



Royal Astronomical Society of Canada (RASC) Halifax Centre

Dedicated to the Advancement of Astronomy and Allied Sciences

PD3: Position Description (elected) - Secretary

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

Name:

Secretary, RASC Halifax Centre Board of Directors

Authority:

RASC Halifax Centre

Qualifications:

- 1) Candidates wishing to become Secretary must meet the following criteria:
- 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 election,
- 4)
- 5) 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.

Term Limits:

- 1) A Centre member may stand for election as Secretary for one (1) one-year term, commencing January 1 and expiring December 31.
- 2) They may serve for a total of five (5) consecutive years in office but 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 RASC bylaws and other rules of the organization.
- 3) Prepare for and attend RASC Halifax Centre Board of Directors Meetings. If three consecutive notified or un-notified absences in a row occur (unless there are extenuating circumstances), the Secretary will be contacted by the President or a designated Board member to discuss the absences.
- 4) Assist in organizing and delivering programs and events approved by the Board of Directors of the RASC Halifax Centre and its committees.

- 5) Issues notices and reminders of Members' and Board of Directors meetings at least 7 days before the date of such meetings, including the agenda.
- 6) Be responsible for the preparation and submission of accurate Minutes of all regular and annual meetings of the RASC Halifax Centre Board of Directors:
 - a) Take Minutes of meeting at each Board of Directors meeting
 - b) Dissemination of Minutes to Board of Directors members prior to the next Board of Directors meeting
 - c) Update and store the Centre's Minutes for the year into the Public Archives
- 7) Maintains the list of the RASC Halifax Centre Board of Directors:
 - a) Annually revises the RASC Halifax Centre Board of Directors list following the Annual General Meeting (AGM), or as required;
 - b) Submit to the Secretary of the Society by 15 January in each membership year:
 - i) the list of current Officers, National Representative(s) and Centre Board of Directors members
 - ii) the addresses for the Officers and National Representative(s)
- 8) Submit to the Secretary of the Society by the date specified by the Society in each membership year a brief report on the activities and meetings of the Centre during the past calendar year
- 9) Conducts the correspondence of the Centre and report thereon to the Board of Directors.
- 10) In collaboration with other RASC Halifax Centre Board of Directors members, advise Halifax Centre members of important events.
- 11) Collaborates with the Treasurer on annual submissions to the Registry of Joint Stock Companies.
- 12) Files with the Registrar of the Registry of Joint Stock Companies a copy of every special resolution within 14 days of the resolution having been passed.
- 13) Have custody of the seal and the current minutes and documents of the Society.
- 14) Liaise with Saint Mary's University (SMU) regarding room bookings for Board of Directors and Centre meetings.
- 15) 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 set by the President of the RASC Halifax Centre Board of Directors.
- 2) Maintains contact and works closely with the President of the RASC Halifax Centre.
- 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.