



AGENDA

SECRETARIES' AND EXECUTIVES' WORKSHOP

TIME	SESSION	REMARKS
from 9am	Registration & arrival tea and Coffee	
9.30am	INTRODUCTION	
	Welcome and Overview	Why is this workshop important
	What are the desired outcomes	What do you want out of the day
10am	QCAS HANDBOOK	
	Show Dates	A discussion on the complexities and issues surrounding Show Dates
	Affiliation and Elected Executives	Why affiliation is important and why the information is required by QCAS
	Rain Protection	The importance of Rain Protection and a review of the rules and requirements
	Showmens Guild Agreement	An introduction to the SGA Agreement and how it can work for you
	Banned Items	A review of the Banned Items list and how to manage this during your Show
	Insurance	A review of all Insurance forms and requirements
	Meritorious Awards	When should Meritorious Awards be considered and how to apply
	General Rules	A review of the General Rules pertaining to Shows and what impact they have on your Show
	QCAS Competitions	A look at the procedures for getting your competitors to State level for QCAS competitions
1pm	LUNCH	
1.45pm	GOVERNMENT PROGRAMMES	
	Blue Card	What is the current ruling and who manages this
	Liquor Licensing	How to ensure you comply and still run a successful bar
	GST	Ruling on GST for Gate Takings
	Queensland Ambulance	How to reduce costs without increasing risks
2.45pm	RISK MANAGEMENT	
	Forms	A review of what forms are required and how to manage risk at your Show
	Indemnity	What indemnity forms achieve and when they should be used
3.00pm	ADMINISTRATION	
	Meetings	Agendas, Minutes and Responsibilities of the Secretary
	SHOWDAY Programme	An overview of this DATABASE
	Website & Email	A look at the QCAS Website and how it can work for you
	Secretary's Guide	A look at requirements for a new Secretary
	Entertainment	How can we ensure quality entertainment at an affordable price
	Conference outcomes	A quick look at the outcomes from the 2008 Laidley Conference
	Youth initiatives	What is QCAS doing to encourage youth and what can you do
3.55pm	Wrap up and final remarks	A review of the day and a look at the outcomes
4.00pm	Workshop concludes	

SUPPORTING QUEENSLAND SHOWS

2009 WORKSHOP PROGRAMME

An initiative of the Queensland Chamber of Agricultural Societies
And supported by Qld Government Show Societies' Grant

These workshops are participative and input from delegates will be essential to the success of the day
Please bring your Show Societies QCAS Handbook
The workshops are not bound by Sub Chamber areas and delegates are encouraged to attend the most appropriate workshop to suit travel arrangements