

## **DUTIES OF OFFICERS**

### **President**

The President or in the absence of the President, the Vice President, shall act as chairman at each general meeting and Committee meeting of the club.

If the President and Vice President are absent from a meeting or unwilling to act, the members present at the meeting shall elect one of their number to act as Chairman.

### **Secretary**

- i) The secretary shall ensure that records of the business of the Club including the rules, register of members, minutes of all general and Committee meetings and a file of correspondence are kept. These records shall be available for inspection by any member on giving reasonable notice to the Secretary.
- ii) The Secretary shall keep a 'Register of Committee members' which shall show the full name, residential address and date of election of each Committee member. Provision shall also be made to show the date of cessation of membership of the Committee of each member.
- iii) The Registers and Minute books mentioned above shall be kept in the custody of the Secretary.

### **Treasurer**

- i) The treasurer shall keep proper books of account which shall show the financial operations of the club. The books shall be available for inspection by any member on giving reasonable notice to the Treasurer. The books shall be kept in the custody of the Treasurer.
- ii) The Treasurer shall ensure that all money received by the Club is paid into an account in the Club's name with a financial institution approved by the Committee. The Committee shall set out the method of operation of the account, and designate the signatories to the account.
- iii) The Treasurer shall submit a financial report to each Committee meeting containing such details as the Committee may from time to time determine.

## **Public Officer**

- i) The Committee shall ensure that a person is appointed as Public Officer.
- ii) The Committee may at any time remove the Public Officer and appoint a new Public Officer provided the person appointed is 18 years of age or older, and a resident of New South Wales.
- iii) The Public Officer shall be deemed to have vacated the position in the following circumstances:
  - a. Death
  - b. Resignation
  - c. Removed by the Committee or at a general meeting
  - d. Bankruptcy or financial insolvency
  - e. Mental illness
  - f. Residency outside New South Wales
- iv) When a vacancy occurs in the position of Public Officer, the Committee shall, within fourteen (14) days, notify the Department of Fair Trading by prescribed form and appoint a new Public Officer.
- v) The Public Officer is required to notify the Department of Fair Trading by the prescribed form in the following circumstances:
  - a. Appointment (within 14 days)
  - b. A change of residential address (within 14 days)
  - c. A change in the Club's objects or Constitution (within one month)
  - d. The Club's financial position at the end of the Club's financial year (within one month after the Annual General Meeting)
  - e. A change in the Club's name (within one month)
- vi) The registered address of the Club shall be the residential address of the Public Officer.
- vii) The Public Officer shall be responsible for the adherence to all laws and requirements under the Associations Incorporations Act 1984.