



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

Dedicated to the Advancement of Astronomy and Allied Sciences

### **PD13: Position Description (appointed) - Webmaster**

(Adopted: May 2, 2023)

#### **Name:**

Webmaster, Halifax Centre

#### **Accountability:**

RASC, Halifax Centre

#### **Qualifications:**

Candidates wishing to be appointed as Webmaster 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 Halifax Centre member may be appointed as Webmaster for one (1) one-year term, commencing January 1 and expiring December 31.
- 2) They may be reappointed for additional consecutive terms.

#### **Responsibilities:**

- 1) Be willing to work with the Board and Halifax Centre members to meet RASC objectives and to further its mission and mandate. (RASC Policy Manual 2021 - Policy G1: Objects, Vision and Mission; RASC Halifax Centre Objectives)
- 2) Be responsible for the safekeeping, maintenance and operation of computer, associated data and website files related to the Centre and Nova East Star Party websites.
- 3) Be familiar with the Halifax Centre and the RASC by-laws and other rules of the Society.
- 4) Perform other duties as may be requested by the Board.

### **Reporting Mechanism:**

- 1) Attendance at 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) Maintains contact and works with the Board of Directors of the RASC, Halifax Centre.