



Office-bearer Public Officer

Approval Date: 22 May 2010

Public Officer

An incorporated association is required to have a public officer who has attained the age of 18 years and is a resident of New South Wales.

The public officer is the official contact point for an incorporated association.

The public officer can be a committee member, a member of the association or an outsider.

Unless the rules of an incorporated association provide otherwise, the public officer of an incorporated association may hold any other office of the association.

The committee of an incorporated association appoints the public officer for the association.

What are the obligations of the public officer?

Notice of appointment

A new public officer must lodge a notice of vacancy/appointment/change of address of public officer notifying of their appointment, within 14 days of the appointment.

Notice of change of address

Where a public officer changes his or her address, the public officer must give the Registry notice within 14 days by lodging a notice of vacancy/appointment/change of address of public officer.

Register of committee members

The register of committee members of the association is to be kept at the residential address of the public officer and must be made available for inspection by any person, free of charge, at all reasonable hours.

Annual statements

The public officer must lodge an Annual statement (with the prescribed fee, within one month after the date of each annual general meeting of the association. The statement is a summary of the year's financial transactions. A penalty may be imposed on the public officer for failure to lodge the form in the required time.

Change of name of the association

The public officer must apply to the Commissioner for Fair Trading for approval of a change of name within one month after the passing of a special resolution to change the association's name. An application for approval for change of name must be lodged, together with the prescribed fee.

Alteration of objects or rules

After the passing of a special resolution altering the statement of objects or rules of an incorporated association, the public officer must lodge a notice of alteration of objects or rules, with the prescribed fee, setting out the particulars of the alteration. A penalty may be imposed on the public officer for failure to lodge the form in the required time.