



Royal Astronomical Society of Canada (RASC) Halifax Centre

Dedicated to the Advancement of Astronomy and Allied Sciences

PD1: Position Description (elected) - President

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

Name:

President, RASC Halifax Centre

Accountability:

RASC, Halifax Centre

Qualifications:

Candidates wishing to become President must meet the following criteria:

1. Must be at least 19 years of age,
2. Is a RASC Halifax Centre member in good standing (not Youth under 19 or Associate) for at least one year prior to election.
3. Have a basic understanding of operations of the Centre, SCO and the Board, and the Centre's relationship with RASC.
4. Have a general knowledge of astronomy and an appreciation of methods of observation.

Term Limits:

- 1) A Halifax Centre member may stand for election as President for one (1) one-year term, commencing January 1 and expiring December 31.
- 2) They may serve for a total of three (3) consecutive years in office but may be re-elected after a lapse of one (1) year.

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 RASC Halifax Centre and the RASC by-laws and other policies of the Society.
- 3) Prepare for and attend RASC Halifax Centre Board Meetings. If three consecutive notified or un-notified absences in a row occur (unless there are extenuating circumstances), the President will be contacted by a designated Board member to discuss the absences.
- 4) Chair all meetings of the RASC Halifax Centre Board of Directors, Centre Meetings and Centre Public

Meetings unless other arrangements have been made and agreed upon by the Board.

- 5) Assure that Board deliberations will be fair, open, thorough, timely, orderly, and to the point.
- 6) Responsible for implementing the strategic plans and policies of the Society in collaboration with other members of the Board.
- 7) Assist in organizing and delivering programs and events approved by the Board of Directors of the RASC Halifax Centre and its committees.
- 8) Represent and speak for the Centre, when appropriate.
- 9) Recruit guest speakers in collaboration with other Board members.
- 10) In collaboration with the Secretary, draft the monthly agenda for Board of Directors and Halifax Centre meetings.
- 11) In collaboration with the Directors, shall serve as a member of the Nominating Committee to recruit new members to the Board of Directors, to any of its Subcommittees or appointed positions..
- 12) Subject to the authority of the RASC Halifax Centre Board of Directors, shall have general supervision of the affairs of the Board, and shall be an *ex-officio* member of all other standing and special committees of the Board.
- 13) The President may choose to be an official member of any committee *except* Dark-Sky Preserve (DSP) Committee. The President may be considered a member of that committee for the purpose of reckoning the number of members of the committee or a quorum of the committee and has the rights thereof.
- 14) Advise Halifax Centre members of important events.
- 15) Act as the Privacy Officer in matters relating to the RASC Halifax Centre Privacy Policy.
- 16) Prepare for and attend National Council (NC) meetings when invited to attend join NC Representative and Presidents meetings.
- 17) Perform other duties as may be prescribed by the Board.

Reporting Mechanism:

- 1) Mandatory attendance at RASC, Halifax Centre Board meetings as pre-determined by the RASC, Halifax Centre Board.
- 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 calendar year.