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AUDIENCE	All financial members and the general public.
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This statement contains important information about the responsibilities of position holders.

Public Officer

7.1 Subject	Club statement on the responsibilities and duties of the position of Public Officer
7.2 Purpose	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
7.3 Principle	At the Brindabella Blues Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
7.4 Duties	<p>The Public Officer's responsibilities include:</p> <ul style="list-style-type: none"> a) acting as the liaison between the club and the Registrar-General's office. b) as soon as appointed lodging his/her contact details on the appropriate forms with the Registrar-General within one month. c) lodging any changes to his/her details on the appropriate forms with the Registrar-General within one month. d) acting as Returning Officer for elections of office bearers at the Annual General Meeting. e) at the Annual General Meeting, recording the relevant details of the newly elected office bearers of the club on the appropriate forms and forwarding these to the Registrar-General within one month. f) ensuring the audited annual financial statement has been signed and ensures all relevant details are submitted to the Registrar-General within the time limit. g) managing the admittance of new members to the club and continuing membership of existing members of the club under the Rules of the Club. h) keeping and maintaining the register of the club members and entering any prescribed details or changes in the register. i) acting as constitutional and policy consultant. j) attending club meetings as so required or directed by the Management Committee. k) checking and ensuring that only financial members are able to act or vote under the Rules of the Club.
7.5 Reference Codes	1 = Doc No: CC3 – Membership Part 3 / Rule 11