**Club Public Officer**

The Public Officer is the official point of contact for an incorporated association and one of the authorised signatories. The association must have an official, physical address in New South Wales where the Public Officer can generally be found (can’t be a PO Box).

The person nominated as the Public Officer in the application for an incorporation of an association will become the association’s first Public Officer. The committee must fill any vacancy in the position of public officer within 28 days.

**Responsibilities**

* Notifying 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.
* 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.
* Custody of any documents as required by the constitution.

**Attributes**

* The Public Officer must reside in New South Wales.
* Be over 18 years of age
* Have a strong level of experience in committee constitution, rules and duties
* Have a wealth of knowledge in sporting organisations, their activities and be able to provide guidance and leadership.
* Be able to listen to the feedback and views of members and other interested parties
* Be a positive role model and competent public speaker

The Public Officer can also hold another position on the committee eg Secretary or President.