



Royal Astronomical Society of Canada (RASC) Halifax Centre

Dedicated to the Advancement of Astronomy and Allied Sciences

PD8: Position Description (appointed) - Observing Chair

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

Name:

Observing Chair, RASC Halifax Centre

Accountability:

RASC Halifax Centre

Qualifications:

Candidates wishing to be appointed as Observing Chair 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, and
- 3) Be an experienced observer and have familiarity of SCO operations and equipment and responsibilities to the members.

Term Limits:

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

Responsibilities:

- 1) Be willing to work with the RASC Halifax Centre Board of Directors and Halifax Centre members to meet the RASC objectives and to further its mission and mandate.
- 2) Be familiar with the RASC Halifax Centre and RASC by-laws and other policies of the Society.
- 3) Participate in the establishment and carry into effect a program for use of the RASC Halifax Centre's telescopes, observing equipment and observatory by Halifax Centre members.
- 4) Be willing to assist in organizing and delivering programs and events approved by the RASC Halifax Centre and its committees
- 5) Determine dates for Members' Nights in collaboration with the Observing Committee and SCO Manager for inclusion in Nova Notes.

- 6) Provide update on the sky and special astronomical events at each Members' Meeting.
- 7) Contribute an article for Nova Notes regarding observing, when requested or when volunteering to do so.
- 8) Promote and provide guidance for members' completion of National Observing certificates.
- 9) 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.