



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

Dedicated to the Advancement of Astronomy and Allied Sciences

### **PD1: Position Description (elected) - President**

(Adopted November 17, 2017)

#### **Name:**

President, Halifax Centre

#### **Accountability:**

RASC, Halifax Centre

#### **Qualifications:**

Candidates wishing to become President must meet the following criteria:

- 1) Must be at least 19 years of age, (RASC Policy Manual 2015 - Policy B3: Statutory Requirements.)
- 2) Is a RASC, Halifax Centre member in good standing, and
- 3) Has been a RASC, Halifax Centre member for at least one year.
- 4) Have a basic understanding of operations of the Centre, SCO and the Board, and the Centre's relationship with RASC.
- 5) General knowledge of astronomy and an appreciation of methods of observation.

#### **Term Limits:**

- 1) A Halifax Centre member may stand for election as President for one (1) one-year term, commencing January 1 and expiring December 31. (RASC Halifax Centre Bylaw 3#1 (2017): Articles 7.3.1; 2015 - Policy B1: Board of Directors Terms of Reference)
- 2) They may serve for a total of three (3) consecutive years in office but may be re-elected after a lapse of one (1) year. (RASC Halifax Centre Bylaw #1: Article 7.5.2)

#### **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 Society. (Robert's Rules of Order)

- 4) Prepare for and attend Board Meetings. If three consecutive notified or un-notified absences in a row occur (unless there are extenuating circumstances), the President will be contacted by a designated Board member to discuss the absences.
- 5) Preside over all meetings of the Centre and the Board unless other arrangements have been made and agreed upon by the Board. (RASC Halifax Centre Bylaw #1: Article 6.5.1)
- 6) Assure that Board deliberations will be fair, open, thorough, timely, orderly, and to the point. (RASC Policy Manual 2015 - Policy B2: Officers' Responsibilities.)
- 7) Responsible for implementing the strategic plans and policies of the Society in collaboration with other members of the Board. (RASC Bylaw #1: Article 7.6.1.1)
- 8) Represent and speak for the Centre, when appropriate. (RASC Halifax Centre Bylaw #1: Article 7.6.1.3)
- 9) Recruit guest speakers in collaboration with other Board members.
- 10) In collaboration with the Secretary, draft the monthly agenda for Board and Halifax Centre meetings.
- 11) Shall serve as a member on the Nominating Committee and recruit new members to the Board or to one of its Subcommittees in collaboration with the Directors.
- 12) Subject to the authority of the Board, shall have general supervision of the affairs of the Board, and shall be an *ex-officio* member of all other standing and special committees of the Board, but can volunteer to be a member of any Committee.
- 13) Advise Halifax Centre members of important events.
- 14) Perform other duties as may be prescribed by the Board. (RASC Halifax Centre Bylaw #1: Article 7.6.1.4)

### **Reporting Mechanism:**

- 1) Mandatory attendance at RASC, Halifax Centre Board meetings as pre-determined by the RASC, Halifax Centre Board.

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.