



POSITION DESCRIPTION – VKFF STATE/TERRITORY REPRESENTATIVE (AUSTRALIA – VK1)

Organisation:	World Wide Flora & Fauna in amateur radio (WWFF)
Job Title:	State/Territory representative
Position type:	Voluntary
Reports to:	VKFF Team
Currently filled by:	Ian VK1DI
Commencement date:	November 2017
End date:	
Time commitment	Hours per week dependant on the State/Territory Rep.

POSITION REQUIREMENTS

Purpose

To co-ordinate VKFF/WWFF activities at a State/Territory level.

Knowledge/Skills

- Well organised
- Good communication skills
- Friendly and caring attitude
- Effective delegation skills
- Able to keep good records
- Able to work in a logical orderly manner
- Is aware of the future directions and plans of WWFF/VKFF
- Understanding of WWFF/VKFF rules/policies/procedures/Constitution
- Can maintain confidentiality on relevant matters
- Basic computer skills

Responsibilities and Duties

- Promote the VKFF program at every opportunity.
- Be active in the VKFF program as a hunter and/or activator.
- Be readily available for queries by activators and hunters in the relevant State/Territory.
- Process VKFF award applications from VKFF participants in the relevant State/Territory
- Upload VKFF activator logs from VKFF participants in the relevant State/Territory.
- When required assist in maintaining the WWFF Australia Facebook page and the WWFF Australia Groups.io site.
- When required attend meetings with other members of the VKFF

Team via platforms such as Skype.

- Liaise with various Government agencies re the VKFF program.
- Ensure that the relevant State/Territory page on the WWFF Australia website contains accurate information.
- Assist in the adding of new VKFF reference areas for the relevant State/territory.

Additional Information

The opportunity to:

- Work as part of a team dedicated to the growth and development of VKFF/WWFF
- Have input into the goals and objectives of VKFF/WWFF
- Use one's skills in a positive, engaging and challenging way
- Work as part of a group of people dedicated to the development and longevity of the VKFF program