



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

(Adopted: November 17, 2017. Revised: September 30, 2025)

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 be an elected Director on the RASC Halifax Centre Board of Directors.

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 appointed for additional consecutive one-year terms.

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 by-laws and policies of both the RASC Halifax Centre and the Society.

3) Fulfill duties of the RASC National Council Representative as determined by the RASC Halifax Centre, represent its interests subject to the direction of the Centre, and report to the Centre's officers the business and activities of the National Council.

4) Commit to attend the scheduled regular and special meetings of the RASC National Council.

5) 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.

6) Inform the RASC Halifax Centre Board of the activities, discussions, and decisions of the RASC National Council.

7) Perform other duties as may be requested by the RASC Halifax Centre Board of Directors.

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 report (written or verbal) at the Board of Directors meeting following a National Council meeting.

5) 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.