

Royal Astronomical Society of Canada (RASC), Halifax Centre
Position Description: Director

Name:

Director, Halifax Centre

Accountability:

RASC, Halifax Centre

Purpose:

The purpose of the Director position is as follows:

- 1) Provide continuity and support from previous Board of Directors to the new Board,
- 2) A position for those wanting to stay informed and have opportunities to remain involved,
- 3) A position for Board of Directors members who are stepping back from other roles but wish to continue participation
- 4) A lead-in for newer members to later assume other roles on the Board of Directors, and
- 5) To temporarily fill vacant/absent director roles. The member is informed, up to date, available and appointed to assume the director role for the remainder of the term.

Qualifications:

Candidates wishing to become Director must meet the following criteria:

- 1) Must be at least 19 years of age,
- 2) Is a RASC, Halifax Centre member in good standing, and
- 3) Has been a RASC, Halifax Centre member for at least one year.

Term Limits:

- 1) A Halifax Centre member may stand for election as Director for one (1) one-year term, commencing January 1 and expiring December 31. (RASC Halifax Centre Bylaw #1: Articles 7.5.1 and 7.5.5)
- 2) They may serve for a total of ten (10) consecutive years in office but may be re-elected after a lapse of one (1) year. (RASC Halifax Centre Bylaw #1: Articles 7.5.4)

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Responsibilities:

- 1) Abide by the RASC Directors and Officers Code of Conduct when representing the RASC at events held on the RASC's behalf. (RASC Policy Manual 2017 - Appendix A: Directors & Officers Code of Conduct.)
- 2) Be willing to work with the Board of Directors and Halifax Centre members to meet RASC objectives and to further its mission and mandate. (RASC Policy Manual 2017 - Policy G1: Objects, Vision and Mission)
- 3) Be familiar with the Halifax Centre and RASC bylaws and other rules of the organization. (Robert's Rules of Order)
- 4) Prepare for and attend RASC Halifax Centre Board of Directors meetings.
- 5) Assist in the development and implementation of events and programs, when possible.
- 6) In collaboration with other Board of Directors members, assist in recruitment of guest speakers for public events.
- 7) Assist the Observing Chair in promoting observing programs, such as RASC observation certificates, etc.
- 8) Perform other duties as may be prescribed by the Board of Directors. (RASC Halifax Centre Bylaw #1: Article 7.11.1)

Reporting Mechanism:

- 1) Mandatory attendance at RASC, Halifax Centre Board of Directors meetings as set by the President of the RASC, Halifax Centre Board of Directors.
- 2) Maintains contact and works with the President of the RASC, Halifax Centre Board of Directors.