

## PUBLIC OFFICER - POSITION DESCRIPTION

The Public Officer is the point of contact between the NSW Department of Fair Trading and the Australian Fairy Tale Society.

The public officer is responsible for:

- notifying NSW Fair Trading 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.

[http://www.fairtrading.nsw.gov.au/ftw/Cooperatives\\_and\\_associations/Incorporating\\_an\\_association/Public\\_officer.page](http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations/Incorporating_an_association/Public_officer.page).

### ***Registers***

#### **RELEVANT PROCEDURES - How to create and maintain a Register of Members**

The Register of Members is a handwritten ledger listing all current AFTS members in accordance with the requirements of Incorporation:

- name
- address
- phone number
- email address

The AFTS Register also lists

- membership number
- date of joining or renewing
- method of payment of annual membership fee
- date of membership expiry

This information is also contained on the online Members Master File which is not the responsibility of the Public Officer.

#### **How to create and maintain a Register of Committee Members**

The Register of Committee Members is kept at the back of the Register of Members listing their:

- name
- address
- date of birth
- Office on the Committee
- date of appointment
- date of vacating the position

### ***Communication with***

Typically the Public Officer is the company executive most directly involved with tax and accounting matters whose duties would include signing and lodging various returns with the ATO. The Public Officer role is not really within the scope of the Company Secretary/provider of company secretarial services (other than the Company Secretary is one of the persons authorised by the ATO to sign a letter/form appointing a PO).

[http://www.companysecretary.com.au/board\\_briefings/PublicOfficer.pdf](http://www.companysecretary.com.au/board_briefings/PublicOfficer.pdf)

Public Officer maintains AFTS records that may include office bearers' names + AFTS address, with these government bodies:

- NSW Dept of Fair Trading
- ASIC (need to be informed of changes to office bearers using Form 484 or Form 370 within 28 days)..
- ACNC Australian Commission of Charities and Not for profits

through the submission of appropriate forms, and occasionally reports, and fees.

<http://www.asic.gov.au/asic/asic.nsf/byheadline/Checklist+for+registered+companies+and+their+officers?opendocument>

<http://www.asic.gov.au/for-business/running-a-company/company-officeholder-duties/charities-registered-with-the-acnc/>