

POSITION DESCRIPTION

Public Officer



Committee Role

General committee level position must have a portfolio and a role.

Objectives

- To be the link between the football club and the Office of Consumer and Business Affairs (NT).
- To be the conduit of information flow between the club and the regulator.

Responsibilities

- The Public Officer must keep and maintain the Constitution of the Club and must make it available for inspection and copying by any member.
- Lodge audited annual accounts with Licensing NT in the prescribed timeframe.
- Make the audited accounts available to members at least 14 days before the annual general meeting (AGM).
- Notify the Office of Consumer and Business Affairs (NT), the appointment of a Public Officer and a change of the Public Officer's address or Club's address within 14 days of the change by lodging a Change of Association Details form.
- Within 1 month after the annual general meeting, lodge with Office of Consumer and Business Affairs (NT) an Annual Statement and other financial documents.
- Ensure all activities are in line with its constitution and the law.
- Is the Club's legal representative.
- Is the Club's legal contact for Licensing NT and the public.
- Act in the best interests of the Club and its members.
- Undertake tasks at the request of the president or executive committee.

Relationships

- The public officer reports to the president.
- Liaises with secretary and treasurer.

Accountability

- The public officer is accountable to the president and the executive committee.
- Provide a report on any aspect of portfolio operations to the executive committee when requested.