

Primary Responsibilities of DivCHED Representatives to Regional Meetings

1. Presentation of DivCHED Poster-

A Poster is prepared each year by Heather Johnson, Executive Assistant to the Division, with help from the chair of the DivCHED New Member Committee. The ACS Office of Meetings and Exposition Services is responsible for shipping the poster to and from the Regional Meeting site.

There are two possible scenarios for presentation of the poster by DivCHED Representatives: presentation in a scheduled poster session or presentation in the Meeting Registration Area.

If it is to be presented in a scheduled session the DivCHED Representative is responsible for submitting the abstract, which is available from the Chair of the DivCHED New Member Committee.

If it is to be presented in the registration area, the DivCHED representative should check with ACS Meeting Planners to determine the location for the poster and the time(s) when it can be on view.

2. Service on the Meetings Award Committee-

The DivCHED Representative satisfies the DivCHED requirement that a CHED member be part of the Awards Selection Committee. In early December, the RMC Chair sends to the members of each Organizing Committee for Regional Meetings to be held in the following calendar year an email containing (1) a copy of the current Awards Guidelines, (2) the name and contact information for the DivCHED Representative, and (3) instructions on how and to whom to report the results of the selection process.

3. Participation in the Awards Ceremony-

The Awards Chair, the Awards Program Chair, and DivCHED representative are left to devise a scenario that allows the Organizers to fulfill the DivCHED Guideline that the DivCHED Representative be involved in the Award Presentation in a meaningful way.

4. Facilitation of the Nomination of Region Awardee for Excellence in High School Chemistry for James Bryant Conant Award-

Following the Regional Meeting, the DivCHED Representative and the Region or Meeting Awards Chair work together to update the portfolio of the Awardee, as needed, and to submit it, online, to the ACS National Awards Program as a nomination for the *James Bryant Conant Award in High School Chemistry Teaching*. The DivCHED Representative serves as the facilitator of the process. All should be aware of the Eligibility Criteria, Rules and Guidelines, and the Awards Nomination Users Guide, which are available via the ACS National Awards website (<http://www.acs.org/content/acs/en/funding-and-awards/awards/national/nominations.html>)

Secondary Responsibilities of DivCHED Representatives to Regional Meetings

1. Resource for Chemical Education Programming at Regional Meeting-

Often the DivCHED Representative may become involved in the Chemical Education Programming at a Regional Meeting in the following ways:

- a. Volunteer to serve as a consultant to the Program Chair;
- b. Volunteer to organize a symposium or workshop in Chemical Education;
- c. Present a paper or poster (in addition to the DivCHED poster) in a Chemical Education Symposium or poster session.