



Australian Government

AFTRS

AFTRS

AFTRS Business Cards Policy

Responsible Officer	Director, Corporate
Contact Officer	Facilities Services Manager
Authorisation	Chief Executive Officer
Effective Date	March 2009 Reviewed 6 August 2011
Associated Documents	Business Card Procedures AFTRS Brand Guidelines

1. Policy Name

The AFTRS Business Cards Policy

2. Preamble

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. Policy Scope

This policy establishes which AFTRS positions are entitled to business cards and what content should be included.

4. Policy Statement

AFTRS acknowledges the use of business cards by identified staff who deal with external parties and the importance of ensuring consistency of look and quality across the School. Accordingly an established template must be adhered to and approval sought prior to business cards being issued.

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. Procedures and Forms

- AFTRS Business Card Procedure.
- List of approved positions.
- Business card template.
- Business card request form.

6. Review

This Policy will be reviewed as required.