



BUSINESS AFFAIRS

Public Officer: Duties and Responsibilities

Associations Act 2003 *Sections 27, 28, 34, 45 & 118*

Persons considering taking on the role of Public Officers of an incorporated association should acquaint themselves fully with the Act and the Regulations.

The Public Officer of an association must be:

- a member or employee of the association;
- a resident in the Territory;
- over the age of 18 years; and
- may hold any other office in the association.

The Public Officer of an incorporated association is vacated if the Public Officer:

- he/she dies;
- becomes bankrupt or applies to take the benefit of a law for the relief of bankrupt or insolvent debtors or compounds with his or her creditors;
- becomes of unsound mind;
- resigns office by signed notice to the committee of the association;
- is removed by resolution of the members of the association passed in accordance with its constitution; or
- ceases to be resident in the Territory.

The Public Officer:

- is required to notify the Commissioner's office in writing, within 14 days of being appointed, or of any changes to their contact details occurring;
- is the registered representative of the association, the person whom legal process, notices or documents are served or sent;
- must sign all legal demands made by the association;
- must ensure that the association's audited annual accounts are lodged with the Commissioner's office within the prescribed time;
- is required to keep a copy of the Constitution and make it available to members on request;
- is required to make a register of members available for inspection by members of the association;
- must ensure that accurate minutes are recorded and retained for 7 years; and
- must take all reasonable steps to ensure the association complies with this Act.

For Further information contact Business Affairs,

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