Rogaining Tasmania Position Description

PUBLIC OFFICER

QUALIFICATIONS

- Familiarity with basic organisation administration
- Resident of Tasmania, aged over 18 years (required by legislation)

DUTIES

- Fulfil duties of Public Officer required by Associations Incorporation Act 1964, including:
    - Submit annual return to Consumer, Building and Occupational Services, on appropriate form
    - Advise Consumer, Building and Occupational Services of certain changes nominated by the Act

DOCUMENTS

REFERENCE

- Associations Incorporation Act 1964
    - http://www.austlii.edu.au/cgi-bin/viewdb//au/legis/tas/consol_act/aia1964307/

TO BE PREPARED

- Annual return to Consumer, Building and Occupational Services
- Other advice to Consumer, Building and Occupational Services as required by the Act

MATERIALS

- Nil

EQUIPMENT

- Nil

LIAISON

- President, Secretary, Treasurer