

ASSA approach to achieve objectives

ASSA Council and Centres, call on own or external resources (such as Section Directors and Specialists) to establish and facilitate the exploitation of areas of interest using “Means/Mechanisms” to communicate with or encourage Members and Public at large to achieve ASSA objectives

ASSA Council

Reporting into Council:
ASSA Observing Director,
ASSA Communications Director,
ASSA Outreach Officer
ASSA Archivist
Editorial Board
Scholarship Convenor

Section Directors/ Specialists

ASSA appoints Section Directors and Specialists and to assist with communication, cooperation and interaction within areas of interest to Members and Public at large

ASSA Centre Chairs and Committee

Areas of interest Roles interfacing externally:
Centre Viewing Officer,
Centre Outreach Officer

Means/Mechanisms

ASSA uses Means /Mechanisms such as Awards and Channels of Communication and Publications to achieve its objectives noted in the Constitution

Public

ASSA Members

Key Local Entities

SKA, SAAO, DST, SAASTA

Global Astronomical Entities

AAVSO, IMO, IAU

ASSA Section Directors/ Specialists

- Specialists can assist ASSA in achieving its objectives in the area of interests to the Members and the Public at large (including students);
- Section Directors are appointed by ASSA Council and solicit the input from Specialists that they identify can and are willing to contribute
- Each area of interest should be allocated one or more Specialists who will volunteer input and information;
- A Section Director per area of interest will drive or facilitate the specific area of interest;

- The areas of interest are grouped as follows and called Sections :
 - Section A: Shallow Sky: Asteroid, Meteors, Comets, Lunar, Occultations, Planetary, Satellites, Solar
 - Section B1: Deep Sky: Deep Sky
 - Section B2: Double Stars, Variable Stars
 - Section C: Photometry, Spectroscopy
 - Section D: Cosmology and Astrophysics
 - Section E: Southern African Astronomy History
 - Section F: Dark Sky
 - Section G: Imaging Section
 - Section H: Instrumentation: including telescope making

- The areas of interest can be grouped into 3 broad categories:
 - 1 = Observing: Section A, Section B, Section C, Section G
 - 2 = Theory: Section D
 - 3 = Other: Section E, Section F, Section H

ASSA Means and Mechanisms

Means and Mechanisms such as Awards, Channels of Communication and Publications will be used by ASSA* to achieve its objectives noted in the Constitution. ASSA* in this context means: ASSA Council and Centre Officers and also Specialists and Section Directors.

Awards:

Scholarships

Observing Certificates based on recommendations from Centre Viewing Officer

Other ASSA awards

Channels of Communication:

Website

E-communication (forum on the website)

ASSA General Mail lists;

Social Media, eg Twitter account, FaceBook : static presence re-directs to ASSA website;

ASSA Tel Number (ASSA Council): answering machine 08600stars;

Press Releases (ASSA Communications Director) : News articles, Radio and TV Interviews;

Star Parties (Centres and ASSA Council);

ASSA Symposium (Centres and ASSA Council) ;

Science Festivals (Centres and ASSA Council) ;

WebCast (Centres and ASSA Council) ;

Streaming video

Publications:

MNASSA, SGAS, Annual Observation Report

ASSA Means and Mechanisms (continued)

Group Email Addresses

Mail list assa_info@yahoogroups.com for distribution and receipt of ASSA news;

Mail list assa_discussion@yahoogroups.com for distribution of news from and general queries to Section Directors and Specialists;

Post Message: assa_info@yahoogroups.com

Subscribe: assa_info-subscribe@yahoogroups.com

Unsubscribe: assa_info-unsubscribe@yahoogroups.com

List Owner: assa_info-owner@yahoogroups.com

Post Message: assa_discussion@yahoogroups.com

Subscribe: assa_discussion-subscribe@yahoogroups.com

Unsubscribe: assa_discussion-unsubscribe@yahoogroups.com

List Owner: assa_discussion-owner@yahoogroups.com

ASSA Roles: ASSA Centre Chairs

Role / Responsibilities	Means/ Mechanisms
<p>Keep alive and promote cross pollination of astronomical observing using own knowledge and input from Specialists, Section Directors and Centre Observing Officers;</p> <ul style="list-style-type: none"> • Produces Annual Report for purposes of tabling at ASSA Centre AGM and submits copy to ASSA Council • Create awareness of observing activities throughout the local area covered by the Centre; • If website is maintained by Centre, keep links on the Centre website to ASSA and MNASSA sites • Inform the ASSA Outreach Office of any upcoming Outreach events in local area; • Inform the ASSA Observing Director of any upcoming Observing events in local area; • Provides Council with updates and queries before Council meetings; • Motivate ASSA Awards to Section Directors or Council • Informs Council, the MNASSA Editor, the SkyGuide Editor, and the web master, of newly issued observing related awards or significant local events; • Submit annual report to Council by end June 	<p>Updates website, posts to Forum</p>

ASSA Centre roles - Centres are encouraged to appoint these roles

	ASSA Centre Roles	Responsibilities	Means/ Mechanisms
1	<p>Centre Observing Officer</p> <p>There is no obligation on Centres to define such a role – although enabling observing is a key ASSA Constitutional objective but benefits will be lost without the envisaged communication</p>	<p>Guide/encourage Centre members and local public on astronomical observing</p> <ul style="list-style-type: none"> • Face to face contact with the observers in the field • Co-ordinates Observing events using any appropriate Means / Mechanisms available 	<p>Annual report to ASSA</p> <p>Recommendations on Observing Awards to Council</p>
2	Centre Outreach Officers	<ul style="list-style-type: none"> • For guidance refer to ASSA Outreach Officer responsibilities 	

ASSA Roles : Editorial Board

Editorial Board		
Roles	Appointee	Responsibilities
Editor - MNASSA	Case Rijdsdijk	Select and edit material submitted and liaise with authors or potential authors Is copied on ASSA Agenda and requested to give input and receive ASSA minutes Submit annual report to Council by end June
Asst Editor - MNASSA	Ian Glass	Layout and assist the Editor with reviewing material suitable for publication in MNASSA
Consultant	Willie Koorts	To collate and layout material submitted by the editor. Ensures MNASSA gets properly post on the website.
Book Review Editor	Available role or open up to a variety of sources to volunteer book reviews	Review books and report review to MNASSA Reviews Astronomy (and related topics) books and submits these reviews to MNASSA
Editor – Sky Guide	Auke Slotegraaf	To compile the annual Sky Guide and Liaise with the publishers (e.g advertising cost)
Professional Astronomer	Emeritus Prof. Brian Warner	To be consulted if and when needed to review articles
Professional Astronomer	Emeritus Prof. Michael Feast	To be consulted if and when needed to review articles

ASSA roles

	ASSA role	Responsibilities	Means/ Mechanisms
1	ASSA Observing Director:	<p>Keep alive and promote cross pollination of astronomical observing using own knowledge and input from Specialists, Section Directors and Centre Observing Officers;</p> <ul style="list-style-type: none"> • Produces Annual Report based on input received from the Centre Viewing Officers and the Section Directors; • Create awareness of other observing activities throughout the country; • Updates the website with resources obtained from a variety of sources (including ASSA Observing Guide); • Contact Country Members on upcoming Observing Events; • Co-ordinates Observing events using any appropriate Means / Mechanisms available with Country Members; • Visits /encourages/ promote observing practices with the Centre Viewing Officers; • Provides Council with updates and queries before Council meetings; • Issues ASSA Observing Certificates based on recommendations from Section Directors • Reminds Observing Section Directors from time to time that recommendations for awards are welcome; • Informs Council, the MNASSA Editor, the SkyGuide Editor, and the web master, of newly issued observing related awards; • Maintains a database of all such Certificates and Awards issued, to be published on the ASSA website; • Responsible for having the relevant documents signed and mailed • Submit annual report to Council by end June 	Updates website, posts to Forum

ASSA roles

	ASSA role	Responsibilities	Means/ Mechanisms
2	<p>ASSA Section Directors</p> <p><u>Observing Sections - Category 1:</u></p> <ul style="list-style-type: none"> - Section A: Shallow Sky - Section B1: Deep Sky - Section B2: Double Stars, Variable Stars - Section C: Photometry, Spectroscopy <p><u>Theoretic Sections – Category 2:</u></p> <ul style="list-style-type: none"> - Section D: Cosmology and Astrophysics <p><u>Other Sections – Category 3:</u></p> <ul style="list-style-type: none"> - Section E: Southern African Astronomy History - Section F: Dark Sky - Section G: Imaging Section - Section H: Instrumentation 	<p>Drive the activities in their respective areas</p> <ul style="list-style-type: none"> • Populate and update the website with relevant information received from variety of sources including own and from Specialist (such as Observing Guide/s); • Solicit information from Specialists; • Moderates his section of the Forum; • Posts new information to the Forum and escalates to Specialist where necessary; • Inform the Communications Director of significant events/information on forum/website • Submit annual observing report to the ASSA Observing Director (where applicable) • Will be named in ASSA general publications and website – with contact details • Are copied on ASSA Agenda for input and receive ASSA minutes • Where required – such as in terms of Variable Stars - encourage observers to report their observations directly to external entities such as the AAVSO and also to send these in for publications for record purposes • Provides Council with updates and queries before Council meetings; • Submit annual report to Council by end June 	<p>Updates website, moderates and posts to Forum, Email communication via Mail list</p>

ASSA roles

	ASSA role	Responsibilities	Means/ Mechanisms
3	ASSA Web Master	<p>Liaison with SAAO. Back-end/technical side of hosting server at SAAO.</p> <p>Establish and maintain the website (including administrative aspects of the forum) , Communications Groups/Sections, ASSA Mail lists.</p> <p>Is copied on ASSA Agenda and requested to give input and receive ASSA minutes.</p> <p>Submit annual report to Council by end June.</p>	<p>Website, forum, Communication Groups, ASSA Mail list</p>
4	ASSA Web Manager	<p>Primarily a content manager - responsible for keeping the website (including the home page) fresh & up to date - as well as a WordPress helper-outer from time to time.</p> <p>All the content on the site comes from clearly identified people/roles (e.g. Section Directors, Council members) who are responsible for populating their pages and sub-pages.</p> <p>The Web Manager should check that this is done (by reminders, encouragement, threats, and/or voodoo) and help out on technical front. The Web Manager directs the future development of the site, as unseen contingencies arise, or archiving policies have to be decided, etc.</p>	<p>Website, forum, Communication Groups, ASSA Mail list</p>

ASSA roles

	ASSA role	Responsibilities	Means/ Mechanisms
5	ASSA Communications Director	<p>Act a single point of entry to answer questions and provides info to public and Web Manager or to refer the SAAO if of a professional nature, in conjunction with a Council-approved panel of section specialists in the various centres Updates website (latest news), posts to Forum and Mail lists (latest news)</p> <ul style="list-style-type: none"> • Sends press releases to the general Media; • Receives and answers queries from Media and where necessary contacts Facilitator for input and if necessary the Specialist; • Sends tweets (optional) • Be available for interviews • Is copied on ASSA Agenda and requested to give input and receive ASSA minutes 	<p>ASSA Website ASSA Telephone: routing info and general highlights, ASSA Twitter Account, updates answering message on ASSA Telephone, ASSA Face Book page Press Releases</p>

ASSA roles

	ASSA role	Responsibilities	Means/ Mechanisms
6	Convenor of Scholarships	<p>Is copied on ASSA Agenda and requested to give input and receive ASSA minutes Submit annual report to Council by end June [acc to ASSA]</p> <p>Maintain the Scholarships web-page</p> <p>Liaise with funders of Scholarships</p> <p>Advertise the scholarships as widely as possible</p> <p>Co-ordinate a selection committee to select awardees</p>	<p>ASSA communications channels</p> <p>ASSA Scholarships Committee</p> <p>Additional media</p>

ASSA roles

	ASSA role	Responsibilities	Means/ Mechanisms
7	ASSA Outreach Officer	<p>Guide/encourage Centre members and local public for practical astronomical outreach</p> <p>Example of involvement:</p> <ul style="list-style-type: none"> • Accreditation of Outreach efforts • Acknowledgement of achievement by approving submitted material and provide accreditation of such efforts in the form of an ASSA stamp of accreditation on certificate that is issued. Process: <ul style="list-style-type: none"> • consider training programmes in place • obtain professional comment from the Editorial Board and approves the material and recommends to Council for approval - must be more than one person involved • Is copied on ASSA Agenda and requested to give input and receive ASSA minutes • Submit annual report to Council by end June 	Updates website, posts to Forum
8	ASSA Archivist	<p>Looks after the ASSA history specifically.</p> <p>Example of involvement:</p> <ul style="list-style-type: none"> • Obtains and secures all documentation produced by the ASSA and makes it available - appropriately - for search and retrieval; • Is copied on ASSA Agenda and requested to give input and receive ASSA minutes • Submit annual report to Council by end June 	Chris de Coning to offer input

ASSA roles - Section Directors solicit Specialists for support

	ASSA role/candidates	Role / Responsibilities	Means/ Mechanisms
9	Specialists: Various – see further detail in the annexure	Contribute - on a voluntary basis - knowledge and information of specialist area. <ul style="list-style-type: none"> • Be available - via the forum - to answer questions posted on the Forum and point out resources; • Be available - via email - for specific requests or queries from the ASSA Officers eg Facilitator, ASSA Observing Director, Centre Viewing Officer, Communications Director; • Pro-actively post upcoming events on the forum and sends email alert to ASSA Centre Viewing Officers, ASSA Observing Director; • Will be named in ASSA general publications and website – but without contact details 	Posts to Forum and answers questions on the Forum; Email communication with the Group Facilitator and ASSA Observing Director and Centre Viewing Officers

ASSA roles - comments received to discuss

Is there a role / responsibility needed on Council or as an appointee to cover ? :

- Support of Education in Astronomy
- Advice on Astronomy as a Career

Council to discuss in due course

Annexures:

1. ASSA Council and Appointees
2. ASSA Sections and possible Specialists
3. ASSA Roles – important roles to implement at Centres
4. ASSA Current Sections
5. ASSA Constitution
6. Problems identified at the start of the review done in 2013 (now redundant)
7. Website: comments on the website collected during the review (now redundant)

ASSA Council 2017 / 18

Role	Council 2017 / 18 Confirmed at AGM 2 Aug 2017
President	Case Rijdsijk
Vice President	Dr Pierre de Villiers
Vice President	Chris Stewart
Treasurer	AJ Nel
Membership Secretary	Bosman Olivier
Secretary	Lerika Cross
Council Member	Dr Ian Glass
Council Member	Clyde Foster
Bloemfontein Chair	Prof Matie Hoffman
Cape Chair	Eddy Nijeboer
Durban Chair	Mike Hadlow
Garden Route Chair	Case Rijdsijk
Hermanus Chair	Dr Pierre de Villiers
Johannesburg Chair	Jerome Jooste
Midlands Chair	Steffan Devos
Pretoria Chair	Johan Smit

ASSA Council Appointees 2017 / 18

Role reporting into Council	Appointees
Convener of Scholarships	Dr Claire Flanagan
Web Manager	James Smith
ASSA Observing Director	Kos Coronaios
ASSA Communications Director	Case Rijdsdijk
ASSA Outreach Director	Kos Coronaios
ASSA Archivist	Chris de Coning
SAAO Liason for Website	Dr Christian Hettlage
Webmaster	

Sections (Groups)	Directors
A - Shallow Sky: Asteroid, Meteors, Comets, Lunar, Occultations, Planetary, Satellites, Solar	Clyde Foster
B1: Deep Sky	Auke Slotegraaf
B2: Double and Variable Stars Section	Dave Blane
C: Photometry, Spectroscopy	Percy Jacobs
D: Cosmology and Astrophysics	Bruce Dickson
E: Southern African Astronomy History	Chris de Coning
F: Dark Sky	Council responsibility to promote
G: Imaging Section	Allen Versfeld
H: Instrumentation: including ATM	Chris Stewart

For information
ASSA Editorial Board and Scholarships Committee 2017 /18

Editorial Board		
MNASSA - Editor	Case Rijdsijk	particles@mweb.co.za
MNASSA Assistant Editor/Layout Editor	Dr Ian Glass	glass.ian@gmail.com
MNASSA Assistant Layout Editor	Willie Koorts	wpk@sao.ac.za
Sky Guide – Editor	Auke Slotegraaf	auke@psychohistorian.org
Book Review Editor	Maciej Soltynski	maciej.soltynski@gmail.com
Professional Astronomer	Emeritus Prof. Brian Warner	
Professional Astronomer	Emeritus Prof. Michael Feast	

Scholarships Committee	
Dr Claire Flanagan	Scholarship Convenor
Dr Ian Glass	Retired Professional Astronomer
Marion West	Representing HartRAO; professional astronomer & outreach
Sivuyile Manxoyi	SAAO, outreach
Maciej Soltynski	Previous Scholarship Convenor
Vanessa McBride	UCT and IAU Office of Astronomy for Development

ASSA Section Groups, Options for Specialists

	Area/Group	Cat	Specialists /Comment	Section / Role
1	Asteroid	1	Tim Cooper	Shallow Sky Section
2	Meteors	1	Tim Cooper	Shallow Sky Section
3	Comets	1	Tim Cooper	Shallow Sky Section
4	Lunar	1		Shallow Sky Section
5	Occultations	1	Brian Fraser	Shallow Sky Section
6	Planetary	1	Lia Labuschagne	Shallow Sky Section
7	Satellites	1	Greg Roberts	Shallow Sky Section
8	Solar	1	Jim Knight	Shallow Sky Section
9	Dark Sky	3	ASSA Council to take up preserving dark sky ASSA Council to consider options to address	

ASSA Section Groups, Options for Specialists

	Area/Group	Cat	Specialist	Section / Role
10	Deep Sky	1	Auke Slotegraaf, Magda Streicher	Deep Sky Section
11	Double Stars	1	Dave Blane	Double and Variable Stars Section
12	Variable Stars	1	Dave Blane, Berto Monard, Chris Middleton, Ian Glass	Double and Variable Stars Section
13	Cosmology	2	Maciej Soltynski, Case Rijdsijk, Bruce Bassett	Cosmology Section
14	Photometry	1	Dr Ian Glass, Jerome Jooste, Tim Cooper, Brian Fraser, Chris Middleton, Berto Monard	Photo-Photometry, Spectroscopy Section
15	Spectroscopy	1	Tim Cooper, Dr Ian Glass, Jerome Jooste	Photo-Photometry, Spectroscopy Section
16	History of Astronomy in South Africa	3	Chris de Coning, Ian Glass, Auke Slotegraaf, Willie Koorts, Greg Roberts, Magda Streicher, Dawie van Jaarsveld (Bloem), Braam van Zyl (Bloem), Andrew Gray, Peter Cramb	Southern African Astronomy History Section

ASSA Section Groups, Options for Specialists

	Area/Group	Cat	Specialist	Section / Role
17	Imaging	3	Allen Versfeld, Dale Liebenberg, Brett du Preez, Hannes Pieterse, Neil Viljoen	Imaging Section
18	Instrumentation: Telescope Making, etc	3	Chris Stewart, Chris Forder, Johann Swanepoel, Johan Smit, Willie Koorts	Instrumentation Section
19	Outreach	3	Kos Coronaios, Johan Smit, Auke Slotegraaf	Outreach
20	Astrophysics	2	Maciej Soltynski, Case Rijdsdijk, Dr Ian Glass	Astrophysics Section

ASSA Constitution – extracts relating to this document

Objectives

3. To encourage and stimulate the study and practice of astronomy., inter alia by awarding scholarships to deserving candidates at tertiary institutions.

To establish and maintain various sections in order to: -

- facilitate astronomical observing by members and to receive and report astronomical observations made; and
- facilitate astronomical outreach by the society.

To disseminate information about astronomy that may be of use to observers, and to others interested in astronomy, by means of publications.

To do all such lawful things conducive to the attainment of these objectives.

16. The *council* will form *sections* of *the society* to co-ordinate and monitor specific areas of activity within *the society* so as to ensure that *the society* meets its objectives.

Each *section* will be headed by a director.

Directors shall be *council* appointees.

The *council* reserves the right to monitor the performance of directors and reserves the right to suspend or remove a director from office if the *council* deems it necessary.

The decision of the *council* shall be final. The director in question will be informed of the decision in writing and will be informed of reasons for the decision.

Directors shall have the power to appoint deputy directors to assist them or deputise for them, provided that the name of the deputy is submitted to the *council* for approval.

Directors shall maintain contact with *members* who demonstrate an interest in the work of those *sections*, and may institute section newsletters if considered desirable.

Directors shall prepare annual reports on the activities of the *section* during the previous calendar *year*. A summary of the report, for publication at the *AGM*, is also to be provided.

Both the annual report of the section and the summary thereof are to reach the *secretary* of *the society* by not later than 30 June of the *year* following the calendar *year* to which the report applies.

20.8.3 AGM <snip> ...to receive the summaries of the annual reports of the *sections*;

Problems /Criteria that could be focused on when looking for solutions

Problems

- Sections: not all are interacting /communication with members or public and Council (annual report);
- There is little or no “how to” information available to members to “facilitate astronomical observing¹” and “facilitate astronomical outreach²”;
- Little co-ordination of observing related efforts across Centres and memberships;
- Currently available means of communication can be deployed on broader scale;
- There are excellent initiatives being undertaken by Centres – but ASSA is not getting the full benefits of cross pollination and aggregation opportunities

Key Criteria

- no obligation on Centres to share resources but need to know there is opportunity to cross pollinate

Legend:

¹ and ² = objectives of ASSA

Was used in the review – now redundant

ASSA Website - comments

Web Content:

1. Information about the ASSA such as opportunities offered by ASSA with Scholarships;
2. ASSA Contact information and local and global Astronomy entities contact detail;
3. How to join ASSA Centre or as Country member;
4. Forum information: Groups to join, general conduct, etc. , how to sign up to receive alerts;
5. Other communication channels available: general email communications mail address;
6. Upcoming Events and News – upcoming significant events in the sky and on the ground. Posts by the Communications Officer and by the ASSA Observing Director (each Facilitator?). Be archivable;
7. Group resource information repository for easily posting and retrieval, eg “how to observe”. Must be searchable within and across the Groups. Section Directors must be allowed to update info in their Group area. Maybe also need a place for the ASSA Observing Director to post stuff;
8. Links to publications such as MNASSA and the SGAS;
9. ASSA Records – archives. Not generally accessible by everyone?
10. Have capability for public to pose a question (to the Communications Director) and receive an answer. These could be archived into a nice repository. Similar to Ask an Astronomer;
11. What’s up that is posted by the Shallow Sky Facilitator;
12. “No of visitors” to the site – not mandatory – can get info;

Look and feel

1. Keep Homepage simple
2. Don’t have any links that go nowhere

How to:

1. Request: anyone can send links on a nice website they like to Christian and Auke;
2. Need to sort what the Web Manager updates and what the Facilitator, etc may update;

Was used in the review – now redundant

END