



Royal Astronomical Society of Canada (RASC), Halifax Centre

Dedicated to the Advancement of Astronomy and Allied Sciences

PD2: Position Description (elected) - Vice-President

(Adopted November 17, 2017)

Name:

Vice-President, Halifax Centre Board of Directors

Accountability:

RASC, Halifax Centre

Qualifications:

Candidates wishing to become Vice-President must meet the following criteria:

- 1) Must be at least 19 years of age, (RASC Policy Manual 2017 - Policy B3: Statutory Requirements)
- 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 may stand for election as Vice-President for one (1) one-year term, commencing January 1 and expiring December 31. (RASC Halifax Centre Bylaw #1: Article 7.5.1 & 7.5.5; RASC Policy Manual 2017 - Policy B1: Board of Directors Terms of Reference)
- 2) They may serve for a total of three (3) consecutive years in office but may be re-elected after a lapse of one (1) year. (RASC Halifax Centre Bylaw #1: Article 7.5.2)

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 2017 - Appendix A: Directors & Officers Code of Conduct)
- 2) Be willing to work with the Board of Directors and Halifax Centre members to meet RASC objectives and to further its mission and mandate. (RASC Policy Manual 2017 - 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) Prepare for and attend Board Meetings. If three consecutive notified or un-notified absences in a row occur (unless there are extenuating circumstances), the Vice-President will be contacted by the President or a designated Board member to discuss the absences.
- 5) Assist the President in the discharge of his or her duties. (RASC Halifax Centre Bylaw #1, Article 7.7.1.1)
- 6) If the President is absent, is unable, or refuses to act, the Vice-President shall preside over the regular and annual meetings of the Centre. (RASC Halifax Centre Bylaw #1: Article 7.7.1.2)
- 7) In the absence or disability of the President, the Vice-President shall perform the duties and exercise the powers of the President.
- 8) In the event of death, resignation or removal of the President, the Vice-President shall serve as Interim President until nominations and election are held.
- 9) In collaboration with other members of Board of Directors, recruit volunteers for yearly events.
- 10) Assist the President in recruitment of speakers and new members.
- 11) In collaboration with other members of Board of Directors, review the communications strategy to coordinate communications for Halifax Centre.
- 12) Perform other duties as may be prescribed by the Board of Directors. (RASC Halifax Centre Bylaw #1: Article 7.7.1.3)

Reporting Mechanism:

- 1) Mandatory attendance at RASC, Halifax Centre Board of Directors meetings as pre-determined by the President of RASC, Halifax Centre Board of Directors.
- 2) Maintains contact and works with the President of the RASC, Halifax Centre Board of Directors.
- 3) 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.