



2019 AGM NOMINATION FORM

Hidden Valley Drag Racing Association

Public Relations Officer (1 Year Term)

As per requirements under Hidden Valley Drag Racing Constitution Section 38

(Name) _____

is hereby nominated for the position of

PUBLIC RELATIONS OFFICER

on the Hidden Valley Drag Racing Association Committee.

Nominator's Name: _____

Signature: _____

Seconders Name: _____

Signature: _____

Persons are prohibited from being on the Hidden Valley Drag Racing Association if they are insolvent under administration or

Have been convicted of:

- an offence in relation to promotion, formation or management of body corporate
- serious offence involving fraud or dishonesty
- an offence against the Associations Act

Nominee's Acceptance (signature) _____

Date ___/___/2019



JOB DESCRIPTION AND SELECTION CRITERIA – HVDRA Public Relations

Job Title:	HVDRA Public Relations Officer
Designation:	Committee Member
Status:	Voluntary position
Tenure:	1 year renewable
Responsible to:	President HVDRA

Primary Objective

As a member of the Management Committee, the Public Relations Officer role is to assist the HVDRA and its affiliate members with the effective operation of the Committee.

Key Responsibilities

1. Be responsible for the advertising of Association activities through the use of all available news and broadcasting media
2. Compile the monthly association newsletter
3. Compile and prepare race results for inclusion in the association newsletter
4. Compile and release articles for use in the print media
5. Actively seek out sponsorship for the association
6. Keep a register of all sponsors
7. Prepare a public relations and advertising budget; and
8. Be the promotional public 'face' of the Association and arrange for suitable spokespersons to appear on television and radio in order to promote the Association and its activities.

Skill sets required Essential

Must be able to demonstrate –

1. High level of integrity and demonstrated administrative capability.
2. A high level of written, analytical, communications and interpersonal skills.

Desirable

1. Prior experience in senior Committee positions

Estimated Time Commitment Required

The estimated time commitment required as Public Relations Officer is 5-6 hours per week.