**[Club Name]**

position description – public officer

Pony Club is committed to protecting Children from harm. We require all applicants that will work with Children to undergo an extensive screening process prior to appointment.

# REPORTS TO

* Club Committee

# PURPOSE

The Associations Incorporation Act 1985 requires that an incorporated association have a public officer. The public officer is both the official point of contact for an incorporated association and one of the authorised signatories.

*(Note: The Club Secretary may take on this role or anyone at the club can do this.)*

# Role REsponsibilties

* Notifying relevant state/territory body of any change in the association's official address within 28 days.
* Collecting all association documents from former committee members and delivering the documents to the new committee member.
* Returning all association documents to a committee member within 14 days, upon vacating office.
* Acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable.
* Act as the association's legal representative.
* Custody of any documents as required by the constitution.
* Lodgment of annual returns to the relevant state/territory body.
* Receive and promptly respond to correspondence received from the relevant state/territory body.

## OTHER DUTIES

* Report activities to the membership at the Annual General Meeting.
* Assist other committee members in their duties as required.

# End of year hand over

## Updating key documents

* At the end of each year a key activity of this role will be to review and revise this position description to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the club secretary one month prior to the Annual General Meeting each year.

## Induction of the incoming position holder

* An important responsibility of the outgoing position holder is to train, mentor and support the incoming position holder.

# conflict of interest

If at any stage the Public Officer becomes aware of a personal conflict of interest, real or perceived, they should immediately notify the Club Committee, where it will be noted and managed as required for transparent management.

# EDUCATION & SKILLS

**ESSENTIAL:**

* Hold a current membership with Pony Club.
* Be over the age of 18 years.
* Resident of the relevant state the association exists in.
* Must have a working with children check registered on the Association database and registered with the organisation as required.
* Must have completed and registered on the Association database the following courses:
  + Safeguarding Children and Young People in Sport Induction
  + National Integrity Framework
  + Anti-Doping Fundamentals
  + Annual Update

## DESIRED:

* Knowledge of the Associations Incorporation Act 1985.
* Understanding of the club’s constitution.

# TIME COMMITMENT

The estimated time commitment required for this position is XX hours per week.

# Terms of Engagement

One year – position up for re-election at club Annual General Meeting.  Tenure is unlimited.

# Remuneration

This position is undertaken on a voluntary basis.

# Agreement

I, ………………………………………………………………………….., herby agree to accept and undertake the position as outlined above and abide by all Club policies and procedures.

Signed: Date:

Signed: (Chair) Date: