

## BANGALOW GARDEN CLUB

<b>PUBLIC OFFICER ROLE DESCRIPTION</b>	<b>Effective Date: February , 2023</b>
<b>Written by: Steven Wedd</b>	<b>Version 1</b> Date: February 11, 2023
<p>The Public Officer is the official point of contact for all relevant government authorities.</p> <p>The duty of the Public Officer includes:</p> <ul style="list-style-type: none"><li>• downloading, filling out, and submitting forms for the NSW Office of Fair Trading. This is an annual requirement within 30 days after the AGM.</li><li>• chairing the Annual General Meeting to declare all positions vacant and calling for nominations for each committee position.</li><li>• ensuring that the Bangalow Garden Club Constitution is adhered to.</li></ul>	