



Royal Astronomical Society of Canada (RASC) Halifax Centre

Dedicated to the Advancement of Astronomy and Allied Sciences

PD5: Position Description (elected) - Director

(Adopted: November 17, 2017; Revised June 18, 2024)

Name:

Director, RASC Halifax Centre

Accountability:

RASC Halifax Centre

Purpose:

The purpose of the Director position is as follows:

- 1) Provide continuity and support from previous RASC Halifax Centre Board of Directors to the new Board,
- 2) Provide a position for those wanting to stay informed and have opportunities to remain involved,
- 3) Provide a position for RASC Halifax Centre Board of Directors members who are stepping back from other roles but wish to continue participation
- 4) Provide a lead-in for newer members to later assume other roles on the Board of Directors, and
- 5) Temporarily fill vacant/absent director roles. The member is informed, up to date, available and appointed to assume the director role for the remainder of the term.

Qualifications:

Candidates wishing to become Director must meet the following criteria:

- 1) Must be at least 19 years of age,
- 2) Is a RASC Halifax Centre member in good standing (not Youth under 19 or Associate) for at least one year prior to election.

Term Limits:

- 1) A RASC Halifax Centre member may stand for election as Director for one (1) one-year term, commencing January 1 and expiring December 31.
- 2) They may serve for a total of ten (10) consecutive years in office but may be re-elected after a lapse of one (1) year.

Responsibilities:

- 1) Be willing to work with the RASC Halifax Centre Board of Directors and Halifax Centre members to meet RASC objectives and to further its mission and mandate.
- 2) Be familiar with the RASC Halifax Centre and the RASC bylaws and other policies of the Society.
- 3) Prepare for and attend RASC Halifax Centre Board of Directors meetings. If three consecutive notified or un-notified absences in a row occur (unless there are extenuating circumstances), the Director will be contacted by the President or a designated Board member to discuss the absences.
- 4) Assist in organizing and delivering programs and events approved by the Board of Directors of the RASC Halifax Centre and its committees.
- 5) In collaboration with other RASC Halifax Centre Board of Directors members, assist in recruitment of guest speakers for public events.
- 6) Assist in promoting RASC education and outreach programs
- 7) Perform other duties as may be prescribed by the Board of Directors.

Reporting Mechanism:

- 1) Mandatory attendance at the RASC Halifax Centre Board of Directors meetings as set by the President of the RASC Halifax Centre Board of Directors.
- 2) Maintains contact and works with the President of the RASC Halifax Centre Board of Directors.