



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)

Name:

Director, Halifax Centre

Accountability:

RASC, Halifax Centre

Purpose:

The purpose of the Director position is as follows:

- 1) Provide continuity and support from previous Board of Directors to the new Board,
- 2) A position for those wanting to stay informed and have opportunities to remain involved,
- 3) A position for Board of Directors members who are stepping back from other roles but wish to continue participation
- 4) A lead-in for newer members to later assume other roles on the Board of Directors, and
- 5) To 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, 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 Director for one (1) one-year term, commencing January 1 and expiring December 31. (RASC Halifax Centre Bylaw #1: Articles 7.5.1 and 7.5.5)
- 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. (RASC Halifax Centre Bylaw #1: Articles 7.5.4)

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 bylaws and other rules of the organization. (Robert's Rules of Order)
- 4) 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.
- 5) Assist in the development and implementation of events and programs, when possible.
- 6) In collaboration with other Board of Directors members, assist in recruitment of guest speakers for public events.
- 7) Assist the Observing Chair in promoting observing programs, such as RASC observation certificates, etc.
- 8) Perform other duties as may be prescribed by the Board of Directors. (RASC Halifax Centre Bylaw #1: Article 7.11.1)

Reporting Mechanism:

- 1) Mandatory attendance at RASC, Halifax Centre Board of Directors meetings as set by the President of the RASC, Halifax Centre Board of Directors.

Maintains contact and works with the President of the RASC, Halifax Centre Board of Directors.