



Royal Astronomical Society of Canada (RASC), Halifax Centre

Dedicated to the Advancement of Astronomy and Allied Sciences

**PD6: Position Description (appointed)
- National Representative**

(Adopted: November 17, 2017)

Name:

National Council Representative, RASC (for RASC Halifax Centre)

Accountability:

RASC National Council and RASC Board of Directors

Qualifications:

Candidates wishing to be appointed as National Council Representative must meet the following criteria:

- 1) May be an elected Director on the RASC Halifax Centre Board of Directors or be appointed as the National Council Representative by the Board of Directors.
- 2) Must be at least 19 years of age, (RASC Policy Manual 2015 - Policy B3: Statutory Requirements.)
- 3) Is a RASC, Halifax Centre member (not Youth or Associate) in good standing, and
- 4) Has been a RASC, Halifax Centre member for at least one year.

Term Limits:

- 1) Appointed as National Council Representative for one (1) one-year term, commencing January 1 and expiring December 31.
- 2) May be reappointed for a total of five (5) consecutive years and may be reappointed after a lapse of one 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 bylaws and other rules of the organization. (Robert's Rules of Order)
- 4) Prepare for and attend RASC Halifax Centre Board of Director meetings. If they are appointed and are not an elected Director, they are attending in an ex officio capacity. If three consecutive notified or un-notified absences in a row occur (unless there are extenuating circumstances), the National Representative will be contacted by the President or a designated Board member to discuss the absences.
- 5) Fulfill duties of RASC National Council Representative as determined by RASC National Council and that of Halifax Centre Director as determined by Halifax Centre, acting as the conduit for communication, information, opinion, recommendations, and action. (RASC Council Rep Quick Reference)
- 6) Commit to attend the scheduled regular RASC National Council meetings, including the one in-person meeting at the General Assembly plus 2-3 teleconferences. (RASC Policy Manual 2015 – Policy C12: National Council Terms of Reference; and RASC Council Rep Quick Reference.)
- 7) In the event that an elected Representative is unable to attend a meeting of National Council, an Alternate Representative may be elected by the Centre or appointed by the Centre's Council. The Secretary (through the National Office) must be informed in writing in advance in order for the Alternate to have full voting privileges. (RASC Council Rep Quick Reference – National Council Responsibilities, 2007)
- 8) Be aware of the issues at Halifax Centre and National level and be relied on to accurately convey the issues and positions on them. (RASC Council Rep Quick Reference)
- 9) Inform Halifax Centre Board of the activities, discussions and decisions of National Council. (National Council Representatives' Responsibilities, Motion: 96129)
- 10) Perform other duties as may be requested by the RASC Halifax Centre Board of Directors.

Financial Support:

- 1) National Council Representatives are eligible for reimbursement of eligible transportation and accommodation for not more than three (3) nights: (RASC Policy Manual 2015 – Policy G21: National RASC Travel Policy, and Policy G19: Travel Policy – General)
 - a) by the Society for 75% of eligible expenses; and
 - b) by Halifax Centre for 25% of eligible expenses.
- 2) National Council will fund 100% of the cost of providing teleconference or Web conferencing services as needed to facilitate the work of the National Council. (RASC Policy Manual 2015 – Policy C12: National Council Terms of Reference)

Reporting Mechanism:

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

- 4) 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.