

INCORPORATED LIONS CLUBS THE 'PUBLIC OFFICER'

Information for the Clubs' Executive and their appointed Public Officer

Public Officer

- The position of Public Officer is not a Lions position but the requirement of the Office of Fair Trading for an Incorporated association.
- To be appointed to the position the person must have attained the age of 18 and be a resident of New South Wales. It is not necessary for the person to be a member of Lions. If a member, he may hold other positions in the Club.
- The Public Officer is appointed by the Club.
- The Public Officer is deemed to have vacated the office if he dies, resigns, is removed from office by way of a resolution passed at a general meeting of members, becomes bankrupt or ceases to be a resident of New South Wales. The position must not remain vacant for more than 14 days, failure to fill the position within 14 days, each member of the committee is guilty of an offence and liable to a penalty.

Obligations of a Public Officer

- A new Public Officer must lodge a 'Notice of Appointment of Public Officer' form within 14 days to the Office of Fair Trading.
 - Public Officer must inform the Office of Fair Trading of any change of residential address.
 - The Public Officer must keep a register of the Club's committee members at his residential address to be available for inspection when required. This register must contain the residential addresses of each committee member and the date they became a member of the committee.
 - If the Club closes, the person who was the Public Officer must keep this register for a period of 2 years.
 - The Public Officer must lodge an Annual Statement (Form 12) within 1 month after the date of the Club's Annual General meeting.
 - The Public Officer has an obligation to bring all documents addressed to the Club to the attention of the committee as soon as practicable. This obligation continues for a period of 12 months after the person has ceased to be public officer.
- Please note that the above information is to assist, but must not be relied on as legal advice. For more information refer to Associations Incorporation Act 1984.