



HUNTER WESTERN HORNETS TOUCH FOOTBALL

POSITION DESCRIPTION

PUBLIC OFFICER

(as per NSW Department of Fair Trading, and Associations Incorporation Act 2009)

1. A public officer is the official point of contact for an incorporated association and one of the authorised signatories.
2. A committee member, an ordinary member or a person outside the association may hold the position of public officer.
3. They must be over 18 years of age and reside in New South Wales. An association's incorporation may be cancelled if the public officer does not comply with these requirements.
4. Duties include;
 - a. notifying NSW Fair Trading of any change in the association's official address within 28 days
 - b. collecting all association documents from former committee members and delivering the documents to the new committee member
 - c. returning all association documents to a committee member within 14 days, upon vacating office
 - d. lodging an annual summary of financial affairs, with the prescribed fee, within 1 month of the association's annual general meeting
 - e. 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 possible,
 - f. custody of any documents as required by the constitution.

Term of Appointment: 1 Year

Position Review

This position description will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.