



Royal Astronomical Society of Canada (RASC), Halifax Centre

Dedicated to the Advancement of Astronomy and Allied Sciences

**PD11: Position Description (appointed)
- St. Croix Observatory (SCO) Manager**

(Adopted: November 17, 2017)

Name:

St. Croix Observatory (SCO) Manager, Halifax Centre

Accountability:

RASC, Halifax Centre

Qualifications:

Candidates wishing to become St. Croix Observatory (SCO) Manager must meet the following criteria:

- 1) May or may not be an elected Director of Halifax Centre,
- 2) Must be at least 19 years of age, (RASC Policy Manual 2015 - Policy B3: Statutory Requirements.)
- 3) Is a RASC, Halifax Centre member in good standing,
- 4) Has been a RASC, Halifax Centre member for at least one year, and
- 5) 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 stand for election as Observing Chair 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 serve for a total of five (5) consecutive years in office but may be re-elected after a lapse of one (1) year.

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) Have custody of and be responsible for the safekeeping, maintenance and operation of the Centre's telescopes, observing equipment, observatory, including the observatory property, building and premises, and other equipment of the Centre associated or used in connection therewith. (RASC Halifax Centre By-law #1: Article 8.14(1))
- 6) 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: Article 8.14(2))
- 7) Maintain an inventory of the Centre's equipment for the purpose of loans and insurance. (RASC Halifax Centre By-law #1: Article 8.14(3))
- 8) Organize work parties, when required.
- 9) Ensure SCO is operational for members on Members' Night.
- 10) Manage the outgoing of St. Croix Observatory (SCO) keys to members.
- 11) Perform other duties as may be prescribed by the Council. (RASC Halifax Centre By-law #1: Article 8.14(5))

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) Report quarterly to the Council regarding the operations of SCO, including the acquisition or disposal of observatory equipment, maintenance and general operations.
- 3) 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.
- 4) Maintains contact and works with the President of the RASC, Halifax Centre Council.