



## **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: June 18, 2024)

#### **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 for at least one year prior to appointment.

#### **Term Limits:**

- 1) A RASC 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 RASC Halifax Centre member may be appointed as Co-Editor, Nova Notes for one (1) one-year term, commencing January 1 and expiring December 31.
- 3) The Editor and Co-Editor may be appointed for one year and may be reappointed for additional consecutive one-year terms.

#### **Responsibilities:**

- 1) Be willing to work with the RASC Halifax Centre Board of Directors and Halifax Centre members to meet the RASC objectives and to further its mission and mandate.
- 2) Be familiar with the Halifax Centre and the RASC by-laws and other policies of the Society.
- 3) May attend the RASC Halifax Centre Board of Directors Meetings.
- 4) Be willing to assist in organizing and delivering programs and events approved by the RASC Halifax Centre and its committees.
- 5) Responsible for the publication of Nova Notes, at least 5 editions per year.

- 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 edition. .
- 8) Provide editions to the webmaster for uploading to the RASC Halifax Centre website.
- 9) Perform other duties as may be prescribed by the Board.

**Reporting Mechanism:**

- 1) Attendance at the 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) Maintain contact with the President of the RASC Halifax Centre.