



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

Dedicated to the Advancement of Astronomy and Allied Sciences

### **PD7: Position Description (appointed) - Editor, Nova Notes**

(Adopted: November 17, 2017)

#### **Name:**

Editor, Nova Notes

#### **Accountability:**

RASC, Halifax Centre

#### **Qualifications:**

Candidates wishing to become appointed as Nova Notes Editor 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 is appointed as Editor, Nova Notes for one (1) one-year term, commencing January 1 and expiring December 31.
- 2) May be appointed for a total of five (5) consecutive years and 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 Board 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) Responsible for the publication of Nova Notes, 5 editions per year. (RASC Halifax Centre 2016 Communications Strategy)
- 5) Select other members of the Halifax Centre to assist him or her, when required.

- 6) Collect articles and structure them within Nova Notes for each of the 5 editions.
- 7) Distribute each edition by mail or email to members of Halifax Centre.
- 8) Perform other duties as may be prescribed by the Board.

**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.