



**School Library
Association**
OF NEW SOUTH WALES

Role Statement: Public Officer*

The Public Officer of SLANSW may be a committee member, an ordinary member or a person outside the association. They must be over 18 years of age and reside in New South Wales. An association's incorporation may be cancelled if it does not have a public officer or if its public officer does not comply with these requirements.

The public officer is responsible for:

- notifying Fair Trading 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
- custody of any documents as required by the constitution

Additional responsibility:

- Complete and submit required forms/documents annually or as required to NSW Fair Trading.
- Complete and submit Form A6 to NSW Fair Trading as required regarding constitutional matters.
- Advise of matters relating to SLANSW Insurance.

*This Role Statement was created under the guidance provided by Fair-trading NSW at: <https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/starting-an-association/public-officer#:~:text=The%20public%20officer%20is%20responsible,to%20the%20new%20committee%20member>