

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

Name:

Librarian, Halifax Centre

Accountability:

RASC, Halifax Centre

Qualifications:

Candidates wishing to be appointed as Librarian must meet the following criteria:

- 1) May or may not be an elected Director on the RASC Halifax Centre Board of Directors
- 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 be appointed as Librarian for one (1) one-year term, commencing January 1 and expiring December 31. (RASC Halifax Centre By-law #1: Article 8.06(3))
- 2) They may be appointed for a total of five (5) consecutive years but may be reappointed for additional consecutive terms.

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 2015 - Appendix A: Directors & Officers Code of Conduct)
- 2) Be familiar with the Halifax Centre and RASC by-laws and other rules of the organization. (Robert's Rules of Order)
- 3) Be willing to work with the Council and Halifax Centre members to meet RASC objectives and to further its mission and mandate. (RASC Policy Manual 2015 - Policy G1: Objects, Vision and Mission)
- 4) Prepare for and attend RASC Halifax Centre Council meetings.
- 5) Be responsible for the safekeeping, maintenance and operation of the Centre's books, publications, audiovisual materials, computer software, archives and other library materials of the centre.
- 6) Operate the Centre's library, including the acquisition of new books and other library materials, the lending of library materials, the maintenance of a current catalogue of all library materials, and the exchange with other organizations of library materials.
- 7) Recommend a RASC Member to the Board to act as an Assistant Librarian, when desired, for approval by the Board. The assistant must be a RASC, Halifax Centre member in good standing (of any age).
- 8) Perform other duties as may be requested by the Council. (RASC Halifax Centre By-law #1: Article 8.13(3))

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Reporting Mechanism:

- 1) Attendance at RASC, Halifax Centre Board meetings as set by the President of the RASC, Halifax Centre Board:
 - a) If an elected Director: Mandatory attendance at Board of Director meetings
 - b) If not an elected Director: Attend Board of Directors meetings when invited to address the Board, when a request to address the Board has been approved, or as a guest.
- 2) Provide a year-end written report for the purposes of the Annual General Meeting (AGM) and for inclusion in the first edition of Nova Notes of the new year.
Maintains contact and works with the President of the RASC, Halifax Centre Council.