

Title: <b>Committee Job Description: Public Officer</b>	Page: 1 of 1
Reviewed by: Joe Garzaniti	Issue date: 1 <sup>st</sup> January 2016
Next Review date: 1 <sup>st</sup> January 2019	Replaces issue dated: 1st January 2013
Related Documents: NSW Fair Trading Fact Sheet November 2012, Club Constitution.	<b>UNCONTROLLED IF PRINTED</b>

As per clause 14 (f) of the Club Constitution, the role of **Public Officer** is not an elected position, but a position appointed by the committee with responsibilities to be undertaken in addition to their elected role. The Public Officer must be either an office bearer or an ordinary committee member and will remain in that position until replaced by the committee. According to NSW Fair Trading, the Public Officer is the official point of contact for an incorporated association and one of the Club's authorised signatories.

The **Public Officer** works directly with the President and must:

- a) Ensure all records and registers from outgoing committee members are handed over to the respective incoming committee members within 14 days of the committee handover meeting held each December
- b) Maintain a register of authorized signatories and ensure that all the Club's official documents contain at least two authorized signatures.
- c) Maintain a register of committee members including disclosed interests, and ensure the parties concerned are removed from any related decision making processes.
- d) Ensure all records and registers are being maintained as required by the Club's Constitution.
- e) Ensure that a summary of financial affairs is submitted to members at least at every annual general meeting.
- f) Lodge the required forms with the Department of Fair Trading, including:
  - i) Form A9 – Notice of appointment of a public officer *within 28 days of taking office.*
  - ii) Form A6 – Application to change objects or constitution *within 28 days of passing the special resolution.*
  - iii) Form A12 - Annual summary of financial affairs *within one month of the holding of the AGM.*
- g) Review the constitution annually to ensure ongoing compliance to the model constitution and to current practices, and submit any recommended changes in sufficient time for the committee to give notice of a special resolution to be put to members at that year's annual general meeting.
- h) Maintain the Club's PayPal business account and online payments processes.
- i) Perform the duties of "Verifying Officer" as required in relation to the Club's bank account.
- j) Chair Annual General Meeting committee election process.
- k) Keep custody of the Common Seal of the Club
- l) Perform any other duties as may be required.

#### Change History:

1. 01/03/2011 Draft Document presented to Committee members for finalization.
2. 05/04/2011 Document approved.
3. 01/01/2013 General Review
4. 01/01/2016 General Review. Add Chair AGM election process and PayPal account & payments processes.
5. 25/02/2016 Inclusion of "Verifying Officer" in relation to the Club's bank account.

**Committee Member Acceptance:**

Date:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature