



## **Royal Astronomical Society of Canada (RASC), Halifax Centre**

Dedicated to the Advancement of Astronomy and Allied Sciences

### **PD3: Position Description (elected) - Secretary**

(Adopted November 17, 2017)

#### **Name:**

Secretary, Halifax Centre Board of Directors

#### **Authority:**

RASC, Halifax Centre

#### **Qualifications:**

- 1) Candidates wishing to become Secretary must meet the following criteria:
- 2) Must be at least 19 years of age, (RASC Halifax Centre Bylaw #1: Article 7.5.3 2 and 7.5.5)
- 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 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)

#### **Term Limits:**

- 1) A Centre member may stand for election as Secretary for one (1) one-year term, commencing January 1 and expiring December 31. (RASC Halifax Centre Bylaw #1: Article 7.5.1 & 7.5.5; RASC Policy Manual 2017 - Policy B1: Board of Directors Terms of Reference)
- 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. (RASC Halifax Centre Bylaw #1: Article 7.5.3)

#### **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 Board of Directors Meetings. If three consecutive notified or un-notified absences in a row occur (unless there are extenuating circumstances), the Secretary will be contacted by the President or a designated Board member to discuss the absences.
- 5) Issues notices and reminders of Members' and Board of Directors meetings at least 7 days before the date of such meetings, including the agenda. (RASC Halifax Centre Bylaw #1: Articles 6.3.3 and 9.2.2)
- 6) Be responsible for the preparation and submission of accurate Minutes of all regular and annual meetings of the Halifax Centre Board of Directors: (RASC Halifax Centre Bylaw #1: Article 7.8.1.4)
  - a) Take Minutes of meeting at each Board of Directors meeting
  - b) Dissemination of Minutes to Board of Directors members prior to the next Board of Directors meeting (RASC Halifax Centre Bylaw #1: Article 7.8.1.3)
  - c) Update and store the Centre's Minutes for the year into the Public Archives
- 7) Maintains the list of the Halifax Centre Board of Directors:
  - a) Annually revises the Board of Directors list following the Annual General Meeting (AGM), or as required
  - b) Submit to the Secretary of the Society by 15 January in each membership year:
    - i) the list of current Officers, National Representative(s) and Centre Board of Directors members
    - ii) the addresses for the Officers and National Representative(s)
- 8) Submit to the Secretary of the Society by the date specified by the Society in each membership year a brief report on the activities and meetings of the Centre during the past calendar year (RASC Halifax Centre Bylaw #1: Article 7.8.1.4)
- 9) Conducts the correspondence of the Centre and report thereon to the Board of Directors. (RASC Halifax Centre Bylaw #1: Article 7.8.1.1)
- 10) In collaboration with other Board of Directors members, advise Halifax Centre members of important events.
- 11) Collaborates with the Treasurer on submissions to the Registry of Joint Stock Companies.
- 12) Files with the Registrar of the Registry of Joint Stock Companies a copy of every special resolution within 14 days of the resolution having been passed. (RASC Halifax Centre Bylaw #1: Article 7.8.1.6)
- 13) Have custody of the seal and the current minutes and documents of the Society. (RASC Halifax Centre Bylaw #1: Article 7.8.1.2)
- 14) Liaise with Saint Mary's University (SMU) regarding room bookings for Board of Directors and Centre meetings.
- 15) Other duties as may be prescribed by the Board of Directors. (RASC Halifax Centre Bylaw #1: Article 7.8.1.7)

### **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 closely with the President of the RASC, Halifax Centre.

- 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.