

<b>PUBLIC OFFICER POLICY</b>	
<b>Authority</b>	<b>Content</b>
<p>Clause 5c</p> <p><i>Handweavers, Spinners and Dyers Guild of Tasmania Inc. Constitution of 2021</i></p> <p><i>Committee approval 13 February 2020</i></p> <p><i>Reviewed and Approved 9 December 2021</i></p> <p><i>Reviewed by Committee and Tabled AGM: 14/03/2023</i></p>	<p><b>Introduction</b></p> <p>By law every incorporated association such as the Handweavers, Spinners and Dyers Guild of Tasmania is required to appoint a Public Officer from within its membership. The Public Officer position is the point of contact between the Guild and the Commissioner of Corporate Affairs in the Tasmanian Government.</p> <p><b>Duties of the Public Officer</b></p> <p>The Public Officer is required to:</p> <ul style="list-style-type: none"> <li>• Compile and supply an annual return (on the prescribed form) to the Commissioner of Corporate Affairs</li> <li>• Notify the Commissioner of Corporate Affairs when there is a change of incumbent of the Public Officer position and any change of address for the Guild</li> <li>• Any other legal requirements</li> </ul> <p><b>Appointment of the Public Officer</b></p> <p>The Public Officer is appointed (not elected) at each Annual General Meeting of the Guild. Any member of the Guild can hold the position of Public Officer but it is usually held by a member of the Committee and most likely by the Secretary or Treasurer.</p>