



## NSWERA Governance Manual SMC Position Description - Document No. 7.3.3.2

### Position Title

### **Public Officer**

(Usually the Secretary, unless decided otherwise by the SMC)

### Position Purpose

Assume the duties and responsibilities of Public Officer for the NSWERA Inc. as defined in the constitution and the applicable NSW Incorporated Associations Act.

### Principle Accountabilities & Performance Indicators.

#### **Official Contact Point**

The Public Officer is the official contact point for the association and must lodge notice of his or her appointment to the position with the NSW Office of Fair Trading within 14 days.

#### **The Common Seal**

The Public Officer shall have custody of the common seal of the association. The seal may only be affixed to any instrument by the authority of the SMC and must be attested by the signatures of two committee members, which may include the Public Officer.

**KPI – Seal in custody.**

#### **Books and Records**

Except as otherwise provided by the rules of the association the Public Officer shall keep in his or her custody or under his or her control all records, book, or other documents relating to the association. The records, books, and other documents of the association shall be open to inspection, free of charge, by a member of the association at any reasonable hour.

**KPI – All records and books up-to-date, filed, and accessible.**

#### **Annual Statement**

The public officer must lodge an annual statement (form 12) with the NSW Office of Fair Trading within one month after each AGM.

**KPI – Statement lodged.**