

**POSITION OVERVIEW:**

**TIME- FRAME FOR POSITION**

**TWO YEAR TERM**

**RECOGNITION & REWARD OFFERED FOR THIS POSITION**

1. PSQ affiliation paid for current year

**SKILLS**

1. **COMMUNICATION:** Good standard of written, oral communication and people skills
2. **MARKETING/BRANDING:** Ability to market and promote the sport
3. **ELECTRONIC:** Competency on Word, email systems, electronic media and the web

**OBJECTIVES OF THE COMMUNICATION DIRECTOR:**

- Manage the standards of communication
- Manage the company's marketing and promotion standards
- Keep the communication processes relevant to members and community needs (internally and externally)
- High level of communication with the designated region attached to this position

**KEY OBJECTIVE**

**To maintain high standards of communication within the Company**

**TYPICAL DUTIES OF THE COMMUNICATION DIRECTOR**

- Oversee the management and delivery of Company marketing, communication and promotion
- Manage and monitor the effective delivery of the marketing and promotions budget
- 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

## BOARD APPLICATION FORM

- Prepare for Board meetings
- Attend and actively participate in Board meetings
- Organise and delegate tasks
- Undertake any assignments given by the Board
- Manage the internal communication standard
- Attend Association functions

# BOARD APPLICATION FORM

COMPANY	PISTOL SHOOTING QUEENSLAND LTD	
POSITION	DIRECTOR (COMMUNICATION)	TERM 2 YEARS

## CURRENT POSITIONS AVAILABLE

1. Chairperson
2. Communication Director
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

<b>ELECTRONIC APPLICATIONS PREFERRED: (handwritten applications also accepted)</b>	
<b>Applications close</b>	20 October 2019 5.00 pm
Form to be completed	<b>Electronically</b> and forwarded by email to <a href="mailto:admin@pistolshootingqld.org.au">admin@pistolshootingqld.org.au</a> or by completing this form and posting to Pistol Shooting Queensland: PO Box 306 Carina Qld 4152

POSITION	Company Director Communication	
Applicant's name		
Applicant's phone contact	Home	
	Mobile	
Applicant's email		

# BOARD APPLICATION FORM

**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?

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.

## COMMUNICATION/MARKETING

Your communication, marketing, promotional skills and experience:

# BOARD APPLICATION FORM

## ELECTRONIC

Your experience with writing, using electronic mediums:

## WHAT ELSE YOU MAY HAVE TO OFFER

Applicant's Signature	
Date application completed and submitted	