

ROLES & RESPONSIBILITIES

PUBLIC OFFICER

- Each Probus Club is required by its Constitution to have a member of the Management Committee designated as the Public Officer.
- The Public Officer acts as the contact person for the State or Territory regulator of incorporated associations such as Probus Clubs.
- Be responsible for and sign the annual return to the Office of Fair Trading each year.
- Organise the Treasurer to pay the lodgement fee.
- Attend the monthly Committee Meeting.