



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

Dedicated to the Advancement of Astronomy and Allied Sciences

### **PD9: Position Description (appointed) - Outreach Chair**

(Adopted: October 19, 2018)

#### **Name:**

Outreach Chair, Halifax Centre

#### **Accountability:**

RASC, Halifax Centre

#### **Qualifications:**

Candidates wishing to be appointed as Outreach 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 Outreach Chair for one (1) one-year term, commencing January 1 and expiring December 31.
- 2) They 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) May attend RASC Halifax Centre Council meetings.
- 5) Contribute an article for Nova Notes regarding Outreach, when requested or when volunteering to do so.
- 6) May conduct Outreach events as requested by the Board of Directors.
- 7) Follow up on all public outreach requests.
- 8) Coordinate local outreach requests by determining availability of members to assist with the requests.
- 9) Coordinate national outreach requests following discussion with the Halifax Centre Board of Directors.
- 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.

Maintains contact and works with the President of the RASC, Halifax Centre Council.