

HAYLING ISLAND HORTICULTURAL SOCIETY

CHIEF STEWARD - JOB DESCRIPTION

PURPOSE:

- To manage people, layout and activities at the Community Centre show site.
- This job needs someone who is good at organising people and events.

PRINCIPAL TASKS:

- To be a member of the Show Sub committee.
- To plan the layout of the show site.
- To recruit and task the show team, all stewards and helpers, including the plant stall.
- To manage the show preparation on Friday evening and clearance on Saturday evening.
- To assist the Show Manager in running the show during the staging, judging and open to the public periods, in particular by supervising and coordinating the show team.
- To maintain a list of all show team names, addresses and telephone numbers. To recruit new members to the team.
- To take responsibility for the tables and any other equipment owned by the Society and stored at the Community Centre and the Trading Centre.
- To inform the Admin Assistants after the Autumn Show of all stationery requirements.
- To provide zero entries following the three shows to the Show Subcommittee for an update of year book.

PRIOR TO THE SHOW DAY:

- Allocate space on show benches for each class in show.
- Assign two stewards to each judge.
- Prepare judges cards for the stewards listing classes for each judge and include details of any special awards such as "*Best in Show*".

ON SHOW DAY:

- Provide stewards packs to include judge's card, prize stickers, comment and NAS cards and equipment needed by judges.
- Assist exhibitors uncertain of the rules and procedures.
- Ensure that only authorised persons are in the hall during judging.
- Interpret any anomalies in schedule and inform judges if required.
- Act as arbiter in cases of dispute.
- Be available for questions and queries during judging.
- Ensure that judges sign cards and diplomas and are returned to the Show Recorders.

END