



Position Title	Volunteer Public Officer Neighbourhood Watch NT
Location	Northern Territory
Primary Objective	The Public Officer is responsible for NHWNT's compliance with the Constitution and Legislation (Act and regulations). The Public Officer primarily is the liaison between the organisation and Licensing NT.
Key responsibilities	<ul style="list-style-type: none"> • NHWNT's legal representative <ul style="list-style-type: none"> ◦ Is the organisation's legal contact for Licensing NT and the public • Notify Licensing NT within 14 days of any board member or contact detail changes • Within 1 month after the AGM, lodge with Licensing NT an annual statement by the Public Officer and independent audit documents for the financial year • Notify Licensing NT of special resolutions within 28 days of the passed resolution (i.e. Constitution Changes) • Retain a copy of the constitution and make it available to members on request • Be well informed about all the organisation's activities • Attend and participate in all Board meetings, including the AGM • Must be a member or employee of the organisation • Is a resident of the NT • Over 18 years of age. <p>A public officer can no longer hold the position if they:</p> <ul style="list-style-type: none"> • become bankrupt • become of unsound mind • formally resign or are removed by members • no longer live in the NT • or dies