



Australian Government

AFTRS

AFTRS

AFTRS Business Card Procedures

Linked Policy	This procedure details the processes pursuant to AFTRS Business Card Policy.
Responsible Officer	Director, Corporate Services
Contact Officer	Facilities Services Manager
Authorisation	Chief Executive Officer
Effective Date	16 th April 2009 Reviewed 6 August 2011
Associated Documents	Business Card Policy AFTRS Brand Guidelines

1. Procedures Name

The AFTRS Business Card Procedures.

2. Preamble to procedures

Business Cards have previously been issued on an ad hoc basis with little consistency in style or content. In order to ensure consistency of brand and the appropriateness of use a policy is necessary.

3. Scope

This procedure establishes which AFTRS positions are entitled to business cards, what content should be included, the process to approve variations, and how business cards should be ordered.

4. Procedures

General Principles

- Business cards will only be issued to staff who are required to liaise with organisations or individuals outside the

School. Casual employees will not be issued with business cards unless they are engaged for a substantial period e.g. 3 months.

- Administration staff below the Administration Manager level would not require business cards.
- Students will not be issued with AFTRS business cards.
- Companies will not be issued with AFTRS business cards.

Template

The template for the business cards will be provided by Marketing. In general formally approved position titles will be used, qualifications and memberships will not be included other than "Dr" for a staff member possessing a PhD, and alternate websites will not be listed. It is expected that any variation on the template will be discussed with the Marketing Manager prior to approval.

Approval

Approval for new or varied business cards must be sought from the Divisional Director. Approval is for both the issuing of a business card to a particular position as well as for the content of the card. Directors should note the importance of maintaining consistency across the School.

Once approval is received it should be forwarded to Central Services who will order the business cards. Please be aware this is done externally so cards will not be available immediately.

5. Implementation

I. Roles and responsibilities

Divisional Directors are responsible for general approval of the issuing of business cards and specific approval of any business cards with variations on the template following discussion with the Marketing Manager.

Marketing Manager is responsible for developing and issuing the business card template as well as discussing any proposed variations.

Central Services Manager is responsible for ordering business cards on receipt of an approved request.

II. List of Approved Positions

Business cards for these positions (as varied from time to time) may be issued without further approval.

Chief Executive Officer
Divisional Directors
State Managers
Heads of Department (teaching and non-teaching)
Administration Managers
Long term Lecturers
Central Services Manager
Financial Accountant
Payroll Manager
Student Services Manager
Human Resources Officer
Sales and Distribution Manager
Facilities Manager
Building Maintenance Supervisor
Production Supervisor
Props and Staging Supervisor
Project Officer, Radio
Administrative Assistant Radio
Librarian
Network Support Manager
Digital Media Systems Manager
MIT Helpdesk Officers
Policy Officer

III. Business Card Template

IV. Business Card Request Form

BUSINESS CARD REQUEST FORM			
Name:			
Position Title:			
Direct Phone No:		Fax No:	
Mobile (where appropriate):			
Email:			
Variation from template		Yes / No	

If yes, discussed with Marketing Manager		Yes / No	
Requested by:		Date	___/___/___
Approved by:		Date	___/___/___
	Divisional Director		
Received in Central Services:		Date	___/___/___

6. Review

This procedure will be reviewed by the Central Services Manager as required.