



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

Dedicated to the Advancement of Astronomy and Allied Sciences

### **PD10: Position Description (appointed) - Librarian**

(Adopted: November 17, 2017; Revised: December 7, 2019)

#### **Name:**

Librarian, Halifax Centre

#### **Accountability:**

RASC, Halifax Centre

#### **Qualifications:**

Candidates wishing to be appointed as Librarian 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 may be appointed as Librarian for one (1) one-year term, commencing January 1 and expiring December 31. (RASC Halifax Centre By-law #1: Article 8.06(3))
- 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 familiar with the Halifax Centre and RASC by-laws and other rules of the organization. (Robert's Rules of Order)
- 3) 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)
- 4) May attend RASC Halifax Centre Board meetings.
- 5) Be responsible for the safekeeping, maintenance and operation of the Centre's books, publications,

audiovisual materials, computer software, archives and other library materials of the centre.

- 6) Operate the Centre's library, including the acquisition of new books and other library materials, the lending of library materials, the maintenance of a current catalogue of all library materials, and the exchange with other organizations of library materials.
- 7) Recommend a RASC Member to the Board to act as an Assistant Librarian, when desired, for approval by the Board. The assistant must be a RASC, Halifax Centre member in good standing (of any age).
- 8) Perform other duties as may be requested by the Board. (RASC Halifax Centre By-law #1: Article 8.13(3))

### **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.