



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

Dedicated to the Advancement of Astronomy and Allied Sciences

### **PD10: Position Description (appointed) - Librarian**

(Adopted November 17, 2017; Revised June 18, 2024)

#### **Name:**

Librarian, RASC Halifax Centre

#### **Accountability:**

RASC Halifax Centre

#### **Qualifications:**

Candidates wishing to be appointed as Librarian 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 (not Youth under 19 or Associate) for at least one year prior to appointment.

#### **Term Limits:**

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

#### **Responsibilities:**

- 1) Be familiar with the Halifax Centre and RASC by-laws and other policies of the organization.
- 2) Be willing to work with the RASC Halifax Centre Board of Directors and Halifax Centre members to meet RASC objectives and to further its mission and mandate.
- 3) Be responsible for the safekeeping, maintenance and operation of the RASC Halifax Centre's books, publications, audiovisual materials, computer software, archives and other library materials of the Centre.
- 4) Operate the Centre's library, including the acquisition of new books and other library materials, the lending of library materials, the maintenance of a current catalogue of all library materials, and the exchange with other organizations of library materials.
- 5) Recommend a RASC Halifax Centre Member to the Board to act as an Assistant Librarian, when desired, for approval by the Board. The assistant must be a RASC Halifax Centre member in good standing (of any age).

- 6) Be willing to assist in organizing and delivering programs and events approved by the RASC Halifax Centre and its committees
- 7) 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 President of the RASC Halifax Centre.