



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

Dedicated to the Advancement of Astronomy and Allied Sciences

### PD6: Position Description (appointed) - RASC National Council Representative

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

#### **Name:**

RASC National Council Representative for the RASC Halifax Centre

#### **Accountability:**

To the RASC Halifax Centre Board of Directors

#### **Qualifications:**

Candidates wishing to be appointed as the RASC National Council Representative must meet the following criteria:

- 1) Must be an elected Director on the RASC Halifax Centre Board of Directors,
- 2) Must be at least 19 years of age,
- 3) Is a RASC Halifax Centre member (not Youth under 19 or Associate) in good standing for at least one year prior to appointment.

#### **Term Limits:**

- 1) Appointed as the RASC National Council Representative for one (1) one-year term, commencing January 1 and expiring December 31.
- 2) May be reappointed for a total of five (5) consecutive years and may be reappointed after a lapse of one year.

#### **Responsibilities:**

- 1) Be willing to work with RASC Halifax Centre, RASC National Council and the RASC Board of Directors to meet RASC objectives and to further its mission and mandate.
- 2) Be familiar with the RASC Halifax Centre and the RASC by-laws and other policies of the Society.
- 3) Prepare for and attend the RASC Halifax Centre Board of Director meetings. If three consecutive notified or un-notified absences in a row occur (unless there are extenuating circumstances), the RASC National Representative will be contacted by the President or a designated Board member to discuss the absences.
- 4) Be willing to assist in organizing and delivering programs and events approved by the RASC Halifax Centre and its committees
- 5) Fulfill duties of the RASC National Council Representative as determined by the RASC Halifax Centre, represents its interests subject to the direction of their Centre, and reports to their Centre's officers the

business and activities of the National Council.

- 6) Commit to attend the scheduled regular and special meetings of the RASC National Council.
- 7) In the event that an elected Representative is unable to attend a meeting of the RASC National Council, an Alternate Representative may be selected by Halifax Centre Board of Directors. The National Council Recorder must be informed in writing in advance in order for the Alternate to have full voting privileges.
- 8) Be aware of the issues at the RASC Halifax Centre and National level and be relied on to accurately convey the issues and positions on them.
- 9) Inform the RASC Halifax Centre Board of the activities, discussions and decisions of the RASC National Council.
- 10) Perform other duties as may be requested by the RASC Halifax Centre Board of Directors.

### **Financial Support:**

- 1) National Council Representatives are eligible for reimbursement of eligible transportation and accommodation according to the related RASC policies.
- 2) The RASC National Council will fund 100% of the cost of providing teleconference or Web conferencing services as needed to facilitate the work of the National Council.

### **Reporting Mechanism:**

- 1) Mandatory attendance at RASC Halifax Centre Board of Directors meetings as set by the President of the RASC, Halifax Centre.
- 2) Maintains contact and works with the RASC Halifax Centre Board of Directors
- 3) Maintains contact and works with the Officers of the RASC National Council.
- 4) 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 calendar year.