



Royal Astronomical Society of Canada (RASC) Halifax Centre
Dedicated to the Advancement of Astronomy and Allied Sciences

PD11: Position Description (appointed)
- St. Croix Observatory (SCO) Manager
(Adopted November 17, 2017; Revised June 18, 2024)

Name:

St. Croix Observatory (SCO) Manager, RASC Halifax Centre

Accountability:

RASC Halifax Centre

Qualifications:

Candidates wishing to become St. Croix Observatory (SCO) Manager must meet the following criteria:

- 1) May or may not be an elected Director of the RASC Halifax Centre,
- 2) Must be at least 19 years of age,
- 3) Is a RASC Halifax Centre member in good standing (not Youth under 19 or Associate) for at least one year prior to appointment, and
- 4) Be an experienced observer and have familiarity of SCO operations and equipment and responsibilities to the members.

Term Limits:

- 1) A RASC Halifax Centre member may stand for appointment as St. Croix Observatory Manager for one (1) one-year, commencing January 1 and expiring December 31.
- 2) They may be reappointed for additional consecutive one-year 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.
- 2) Be familiar with the Halifax Centre and the RASC by-laws and other policies of the Society.
- 3) Have custody of and be responsible for the safekeeping, maintenance and operation of the Centre's telescopes, observing equipment, observatory, including the observatory property, building and premises, and other equipment of the Centre associated or used in connection therewith.

- 4) Participate in the establishment and carry into effect a program for use of the Centre's telescopes, observing equipment and observatory by Centre members.
- 5) Be willing to assist in organizing and delivering programs and events approved by the RASC Halifax Centre and its committees
- 6) Maintain an inventory of the Centre's equipment for the purpose of loans and insurance.
- 7) Organize work parties, when required.
- 8) Work collaboratively with the Chairs of the Observing and the Education & Public Outreach Committees to determine dates for Member's Nights and other special events for inclusion in Nova Notes.
- 9) Ensure SCO is operational for members on Members' Night.
- 10) Manage the outgoing of St. Croix Observatory (SCO) keys to members.
- 11) Perform other duties as may be prescribed 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 the RASC Halifax Centre Board of Director meetings
 - b) If not an elected Director: Attend the RASC Halifax Centre 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) Report quarterly to the RASC Halifax Centre Board of Directors regarding the operations of SCO, including the acquisition or disposal of observatory equipment, maintenance and general operations.
- 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.
- 4) Maintains contact and works with the Board of Directors of the RASC Halifax Centre.