



Public Officer Terms of Reference

1. **Background.** The Australian Croquet Association is incorporated in the Australian Capital Territory under the provisions of that Territory's *Associations Incorporation Act -1991* (the Act) which requires every association to have a Public Officer. The Public Officer must be at least 18 years of age and a resident of the ACT.
2. **Authority for Appointment.** The Croquet Australia Public Officer is appointed under the terms of the Constitution s26.1 and is authorised by the Board to carry out the undermentioned responsibilities and functions on behalf of the Board.
3. **Appointment.** The Public Officer is appointed by the Board with no limit on the term of appointment. In the case of a vacancy, whether caused by resignation or for any reason contained in s64 of the the Act the Board will, within 14 days of of the occurrence, appoint another person to the position. There is no prohibition of the Public Officer also being a Director or Officer of Croquet Australia.
4. **Responsibilities.** The Public Officer shall:
 - 4.1. be the prime point of contact for the Registrar General;
 - 4.2. ensure that all forms and documents are submitted to the Registrar General within the required timeframe;
 - 4.3. ensure that they notify the Registrar General of their appointment and any change/s in their address or contact details within 14 days of such occurrence.
4. **Management**
 - 4.1. The Public Officer is responsible to the Board and accountable for all decisions made and actions taken in the performance of their duties.
 - 4.2. The Public Officer shall provide reports to the Board as requested.

Authorisation

Approved by the Board, 10th February 2021

Jim Clement
Secretary to the Board