

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

Name:

Observing Chair, Halifax Centre

Accountability:

RASC, Halifax Centre

Qualifications:

Candidates wishing to be appointed as Observing Chair 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,
- 3) Has been a RASC, Halifax Centre member for at least one year, and
- 4) Be an experienced observer and have familiarity of SCO operations and equipment and responsibilities to the members.

Term Limits:

- 1) A Halifax Centre member may be appointed as Observing Chair for one (1) one-year term, commencing January 1 and expiring December 31.
- 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 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.)
- 3) Be familiar with the Halifax Centre and RASC by-laws and other rules of the organization. (Robert's Rules of Order)
- 4) Prepare for and attend RASC Halifax Centre Council meetings.
- 5) Participate in the establishment and carry into effect a program for use of the Centre's telescopes, observing equipment and observatory by Centre members. (based on: RASC Halifax Centre By-law #1 (1995): Article 8.14(2))
- 6) Determine dates for Members' Nights for inclusion in Nova Notes.

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- 7) Provide update on the sky and special astronomical events at each Members' Meeting.
- 8) Contribute an article for Nova Notes regarding observing, when requested or when volunteering to do so.
- 9) Promote and provide guidance for members' completion of National Observing certificates.
- 10) Perform other duties as may be requested by the Council.

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.