|  |
| --- |
| **Position title: PUBLIC OFFICER****POSITION NUMBER: TNC05** |
| **Reports to:** President, Tango Netball Club Management Committee, Tango Netball Club Inc. | **TYPE OF POSITION:**🞏 Volunteer🞏 Remunerated | **Period of appointment:**🞏 1 year🞏 2 years🞏 Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date developed:** 1 July 2015 | **Review date:** 1 July 2017 |
| **TANGO NETBALL CLUB****Mission Statement:**Provide a community based netball environment that supports wholesome competition and personal development opportunities for all members to be the best they can be in netball through programs based on excellence and principles relating to equity and ethical behaviour.**Vision**To be held in the highest regard as a progressive premier league netball club that supports personal development through excellence and ethical behaviour. |
| **Tango Netball Clubs expectations:*** The successful applicant is expected to adhere to all Tango Netball Club policies and procedures.
* Represent Tango Netball Club in a positive and professional manner at all times.
* Hold all information obtained as part of this role and all dealings with the Tango Netball Club as confidential.
 |
| **Role Overview:**The Public Officer acts as part of the Management Committee of the club. The incumbent is elected by majority vote at the first meeting of the Management Committee following an Annual General Meeting to:* Manage legal and corporate governance issues relating to club business.
* Manage club responsibilities as an incorporated body under the SA Associations Incorporations Act 1985 in liaison with the SA Business and Corporate Affairs Office.
 |
| **Principal Accountabilities:**1. Manage club requirements as an incorporated body under the SA Associations Incorporations Act 1985 including acting as the club contact for the Office of Business and Corporate Affairs and the receipt or submission of legal documents.
2. Manage lease arrangements for the conduct of club business including arranging lease renewals when relevant.
3. Maintain insurance requirements to ensure property and public liability risks are managed and the club is indemnified against property loss or personal damage claims.
4. Maintain corporate documents to ensure relevancy and the accuracy of the documentation with particular reference to the constitution and a policy framework to guide actions within club.
5. Arrange licensing or other legal arrangements for the consumption of liquor of the conduct of fund raising activities where licensing is a requirement.
6. Liaise internally and externally with persons or agencies as required with particular reference to governance issues impacting on club business and reputation.
7. Attend Management Committee Meetings and report as required.
8. Provide assistance within the club as a member of the Management Committee.
 |

 IT TAKES **2** TO TANGO

|  |
| --- |
| **Qualifications/Experience:****Essential:*** Current National Police check (or application in accordance with club policy).

**Desirable:*** Previous experience relevant to netball administration.
* Previous legal/management experience
 |
| **Desired Capabilities:*** Communication skills – written and verbal
* Leadership/management skills
* Able to work in a team environment
 |
| **Position Summary:**The Public Officer provides a focus for all legal and corporate issues relating to the conduct of club business including lease, licensing, insurance issues and matters relating to the maintenance of corporate documents for governance purposes. The position is the contact person for the SA Office of Business and Consumer Affairs and as such is responsible for liaison regarding the club’s responsibility as an incorporated body under the SA Associations Incorporations Act 1985. The Public Officer works closely with the President and other club officials to provide focus and coordination for the effective conduct of club business in liaison with persons inside and outside the club. |
| **Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **President Tango Netball Club****Date: / /** |
| **Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: / /** |