

POSITION OVERVIEW:

TIME - FRAME FOR POSITION

TWO YEAR TERM

RECOGNITION & REWARD OFFERED FOR THIS POSITION

1. PSQ affiliation paid for current year

SKILLS

- 1. **LEAD:** Skills to lead a team, good listening skills and a positive attitude to team work
- 2. **PEOPLE PERSON:** High standard of oral communication, interpersonal skills and the desire to work as part of a team
- 3. **ATTENTION TO DETAIL:** Experience and understanding of financial management, reporting and general administration required for a Company of our size

OBJECTIVES OF THE CHAIRPERSON:

- Motivate the board to maintain a positive, modern, forward-thinking approach to the Company development.
- As the leader, represent the Company in a professional, positive and appropriate manner
- Ensure the organisation is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the organisation’s policies and procedures
- Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgment

KEY OBJECTIVE

To lead the volunteers (and paid staff) positively through the ongoing growth and development of the organisation on behalf of and for the benefit of existing members and potential members from the community

TYPICAL DUTIES OF THE CHAIRPERSON

- Attend and actively participate in Board meetings
- Manage Board Meetings.
- Manage the Annual General Meeting.

BOARD APPLICATION FORM

- Represent the Company where required.
- Be a supportive leader
- Be well informed of all Company activities.

- Be aware of the future directions and plans.
- Ensure that planning and budgeting are carried out
- Understand the constitution, rules and the duties of all Board members

CONSTITUTIONAL REQUIREMENTS

- Chair General Meetings of the Association.
- Chair meetings of the Board.
- Work with the Board and staff to provide leadership to the Association.
- Represent the organisation on delegations, at meetings with important external bodies, at important functions and in the media.
- Regularly meet with the staff, based on the principles of mutual support and "no surprises".
- Coordinate the performance planning and assessment process for the staff.
- Manage the implementation and delivery of all policy and procedural needs of the organisation.

Other duties shared by all Board members.

- Maintain a good working knowledge of the constitution, rules and the duties of Directors
- Be well informed of all organisation activities and be aware of the future directions
- Be supportive to organisational members
- Function as a key player in the delivery and evaluation of the operational plan requirements and outcomes
- Prepare for Board meetings
- Attend and actively participate in Board meetings
- Organise and delegate tasks
- Undertaking any assignments given by the Board
- Manage the internal communication standard
- Attending Association functions

BOARD APPLICATION FORM

COMPANY

PISTOL SHOOTING QUEENSLAND LTD

POSITION

COMPANY CHAIRPERSON

TERM

Two Years

CURRENT POSITIONS AVAILABLE

1. Chairperson
2. Director (Communication)
3. Director (Competition /Events)

APPLICANT'S LEGAL OBLIGATIONS

Note: Any critical omissions within this section by an applicant will be deemed by the organisation to be an act of deceit and fraud against 'The Association'. Therefore

1) If you have been

(a) **convicted**—(1) on indictment; or (2) summarily and sentenced to imprisonment, other than in default of payment of a fine; or (3) under the *Bankruptcy Act 1966* (Cwlth) or the law of an external territory or another country, you are a undischarged bankrupt; or (4) have executed a deed of arrangement under the *Bankruptcy Act 1966* (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or creditors have accepted a composition under the *Bankruptcy Act 1966* (Cwlth), part or a corresponding law of an external territory or another country and a final payment has not been made under the composition

(b) your **rehabilitation period** in relation to the conviction or bankruptcy has not expired.

Your application cannot be legally accepted by the Association

If you have not have been convicted then you may continue completing this application.

PROCESS

ELECTRONIC APPLICATIONS PREFERRED (hand written applications also accepted)	
Applications close	20 October 2019 5.00 pm
Form to be completed:	Electronically and forwarded via email to admin@pistolshootingqld.org.au or by completing the form in electronic format and posting to Pistol Shooting Queensland: PO Box 306 Carina Qld 4152

BOARD APPLICATION FORM

POSITION	Company Chairperson/President		
Applicant's Name			
Applicant's phone contact	Home		
	Mobile		
Applicant's email			

APPLICANT'S SUPPORT: Member Club

Club name	
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Moved	Name		Email	
Signature				
Seconded	Name		Email	
Signature				

MOTIVATIONS

What currently motivates you to apply for this position?

BOARD APPLICATION FORM

Your Task is to provide members with samples of your SKILLS AND ABILITY TO FILL THE POSITION.

Samples can be from either a paid or other voluntary work or experiences.

QUALITY MANAGEMENT

Your skills and experience in financial management, accountability.

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LEADERSHIP SKILLS

Your skills and/or experience in HR, people management, leadership or to motivate and bring people together.

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WHAT ELSE YOU MAY HAVE TO OFFER

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Applicant's Signature	
Date application completed and submitted	