

## **Role of Second-Wind Ensemble Public Officer**

The Public Officer is appointed by the committee and is not elected by the members of an incorporated association. In short, the Public Officer is the point of contact between the incorporated organisation and Consumer Affairs.

### **Specific duties include but are not limited to:**

- (1) Notifying the Registrar of appointment as Public Officer or a change of the Public Officer's address within 14 days of the change by lodging a Change of Association Details form. No fee is required.
- (2) Notifying the Registrar of a change of the association's registered address within 14 days of the change by lodging a Change of Association Details form. No fee is required.
- (3) Applying to the Registrar for approval to alter the statement of purposes or rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.
- (4) Applying to the Registrar for approval of a change of name within one month after passing a special resolution to change the association's name. An Application for Change of Association Name must be lodged with the prescribed fee.
- (5) Notifying the Registrar of special resolution relation to the winding up and distribution of the assets of the association within 28 days of passing the resolution. A Notice of Special Resolution for Distribution of Assets on Voluntary Winding Up must be lodged with the prescribed fee.
- (6) Ensuring that records required by the registrar are kept for a minimum of seven years. These include details of the association's transactions and its financial position and minutes of all committee and general meetings