



Gunnedah Preschool

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Gunnedah NSW 2380
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Public Officer:

Role:

The Public Officer is the person responsible for keeping the Officer of Fair Trading informed of changes in the Association and its financial situation.

Responsibilities:

- Ensure Association's Common Seal is kept in safe custody at the principal place of administration of the Association
- Notice is given of his or her appointment to the Office of Fair Trading within 14 days
- Be a point of contact for any dealings with the Office of Fair Trading
- The Public Officer must notify the Office of Fair Trading by prescribed form in the following circumstances:
 - Appointments within 14 days
 - Change of residential address within 14 days
 - Change of the Association's objects or rules within 1 month
 - Change of the Association's financial affairs within 1 month after the Annual General Meeting
- Assist President with conflict resolution
- Regularly check emails and other communication sources to ensure communication continues between meetings.

Attributes:

- Be able to complete official forms in a timely manner
- Have an eye for detail

- Be able to conduct yourself in a professional manner
- Ability to be confidential
- Have an understanding of the committee constitution, rules and duties
- Be able to listen to the feedback and views of members and other interested parties.
- Be a person who can develop good relationships internally and externally.
- Be able to work collaboratively with other committee members.