



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

Dedicated to the Advancement of Astronomy and Allied Sciences

### **PD9: Position Description (appointed) – Education & Public Outreach (EPO) Chair**

(Adopted October 19, 2018; Revised June 18, 2024)

#### **Name:**

Outreach Chair, RASC Halifax Centre

#### **Accountability:**

RASC Halifax Centre

#### **Qualifications:**

Candidates wishing to be appointed as Outreach 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 (not Youth under 19 or Associate) 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) A Halifax Centre member may be appointed as Education and Public Outreach (EPO) Chair 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 willing to work with the RASC Halifax Centre Board 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 the RASC by-laws and other policies of the Society.
- 3) Contribute an article for Nova Notes regarding education and outreach when requested or when volunteering to do so.
- 4) May conduct education and outreach events as requested by the Board of Directors.
- 5) Follow up on all public education and outreach requests.

- 6) Be willing to assist in organizing and delivering programs and events approved by the RASC Halifax Centre and its committees
- 7) Coordinate local requests by determining availability of members to assist with the requests.
- 8) Coordinate national requests following discussion with the RASC Halifax Centre Board of Directors.
- 9) Perform other duties as may be requested by the RASC Halifax Centre 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 Board of Directors of the RASC Halifax Centre.