



**NATIONAL CLUB
ACCREDITATION SCHEME**

**Hurlstone Park Wanderers
Position Description – Public Officer**

JOB TITLE:

Public officer

OBJECTIVE:

The Public Officer is appointed by the Committee and is not elected by the members of an incorporated association.

RESPONSIBILITIES / TASKS:

The Public Officer is the point of contact between the incorporated organisation and Consumer Affairs

RELATIONSHIPS:

The Vice President is elected by the Hurlstone Park Wanderers Football Club members and responsible for representing the views of its members.

ACCOUNTABILITY:

1. Notify the Registrar of appointment as Public Officer or a change of the Public Officer's address within 14 days of the change by lodging a Change of Association Details form. No fee is required
2. Notify the Registrar of a change of the association's registered address within 14 days of the change by lodging a Change of Association Details form. No fee is required.
3. Within 1 month after the annual general meeting, lodge with the Registrar an Annual Statement by Public Officer and other required financial documents with the prescribed fee.
 - a. Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement



HURLSTONE PARK
WANDERERS FC

Hurlstone Park Wanderers Football Club

PO BOX H66, Hurlstone Park, NSW, 2193
Tennant Pde, Hurlstone Park
www.hurlstoneparkwanderers.com.au
info@hurlstoneparkwanderers.co.au



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4. Within 14 days of the association becoming trustee of a trust, lodge with the Registrar the particulars of the trust and a copy of any relevant documents. No fee is required.
5. Apply to the Registrar for approval to alter the statement of purposes or rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.
6. Apply to the Registrar for approval of a change of change within 1 month after passing a special resolution to change the association's name. An Application for Change of Association Name must be lodged with the prescribed fee.

ESSENTIAL SKILLS:

Attention to detail

DESIRABLE SKILLS:

- Financial skills/knowledge.
- Listening skills.



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