



# INTERVENTIONAL RADIOLOGY SOCIETY OF AUSTRALASIA INC

ABN 99 043 289 493

## Position Description: Public Officer

### 1. Overview

The Interventional Radiology Society of Australasia (IRSA) is established to pursue the charitable purposes of advancing health through the speciality of interventional radiology, and principally, to promote the prevention and treatment of diseases in humans through interventional radiology.

IRSA is governed by the Committee of Management of the Association ('the Committee'). The Committee includes the IRSA office-bearers, who are referred to collectively as 'the Executive'. The Committee and its Executive have responsibility for, and oversight of, the core objectives of IRSA.

This role is a compliance and reporting role, responsible for maintaining process and liaising with regulatory bodies as legally required. The Public Officer is an appointed role and does not have voting rights.

### 2. Roles and Responsibilities

The Public Officer is responsible for:

- 2.1. Fulfilling the duties of a Public Officer as required by the legislation governing associations in the relevant jurisdiction, including management of documents and providing notifications or reports to the required authorities;
- 2.2. Ensuring that the terms of the IRSA Constitution are met;
- 2.3. Establishing and maintaining a register of IRSA members, which must include the name, address, membership category and commencement of membership date of each member;
- 2.4. Keeping custody of the common seal of the association and ensuring that:
  - 2.4.1. The seal is not affixed to any instrument without the authority of the Committee;
  - 2.4.2. The use of the seal is recorded, with the record signed by two members of the Committee, one of whom may be the Public Officer;
- 2.5. Keeping custody of, or designate appropriate secure storage for, all records, books and other documents relating to the association, unless otherwise specified by the IRSA Constitution;



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- 2.6. At the request of an IRSA member/s, providing access to inspect all records, books and other documents, at any reasonable hour.

## 3. Application Process

- 3.1. IRSA will advertise the role when vacant to all members.
- 3.2. The role will be filled through an Expression of Interest (EOI) process conducted in conjunction with elections for the Executive.
- 3.3. Applicants who meet the selection criteria should complete the EOI form and supporting documents and send to the IRSA Executive Officer.
- 3.4. Appointment to the role will be determined by the Executive, which may consult with the IRSAAP.
- 3.5. The Public Officer will be appointed for an initial term of two years. There is no limit to the number of terms that may be served, consecutively or non-consecutively.

## 4. Selection Criteria

The Public Officer must:

- 4.1 Be capable of fulfilling the duties of the position as required by legislation;
- 4.2 Have previously been actively involved in governance and/or regulation of non-profit organisations or statutory bodies;
- 4.3 Have a thorough understanding of the legislation governing associations in the relevant jurisdiction;
- 4.4 Have a thorough understanding of the processes and provisions of the IRSA Constitution;
- 4.5 Have excellent written and verbal communication, and organisational skills.