



**The Vietnam Veteran's Association of Australia  
South Australia Branch Incorporated**

**Job Description**

**Public Officer:**

***General:***

**The Public Officer's role under the Associations and Corporation Act is:**

- Responsible for lodging with the Office of Consumer and Business Affairs:
  - Changes to the rules of the association within 21 days of the passing of the resolution
  - Notification of change of Public Officer within 1 month of the change taking place
  - A periodical return within 6 months of the end of the associations' financial year if the associations' gross receipts are in excess of \$500,00.00
- Will act as the registered office of the association and will be the instrument for receiving any court proceedings being served upon the association
- Responsible to accept service of the documents and ensure that they are conveyed to the Executive.