



**AUSTRALIAN DERMATOLOGY NURSES' ASSOCIATION Inc.**

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**PUBLIC OFFICER**

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A Public Officer acts as an official point of contact and representative of an Association or Company to the Australian Taxation Office (ATO) They are also responsible for ensuring the Association meets its responsibilities under the Income Tax Assessment Act 1936, therefore:

- Must reside in NSW (as ADNA Inc is registered in NSW)
- Must be at least 18 years of age.
- Capable of understanding the nature of their appointment as a Public Officer
- Lodge an End of Year Financials and report to NSW Fair Trading
- Must be a financial member of ADNA
- Attend ADNA committee meetings each year

An Incorporated Association has its own legal identity separate from its members, providing protection to members in legal transactions and therefore must submit an end of year financials and report, within 4 weeks after the Annual General Meeting each year to NSW Fair Trading.

NSW Fair Trading administers the Associations Incorporations Act 2009. This includes annual reporting obligations which include; maintaining minutes, proper financials and membership records. NSW Fair Trading collects, uses, stores and discloses personal information and is part of the Department of Finance, Services and Innovation. (DFSI)