day for young people in sheep sector with appropriate content and venue.
 - Work with NSA Head Office to promote event in advance and report on it afterwards.
 - Source event general requirements, including refreshments, judges, speakers, prize cards, trophies, photographer etc
 - Produce/source written materials needed on the day, e.g. score cards
- Take a leading role in organising NSA Marches Region support of the biennial NSA Sheep Event, ensuring volunteers are provided to help with the setup, running of and breakdown of the event.



Chief Executive: Phil Stocker
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- Attend regional managers' meetings organised by NSA Head Office (typically three per year, held at NSA Head Office in Malvern, Worcestershire) and be a proactive member of the NSA UK team.
- Manage the region's finances
 - Work with NSA Marches Region Chairman/Regional Committee to manage annual/biennial budget.
 - Provide monthly bank statements to NSA Head Office.
 - Provide invoices to NSA Head Office to pay, and request any invoices for income to be raised.
 - Collect and provide expenses forms for NSA Marches Region Office Holders and provide to NSA Head Office to pay.
- Work with NSA Head Office and NSA Marches Region Chairman/Regional Committee to ensure the region runs in accordance with the NSA Articles of Association and NSA Regional Operating Guidance.
- Work with NSA Marches Region Chairman to ensure optimal regional input into and consistency with national NSA activities, such as supporting NSA Marches Region Office Holders in attending NSA committee meetings, and shaping NSA Marches Region Committee Meeting agendas around NSA activities and priorities.
- Work with NSA Marches Region Chairman to meet bimonthly deadlines for regional content in NSA Sheep Farmer magazine.
- Support NSA Head Office in membership recruitment activity in the region.

Conditions of work:

- Flexible role based from home but with required attendance at specific meetings and events.
- Some travel required within NSA Marches Region (Gloucestershire, Herefordshire, Shropshire, Warwickshire and Worcestershire).
- Annual honorarium of £1,000, to be paid in four equal amounts through the year, plus reasonable expenses.



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