



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; Revised: December 7, 2019)

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