



JOB DESCRIPTION – PUBLIC OFFICER

Responsible to: Club Executive Committee

RESPONSIBILITIES AND DUTIES

- Notifying Fair Trading NSW 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 possible
- Custody of any documents as required by the constitution

KNOWLEDGE AND SKILLS REQUIRED

- Good administration skills
- Communicate effectively
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees