



POSITION DESCRIPTION

POSITION TITLE: Public Officer

REPORTS TO: ASHHNA Executive Committee

Aims of the position:

- To act as a contact person between ASHHNA Inc and the NSW Office of Fair Trading
- To fulfill the duties required by the NSW Office of Fair Trading to ensure ASHHNA remains as an Incorporated Association
- To inform the ASHHNA Executive Committee of any obligations in respect to the registering and maintenance of ASHHNA as an Incorporated Association.

Purpose of the position:

- An Incorporated Association is required to have a Public Officer at all times to remain legal. This position will ensure that the Office is filled and the requirements of the NSW Office of Fair Trading are fulfilled.

Key Responsibilities:

- To be on record with the NSW Office of Fair Trading as the Public Officer.
- To inform the NSW Office of Fair Trading within 14 days of any change of address.
- To ensure that another officer is appointed in the case of resignation from the post and that the NSW Office of Fair Trading are informed of the change within 14 days. (Form 9)
- To keep the ASHHNA Executive Committee informed of any changes or obligations required by the NSW Office of Fair Trading.
- To complete an Annual Statement (Form 12) following the ASHHNA AGM and return it to the NSW Office of Fair Trading.
- To attach a copy of the Financial Statement submitted to the ASHHNA membership at the AGM to the Annual Statement.
- To ensure that the Certificate of Compliance is completed and signed by 2 members of the ASHHNA Executive Committee and submitted with the Annual Statement to the NSW Office of Fair Trading.
- To ensure that the lodgment fee is submitted with the Annual Statement.

- To carry out any other requests of the ASHHNA Executive Committee in relation to the NSW Office of fair Trading.