



Royal Astronomical Society of Canada (RASC), Halifax Centre

Dedicated to the Advancement of Astronomy and Allied Sciences

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

(Adopted: November 17, 2017; Revised: November 29, 2022)

Name:

Editor(s), 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) A second Halifax Centre member may also be appointed as Co-Editor, Nova Notes for one (1) one-year term, commencing January 1 and expiring December 31.
- 3) Chair/Co-Chairs 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) May attend RASC Halifax Centre Board of Directors Meetings

- 5) Responsible for the publication of Nova Notes, 5 editions per year. (RASC Halifax Centre 2016 Communications Strategy)
- 6) Select other members of the Halifax Centre to assist him or her, when required.
- 7) Collect articles and structure them within Nova Notes for each of the 5 editions.
- 8) Distribute each edition by mail or email to members of Halifax Centre.
- 9) 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.

Maintain contact with the President of RASC Halifax Centre.