



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

Dedicated to the Advancement of Astronomy and Allied Sciences

### **PD8: Position Description (appointed) - Observing Chair**

(Adopted: November 17, 2017)

#### **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.
- 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.
- 3) Maintains contact and works with the President of the RASC, Halifax Centre Council.