



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

Dedicated to the Advancement of Astronomy and Allied Sciences

PD2: Position Description (elected) - Vice-President

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

Name:

Vice-President, RASC Halifax Centre

Accountability:

RASC Halifax Centre

Qualifications:

Candidates wishing to become Vice-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.

Term Limits:

- 1) A Halifax Centre member may stand for election as Vice-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 and may be re-elected 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 RASC objectives and to further its mission and mandate.
- 2) Be familiar with the RASC Halifax Centre and the RASC by-laws and policies.
- 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 Vice-President will be contacted by the President or a designated Board member to discuss the absences.
- 4) Assist the President in the discharge of the President's duties.

- 5) If the President is absent, is unable, or refuses to act, the Vice-President shall preside over the regular and annual meetings of the Centre.
- 6) In the absence or disability of the President, the Vice-President shall perform the duties and exercise the powers of the President.
- 7) In the event of death, resignation or removal of the President, the Vice-President shall serve as Interim President until nominations and election are held.
- 8) In collaboration with other members of RASC Halifax Centre Board of Directors, recruit volunteers for yearly events.
- 9) Assist the President in recruitment of speakers and new members.
- 10) Assist in organizing and delivering programs and events approved by the Board of Directors of the RASC Halifax Centre and its committees.
- 11) In collaboration with the Communications Committee, develop and review the communications strategy to coordinate communications for the RASC Halifax Centre.
- 12) Prepare for and attend National Council (NC) meetings when invited to joint NC Representative and Presidents meetings.
- 13) Perform other duties as may be prescribed by the Board of Directors.

Reporting Mechanism:

- 1) Mandatory attendance at RASC Halifax Centre Board of Directors meetings as pre-determined by the President of RASC Halifax Centre Board of Directors.
- 2) Maintains contact and works with the President of the RASC Halifax Centre Board of Directors.
- 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.