



**FRANKSTON
BUSINESS
CHAMBER**

The people to see ...

Frankston Business Chamber Inc. Position Description – Public Officer

TITLE	Public Officer of the Frankston Business Chamber Inc. Board of Management (<i>here after referred to as “Public Officer”</i>)
REPORTS TO	Frankston Business Chamber Board of Management (<i>hereafter referred to as the “Board”</i>)
REPORTING TO THIS POSITION	Nil
LOCATION	Suite 11, Ground Floor, 108 -120 Young Street, Frankston
CLASSIFICATION	Voluntary position that shall be appointed by the Board for a term as determined by the Constitution
POSITION DESCRIPTION DATE	March 2009

Primary Objective

To be a figurehead position, required for signature on certain legal and other documents. This position can be part of another Office Bearers position if needed.

Duties and Responsibilities

Understand the documentation that requires signature on behalf of the Frankston Business Chamber.

Reports To

Frankston Business Chamber Board of Management

Qualifications

No specific qualifications are needed.

Accountability

The Public Officer is accountable to the Frankston Business Chamber members, the Board, Corporate Affairs and all applicable funding bodies.

Extent of Authority

As per the Frankston Business Chamber's Constitution.

Experience

No specific requirements are needed. Ideally though the person holding the position would do so in a long-term capacity so as to avoid the costly registration fees for each change.



Approval

I approve the this Position Description

Signed: Date: .../.../.....

Position:
(President)

Incumbent Statement :

I have read, understand and accept the terms and conditions of this Position Description

Signed: Date: .../.../.....

Name: