

**PUBLIC OFFICER**

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| **Last reviewed on:** | **Next review date:** |
| **Reviewed by:** | **Approved by:** |

**Reports to:** Club president

**Purpose of the role**

The Associations Incorporation Act 1985 requires that an incorporated association have a public officer. The public officer is both the official point of contact for an incorporated association and one of the authorised signatories.

**Qualifications & Desirable Characteristics**

* Over the age of 18 years
* Resident of the relevant state the association exists in
* Knowledge of the Associations Incorporation Act 1985
* Understanding of the club’s constitution

**Duties & Responsibilities**

* Notifying relevant state/territory body of any change in the association's official address within 28 days
* Collecting all association documents from former committee members and delivering the documents to the new committee member
* Returning all association documents to a committee member within 14 days, upon vacating office
* Acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable
* Act as the is association's legal representative
* Custody of any documents as required by the constitution
* Lodgement of annual returns to the relevant state/territory body
* Receive and promptly respond to correspondence received from the relevant state/territory body

**Time Commitment:** 1-2 hours per week or as required