

# I. Introduction

## A. Purpose of this Procedures Manual

This procedures manual serves to formally

1. Provide the by-laws of the division in a readily accessible form to all the membership;
2. Describe the duties and responsibilities of elected Division officers;
3. Describe the duties and responsibilities of Division committees and task forces;
4. Document all recurring events of the Division officers and committees and provide an annual Division milestone calendar to ensure that all such events are satisfactorily planned, coordinated, and completed in a timely manner.

## B. The Role of ACS Divisions

The American Chemical Society was chartered by Congress in 1938 to encourage in the broadest and most liberal manner possible the advancement of all branches of chemistry, as noted below:

"That the objects of the incorporation shall be to encourage in the broadest and most liberal manner the advancement of chemistry in all its branches; the promotion of research in chemical science and industry; the improvement of the qualifications and usefulness of chemists through high standards of professional ethics, education, and attainments; the increase and diffusion of chemical knowledge; and by its meetings, professional contacts, reports, papers, discussions, and publications, to promote scientific interests and inquiry, thereby fostering public welfare and education, aiding the development of our country's industries, and adding to the material prosperity and happiness of our people."

Because chemistry is a multifaceted scientific discipline, the Society established a mechanism by which ACS members who have a common interest in a specific branch of chemistry may organize a group known as an ACS Division, in order to focus upon, develop, and strengthen that branch of chemistry.

ACS Divisions have the dual responsibility of meeting the specific needs and expectations of their unique special interest groups while also meeting the more global objectives of the Society. These global objectives flow from the ACS Charter through the Divisions to the membership and, to the extent that these objectives are fulfilled by each Division, strength flows back to the ACS body as a whole. The major activities through which a Division fulfills its dual responsibilities are as follows:

- Recruitment of members, both to the Division and to the Society;
- Service specifically geared to the needs and expectations of Division members (academic, industrial, government, students, etc.) in order to both attract and retain them;
- Technical programs that meet the interests of and are accessible to the majority of Division members (local, regional, national, and international);

Educational programs that facilitate the maintenance of professional competency;  
Outreach programs that serve to diffuse chemical knowledge and promote scientific interests to a broad audience, including the general public;  
Cooperative efforts on the local, national, and international level, including cooperative efforts across Divisions and with other societies—in order to maximize resources in the diffusion of scientific research; and  
Administrative and financial policies and procedures that ensure that a Division is sufficiently sound—both organizationally and financially—in order to organize, support, and fund its activities.

## II. Division Administration

*This section will include the updated By-Laws*

### B. Officers, Standing Committees, and Representatives

#### Elected Officers:

Chair: One-year term, beginning January 1 of the calendar year following term as chair-elect.

Chair-Elect: One-year term, beginning January 1 of the calendar year following election and preceding year as chair.

Immediate Past Chair: One-year term, beginning January 1 of the calendar year following term as chair.

Secretary: Three-year term, beginning January 1 of the calendar year following election.

Treasurer: Three-year term, beginning January 1 of the calendar year following election.

Councilors/Alternate Councilors: Three-year terms, beginning January 1 of the calendar year following election.

Member-at-Large: Three-year term, beginning January 1 of the calendar year following election.

Division Executive Committee: The elected officers of the Division along with the Director of the Examinations Institute, and the Editor of the Journal of Chemical Education constitute the Executive Committee. The latter two officers of the Division serve in an ex officio capacity.

Appointed Standing Committees: All members serve for three years with committee terms, staggered so as to maintain both invigoration and continuity within each committee.

#### 1. Awards and Gift

2. Biennial Conference on Chemical Education (BCCE)
3. Chemical Education Research
4. Executive
5. Committee on Chemistry in the Two-Year College (COCTYC)
6. Computers in Chemical Education
7. Finance
8. High School Chemistry
9. International Activities Consultants Service
10. Long-Range Planning
11. Member
12. New Members
13. Personnel & Nominations
14. Program
15. Project Chemlab
16. Recognition
17. Regional Meeting
18. Safety
19. College Chemistry
20. Newsletter

Appointed Boards:

Board of Publication

Board of Trustees, ACS DivCHED Examination Institute

Appointed Representatives:

Public Relations Officer: Held by the terminating Immediate Past Chair. One-year term beginning January 1 of the calendar year following term as Immediate Past Chair.

Division Activities Committee Liaison: Held by the terminating Immediate Past Chair. One-year term beginning January 1 of the calendar year following term as Immediate Past Chair.

Newsletter Editor: Five-year term selected and appointed following public advertisement of the position.

Office Supervisor: Five-year term selected and appointed following public advertisement of the position.

### **III. Elected Officers: Duties and Responsibilities Duties of Elected Officers Overview**

#### **Chair**

##### **Term of Office:**

Three years, one year as chair-elect followed by one year as chair and one year as past chair. The chair-elect, elected by full and affiliate members of the Division, automatically succeeds to the office of chair on January 1 of the calendar year immediately following the year as chair-elect.

##### **Responsibilities:**

The primary responsibility of a Division chair is to ensure that the business of the Division is carried out properly and expeditiously. The chair is the leader of the Division and must ensure that all Division officers, as well as the non-elected leaders, are performing their assigned duties and meeting deadlines. The chair fulfills his or her responsibilities through exemplary performance of the following activities:

- Chair meetings of the Executive Committee and the Division business meeting.

- Execute the decisions (resulting from majority vote) of the Executive Committee and the Division Membership.

- Remain in ongoing contact with all Division officers and committee chairs to determine the status of activities.

- Replace (as dictated by Division bylaws) leadership positions that are vacant or that are not being properly filled by incumbents.

- Review Division correspondence to ensure compliance with Division (and ACS) policies.

- Forward copies of correspondence to the chair-elect (for continuity), past chair and, as appropriate, to the Division secretary.

- Communicate to Division members throughout the year via appropriate channels, such as the Division Web site, the newsletter, etc.

Serve as the official Division contact with ACS Headquarters, and other ACS bodies except where specifically provided for by ACS regulations or other provisions. Ensure that the Division's activities are in compliance with ACS policies and that requests from ACS Governance and other ACS Divisions and committees, etc. are fulfilled.

Following meetings or as otherwise appropriate, send thank-you notes, congratulatory messages, etc. on behalf of the Division (Thank-you notes should always be sent for services rendered or courtesies received!)

Schedule meetings, prepare agendas, request reports for, and preside at the Division Executive Committee meetings and business meetings. Invite all those expected to attend such meetings (committee and task force chairs, etc.) In the absence of an Executive Committee member, be prepared to present his/her report. Executive Committee meetings are held at each national meeting of the Society and may be held more frequently at the discretion of the Division chair. Ensure that the Division is represented during an ACS national meeting at all sessions related to the interests of Divisions (Division officers' caucus, open meetings of the Committee on Divisional Activities, secretary/treasurer/Membership chair forums, newsletter editors' meetings, etc.)

Ensure Division councilor representation at each Council meeting.

Review secretary and treasurer annual reports for accuracy and comprehensiveness prior to submission to the Office of Divisional Activities and Division members.

Ensure that the treasurer, secretary and other appropriate Division members (e.g. Chairs of Boards of Publications, and Trustees of the Examinations Institute) are bonded.

Review, along with the Executive Committee, the Division's mission statement, goals and objectives, and the overall planning process. If such a plan/process is not in place, the chair should initiate the activity.

Review the Division's Procedures Manual annually for the section(s) relevant to the office of Division chair and submit recommended changes to the Executive Committee.

Ensure that the Division's activities are in alignment with the Society's plans and objectives.

Appoint committee chairs and committee members whose membership is not otherwise provided for. Complete all appointments prior to the calendar year in which they will assume office.

Establish a strong working relationship with the Office of Divisional Activities.

Establish ad hoc committees or task forces (in accordance with Division bylaws) to address specific topics/issues.

Disband ad hoc committees and task forces with thanks when their specific task is completed.

Work with the treasurer and finance committee to ensure the financial health of the Division through budget reviews and analyses of other financial reports.

Upon completion of term of office, ensure that all relevant files have been transferred to the incoming chair, and that key documents of potential long-term value that are not needed by the incoming chair are sent to the secretary.

Notify all candidates of the election results immediately after the ballots are tallied.

Perform other duties as prescribed by the Division bylaws.

Note: The Division chair should use the most recent edition of the *Information Digest for Division Officers* as a reference on ACS policies and procedures regarding Division elections, financial reporting, sources of funding for Divisions, annual reports, etc. Sample forms and practical examples are included in the document.

## **Timetable:**

### *January:*

Order past chair pin and/or plaque, if presented in the spring.

Prepare chair's message to members for Web site, newsletter, etc., and submit to the secretary and/or editor of the newsletter who is responsible for the dissemination of such information.

Work with Division secretary in the preparation of the Division annual report. (The Division chair who served during the year that is covered by the report is responsible for working with the secretary.)

Review the Division annual reports prepared by the Division secretary and treasurer. Promptly forward changes, corrections, etc. Review revised report and approve prior to submission to the Office of Divisional Activities on or before March 15.

Ensure that memoranda of agreement have been signed for all cosponsored (joint, co-hosted) Division meetings that are scheduled for the spring national meeting of the Society. Work with the Division secretary to prepare and mail the agenda for the spring Executive Committee meeting, and also for the Division business meeting, if it is to be held in the spring.

Schedule a Long-Range Planning Committee meeting in the spring prior to the Division Executive Committee meeting.

### *March/April:*

Chair Division Executive Committee meeting at the spring national meeting of the Society and Division business meeting.

Fulfill other responsibilities at the national meeting as prescribed in the duties of Division chair.<sup>2</sup> Attend or ensure Division representation at the Division officers' caucus and Division officers' dinner.

Raise specific Division issues, if any, at the open meetings of the Committee on Divisional Activities.

Remind secretary, treasurer, Membership chair, and newsletter editor to either attend or ensure that there is Division representation at relevant meetings scheduled by the Committee on Divisional Activities.

Present past chair pin at the spring national meeting.

### *April:*

Complete follow-up activities from the spring national ACS meeting (e.g. thank-you notes, send list of action items to Executive Committee members).

### *June*

Prepare chair's message to members for Web site, newsletter, etc. and forward message to the Division leaders (Webmaster, Newsletter editor) responsible for the dissemination of such information to members.

Request agenda items for the Executive Committee meeting from Division officers and committee chairs. Remind them to submit reports for review at the Executive Committee meeting.

*July:*

In cooperation with the Division secretary, prepare and distribute the agenda and requisite reports for the Division Executive Committee meeting to be held at the fall national meeting of the Society and the Division business meeting.

*July/August:*

Schedule long-range planning committee meeting at the fall national meeting, separate from the Executive Committee meeting.

*August/September:*

Chair the Division Executive Committee meeting at the fall national meeting of the Society. Recognize and thank all members who are completing their terms of office in the current calendar year.

Review draft budget for the following calendar year with the Division Executive Committee, adjust as necessary, and obtain formal Executive Committee approval of the budget.

Fulfill other responsibilities at the national meeting as prescribed in the duties of Division chair. Attend or ensure Division representation at the Division officers' caucus and Division officers' dinner.

Raise specific Division issues, if any, at the open meetings of the Committee on Divisional Activities.

Remind secretary, treasurer, Membership chair, and newsletter editor either to attend or to ensure that there is Division representation at any relevant meeting scheduled by the Committee on Divisional Activities.

Review the Division procedures manual for the section(s) relevant to the Office of Division chair.

*September:*

Complete follow-up activities from fall national ACS meeting (thank-you notes, send list of action items to Executive Committee members, reports on technical sessions to ACS Headquarters, if not assigned to another Division leader, etc.)

Appoint new committee chairs for those committees where the current chair is finishing his/her term of office. Upon receipt of recommendations from committee chairs, confirm appointments for new committee members who will assume office in the following calendar year.

*December:*

Send thank-you notes to Executive Committee members, committee chairs, etc. for support during the year and to all Executive Committee members and committee chairs who have completed their terms of office. Weed files. Forward all original documents of potential long-term value to the Division secretary, make a copy, if needed, for fulfillment of the chair's duties and responsibilities. Coordinate transfer of office to incoming chair. Begin to work with Division secretary on the Division annual report. Note: The annual report should include an accounting of the past year's goals and objectives, as well as those planned for the coming year. The outgoing chair should draft the portion of the report that refers to the past year and the incoming chair should draft the plan for the coming year.

## **Chair-Elect**

**Term of Office:**

One year. The office is assumed on January 1 of the calendar year following election by full and affiliate members of the Division. The chair-elect will automatically succeed as Division chair on January 1 of the following calendar year.

**Responsibilities:**

The primary responsibility of the chair-elect is to become familiar with the responsibilities associated with the office of Division chair in order to effectively fulfill those responsibilities when assuming the role of chair the following year. The chair-elect fulfills his or her duties through exemplary performance of the following activities:

Assume the responsibilities of the Division chair at the latter's request or in the event that the chair is absent or unable to fulfill his/her responsibilities.

Attend Division Executive Committee and business meetings; attend any other meetings at the request of the Division chair.

Become familiar with the current Division activities through review of all reports, correspondence, etc.

Attend the ACS Division Officers' Training Conference in the calendar year immediately following election to the chair-elect position.

Perform other duties as prescribed by the Division bylaws

**Timetable:***January:*

Attend ACS Division Officers' Training Conference. February: Submit items to the Division chair for inclusion on the spring Executive Committee agenda.

*March/April:*

Attend the Division Executive Committee meeting and business meeting. Fulfill role of Division chair in his/her absence.

*June:*

Consult with Division officers and committee chairs regarding the following year's budget requirements.

*July:*

Submit items to the Division chair for inclusion on the fall Executive Committee agenda.

*August/September:*

Attend Division Executive Committee meeting and business meeting. Consult with the Treasurer to help present budget for the following year.

*September/October:*

Ensure that all committee chairs and committee members have been appointed for the following calendar year. Review the Division's procedures manual for the section(s) relevant to the office of Division chair-elect.

Upon notification from the secretary or treasurer, notify all candidates of the results of the election for Division officers.

*December:*

Prepare new chair's message for Division members to be distributed via newsletter and/or Web site. Submit copy to newsletter editor, Webmaster, or other Division leaders responsible for the dissemination of such information to members. Send thank-you note to Division chair for assistance during year as chair-elect. Prepare files for sharing with the incoming chair-elect by January 1. Forward all original documents of potential long-term value to the Division secretary and keep a copy of these documents for fulfillment of the responsibilities of the new chair-elect or Division chair. Begin to work with Division treasurer drafting plans for the coming year.

## **Immediate Past Chair**

### **Term of Office:**

One year. The office is assumed on January 1 of the calendar year immediately following the term of office as Division chair.

### **Responsibilities:**

The principal responsibility of the immediate past chair is that of advisor to ensure continuity of Division plans, activities, etc., unless other duties are designated in the Division's bylaws. As requested by the chair, the immediate past chair may also assist with appointments for committees, because of his or her Division experience and knowledge of Division members. The immediate past chair fulfills his/her responsibilities through exemplary performance of the following activities:

Assist the Division secretary in the preparation of the annual report covering the year of his/her term of office as Division chair.

If possible complete any projects initiated during the previous two years in office.

Attend Division Executive Committee and business meetings; attend any other Division meeting at the request of the Division chair.

Upon completion of term of office, share all relevant files with the incoming immediate past chair.

Perform other duties as requested by the Division chair or as prescribed by the Division bylaws.

Serve as the Public Relations Officer for the Division.

### **Timetable:**

*January:*

Submit highlights of the prior year's activities to the Division secretary to assist in the preparation of the Division annual report: *The annual report is the responsibility of the officers who served during the year covered by the report. The report should include an accounting of the past year's*

*planned goals and objectives, as well as those planned for the coming year. The outgoing officer drafts that portion of the report covering the past year, and the incoming officer drafts the plans for the coming year.*

*March/April:*

Discuss potential election slate in conjunction with the committee on Personnel and Nomination at Division's Executive Committee meeting.

*July:*

Submit items to the Division chair for inclusion on the fall Executive Committee agenda.

*August/September:*

Attend Division's Executive Committee meeting at fall national meeting of the Society; attend business meeting. Review the Division procedures manual for sections relevant to the office of immediate past Division chair. Submit changes to the Member-at-Large for presentation to the Executive Committee.

*December:*

Prepare files for transfer to the incoming immediate past chair by January 1. Forward to the Division secretary all original documents of potential long-term value that are not needed in the fulfillment of the responsibilities of the immediate past chair. Begin preparation of the immediate past chair's annual report to assist the Division secretary in the preparation of the Division annual report.

## **Secretary/Councilor**

**Term of Office:**

Three years; elected in years divisible by three. The office is assumed on January 1 of the calendar year immediately following election by the full members of the Division.

**Responsibilities:**

The primary responsibility of the Division secretary is to record the official business of the Division and to ensure that such business is carried out in accordance to the Division bylaws. The secretary fulfills his/her responsibilities through exemplary performance of the following activities:

Attend and record the minutes of all Executive Committee meetings and Division business meetings, plus any other official Division meetings at the request of the Division chair. Distribute minutes in a timely manner to Division officers, committees, and Division members, as appropriate.

Attend Division officers' training conference in the year that Division secretaries are invited. Attend Division secretaries' forum scheduled at national meetings of the Society by the ACS Committee on Divisional Activities.

Handle correspondence as directed by the Division chair. Maintain correspondence file.

Maintain the official current files of the Division. Files of current correspondence should be kept for at least one year. At the end of each year, arrange for the storage of all original documents of potential long-term value, including all Division annual reports and meeting minutes.

Verify the planned attendance of councilors at Council meetings of the Society, arrange for the attendance of alternate councilors, if necessary, and accredit councilors or alternate councilors for Council meetings in the manner and at the time specified by the Society.

Prepare the Division annual report and circulate to all Division officers and committee chairs, allowing sufficient time for review and changes prior to on time (March 15) submission of the report to the ACS Office of Divisional Activities. The report should be written in collaboration with those who served as Division chair and Division treasurer for the year covered by the report.

*(Note: The Division annual report is written by the secretary who served during the year that the report covers.)*

Prepare and distribute interim reports, as well as reports and agendas for the Executive Committee and business meetings, as directed by the Division chair.

Create an annual Division calendar with specific dates for the following year's Division operations and activities. *Refer to annual Division milestone calendar in the Division procedures manual.*

In cooperation with the ACS Office of Divisional Activities, ensure that the Division election ballots, including candidate biographies, are prepared and mailed to Division members on time, unless this responsibility is designated to another Division leader (chair, past chair, etc.).

Notify the executive director of the Society of new Division officers, councilors, and alternate councilors on the forms provided by ACS Headquarters.

Certify and forward the biographies for newly elected and/or re-elected councilors to ACS Headquarters.

Upon completion of term of office, transfer all relevant files to the incoming Division secretary.

Refer to the "Duties of the Division Chair" to ensure coordination of activities.

Request meeting room needs from committee chairs for committee meetings at national meetings. Schedule committee meeting rooms at spring and fall national meetings of the Society.

Perform other duties as prescribed by the Division bylaws.

#### **Timetable:**

*January:*

Draft Division annual report, if responsible. The Division annual report is written by the person who served as secretary during the year that is covered by the report. Attend Division officers' training conference in the year that Division secretaries are invited. Obtain the past chair pin for presentation by the Chair to the past Chair at the spring national meeting. Send reminders to Division officers and committee chairs regarding the submission of reports for the Executive Committee meeting scheduled for the spring national meeting of the Society and request agenda items for the meeting.

*February:*

Circulate the Division annual report for review by the current Division chair and all Division officers and committee chairs who served during the year that the report covers to ensure the report's accuracy and comprehensiveness. Make changes to the report as required. Verify the planned attendance of the Division councilor(s) at the spring national meeting of the Society. If necessary, authorize the attendance of alternate councilor(s). Work with the Division chair in preparing reports, agendas, etc. for the Division Executive Committee meeting and Division business held at the national meetings of the Society.

*March:*

Upon approval of the Division chair, submit the Division's annual report to the ACS Office of Divisional Activities on or before March 15.

*March/April:*

Record minutes of Division's Executive Committee meeting. Record minutes of other official Division meetings at the request of the Division chair. Attend forum for Division secretaries, if scheduled by the Committee on Divisional Activities. Remind the candidates to submit their biographies in time for the mailing of election ballots in August.

*April:*

Draft minutes of Division meetings within 2–4 weeks after the meeting and circulate to attendees for review and comments. Revise draft as necessary and submit approved minutes to the Division Webmaster responsible for dissemination of the report to Division members.

*June:*

Issue call for following year budget submissions.

*July:*

Work with Division chair in the preparation and distribution of the agenda for the Division Executive Committee and business meeting, scheduled for the fall national meeting of the Society.

*July/August:*

Work with the Division chair in preparing and distributing reports for the Division Executive Committee meeting and Division business meeting that will be held at the fall national meeting of the Society. Verify the attendance of the Division councilor(s) at the fall national meeting of the Society. Authorize attendance of alternate councilor(s), if necessary. Prepare annual ballots and mail to membership of Division.

*August/September:*

Record minutes of Division's Executive Committee meeting. Record minutes of other official Division meetings at the request of the Division chair. Attend forum for Division secretaries, if scheduled at the national meeting by the Committee on Divisional Activities.

*September:*

Draft minutes of Division meetings within 2–4 weeks after the meeting and circulate to attendees for review and comments. Revise draft as necessary and submit approved minutes to the Webmaster responsible for dissemination of the report to members. Count ballots and report results to chair.

*October:*

Notify ACS Headquarters of the re-elected or newly elected Division officers, councilors, and alternate councilors. Complete the certification and send biography forms for councilors and

alternate councilors that are supplied by ACS Headquarters and submit them to the executive director of the Society.

Submit mailing label requests for the winter (newsletters, surveys, to the office of divisional activities. Draft Division annual calendar for the following year and circulate to all Division officers and committee chairs who will serve in office in the following calendar year.

In odd-numbered years, submit the District of Columbia Report for Foreign and Domestic Corporations when requested by the law office representing ACS. This report must be filled by Jan.

15th of even numbered years with the Department of Consumer and Regulatory Affairs in order to maintain good standing in Washington D.C. where CHED is incorporated.

#### *December:*

Review the Division files. Arrange for the storage of all original documents of potential long-term value. Weed the correspondence of unnecessary documents. If completing term of office, prepare the files for transfer to the incoming secretary by January 1 and coordinate transfer with incoming secretary. Begin draft of the Division annual report. Remember: The Division annual report is written by the secretary who served during the year covered by the report.

## **Treasurer**

#### **Term of Office:**

Three years; elected in the year following the election of the secretary. The office is assumed on January 1 of the calendar year immediately following election by the full and national affiliate members of the Division.

#### **Responsibilities:**

The primary responsibility of the treasurer is to coordinate and monitor the financial activities of the Division, to accurately maintain the Division financial records, and to report on the financial health of the Division to the Division Executive Committee, Division members, the IRS, and to the Society. The treasurer fulfills his or her responsibilities through exemplary performance of the following activities:

Receive all payments due to the Division.

Deposit dues payments sent directly to the Division and submit of the payee's name and address to ACS Member and Subscriber Services for inclusion in the Division membership records.

Pay all duly authorized bills for the Division.

Maintain and ensure the accuracy of all Division financial reports.

Maintain the Division checking and savings accounts in any bank(s) convenient to the treasurer.

The treasurer and the Division chair are authorized to make withdrawals by signing checks

against the Division accounts. Checks are to be endorsed as follows: For deposit only, Division of Chemical Education, American Chemical Society, followed by the treasurer's signature and title. Maintain accurate account records, showing the source of all receipts and bills and the reasons for all expenditures.

Complete and return to the ACS Office of Divisional Activities the ACS form requesting the price of Division membership for the following calendar year after discussion at the Division's spring Executive Committee meeting.

In conjunction with the Finance committee recommend investment strategies to the Division Executive Committee.

Manage Division Investments and report on their status in interim Division financial reports issued semiannually to the Division Executive Committee.

Attend the Division Executive Committee meetings and the Division business meeting to report on Division Finances; attend any other official Division meetings at the request of the Division chair.

Attend the Division officers' training conference in the year that Division treasurers are invited.

Attend Division treasurers' forum scheduled at national meetings of the Society by the ACS Committee on Divisional Activities.

Attend the meetings of the Division Finance Committee.

Obtain financial reports from all Division reporting entities including the Journal, the Exams Institute, and 2YC3.

Prepare the Division annual financial report and circulate copies to all Division officers, allowing sufficient time for review and changes prior to on time submission of the report to the ACS Office of Divisional Activities by March 15. The report should be written in collaboration with those who served as Division chair and secretary during the year that the report covers. *Note: The Division annual financial report is written by the person who served as treasurer during the year covered by the report.*

File the Division's annual federal income tax return on or before the due date, usually May 15. Refer to the most current edition of the *Information Digest for Division Officers* for examples of income tax forms, due dates, etc.

Obtain the financial reports for all Division technical programs within 90 days after the meeting; issue appropriate tax forms to all speakers, awardees, etc., who received Division payments in excess of \$600.

Initiate the annual audit of the Division's financial records.

Upon completion of term of office, transfer all relevant files to the incoming treasurer and forward to the Division secretary all original documents of potential long-term value that are not required in the fulfillment of the treasurer's duties and responsibilities.

Perform other duties as prescribed by the Division bylaws.

Draft check to cover advance payment for upcoming BCCEs when requested by secretary.

## **Timetable:**

### *January:*

Attend the Division officers' training conference in the year that Division treasurers are invited.

Draft Division annual financial report, if responsible. The Division annual financial report is

written by the person who served as treasurer during the year covered by the report. Issue IRS form 1099-MISC to all individuals who received Division payments in excess of \$600 in the prior calendar year (speakers' honoraria, awards, etc.). Contact Division Audit Committee to begin audit of Division financial records.

*February:*

Circulate the Division annual financial report (or ensure that the immediate past treasurer circulates the report) to the current Division chair, to the Finance Committee, and to all Division officers who served during the year that is covered by the report to ensure the accuracy and comprehensiveness of the report. Make changes to the report as required. Supply unaudited Division financial records to the Division Finance Committee upon request. Submit items to the Division chair for inclusion on the spring Executive Committee agenda.

*March:*

Upon approval of the Division chair, submit the Division annual financial report to the ACS Committee on Divisional Activities on or before March 15th. Prepare Division financial report for presentation at the Division Executive Committee meeting to be held at the spring national meeting of the Society.

*March/April:*

Present Division financial report at the Division Executive Committee meeting and at the Division business meeting. Attend forum of Division treasurers, if scheduled by the ACS Committee on Divisional Activities. Attend Division Finance Committee meeting, if held.

*April:*

Prepare the Internal Revenue Service forms and submit them to the district director of Internal Revenue on or before May 15. Refer to the most recent edition of the Information Digest for Division Officers for sample forms, examples, and general information. Issue checks reimbursing approved Executive Committee expenses for attending national meeting.

*July:*

Submit items to the Division chair for inclusion on the fall Executive Committee agenda. Distribute the agenda and schedule for the Finance Committee meeting to all committee members, if scheduled for the fall national meeting of the Society.

*July/August:*

Prepare Division financial report for presentation at the Division Executive Committee meeting to be held at the fall national meeting of the Society.

*August/September:*

Present the draft Division budget for the following calendar year at the Division Executive Committee. Present Division financial report at the Division Executive Committee meeting and at the Division business meeting. Attend meeting of Division treasurers, if scheduled by the ACS Committee on Divisional Activities. Attend Division Finance Committee meeting, if held.

*October:*

Submit label requests to the Division secretary for Division mailings scheduled for the following calendar year.

*December:*

File bank signature cards for the incoming Division chair so that he/she can sign checks while in office. If completing term of office as treasurer, file bank signature cards for the incoming treasurer. Forward to the Division secretary any documents of potential long-term significance to the Division that are not needed by the treasurer in the fulfillment of his/her duties. Begin preparation of Division's annual financial report. Remember: The Division's annual financial report is written by the person who served as treasurer during the year covered by the report.

## **Councilors/Alternate Councilors**

**Term of Office:**

Three years. The office is assumed on January 1 of the calendar year immediately following election by the full members (not affiliate members) of the Division. *Note: A councilor is an officer*

*of the Society; the term of office is set by the ACS bylaws, as is the number of councilors for each Division.*

### **Responsibilities:**

The primary responsibility of a councilor (and the alternate councilor who is the substitute representative in the absence of the councilor) is to serve as a Division representative to the Society through active participation in the decisions and activities of Council. A councilor fulfills his or her responsibilities through exemplary performance of the following activities:

Maintain an awareness and understanding of all issues brought to Council for consideration and/or vote.

Inform the Division Executive Committee of all issues to be discussed or voted upon by Council and the potential impact of those issues upon the Division.

Represent the Division through attendance at Council meetings held at national meetings of the Society.

Vote on Council issues as directed by the Division Executive Committee.

Report to the Division Executive Committee and Division members, via the newsletter and website, on all issues discussed at Council meetings that may be of interest. *Note: Division councilors should alternate the responsibility of writing summaries of each Council meeting and determine in advance of each meeting who will assume that responsibility; however, the draft should be circulated to all of the Division councilors to ensure the accuracy and comprehensiveness of the final report.*

Attend the Division Executive Committee meetings and business meeting to report on Council activities; attend other official Division meetings upon the request of the Division chair.

Seek appointments to, and actively participate in, committees of the Society.

Serve on Division committees and taskforces at the request of the Division chair.

Perform other duties as prescribed by the Division bylaws (be specific).

### **Timetable:**

#### *February:*

Review Council agenda book for the meeting to be held at the spring national meeting of the Society in order to understand all of the issues that will be discussed and/or voted upon. Confirm attendance at the spring Council meeting with the Division secretary. (If unable to attend the Council meeting, ensure that the alternate councilor is prepared to represent the Division.) Submit items to the Division chair for inclusion on the spring Executive Committee agenda.

*March:*

Prepare councilor's report for presentation at the Division's Executive Committee meeting to be held at the spring national meeting of the Society.

*March/April:*

Present councilor's report at Division Executive Committee meeting and Division business meeting. If appointed to serve on a Division or Society committee, attend its meetings scheduled to take place at the national meeting. Represent the Division's interests at the Council meeting.

*April:*

If designated to do so, draft within 2–4 weeks after the spring Council meeting a written summary of the issues discussed and/or voted upon at Council that may be of interest to Division members. The draft is to be circulated to all of the Division's councilors in order to ensure the accuracy and comprehensiveness of the report. The final report should be submitted to the newsletter editor and Webmaster.

*July:*

Submit items to the Division chair for inclusion on the fall Executive Committee agenda.

*July/August:*

Review Council agenda book for the meeting to be held at the fall national meeting of the Society in order to understand all of the issues that will be discussed and/or voted upon. Confirm attendance at the fall Council meeting with the Division secretary. (If unable to attend the Council meeting, ensure that the alternate councilor is prepared to represent the Division.) Prepare councilor's report for presentation at the Division Executive Committee meeting to be held in the fall.

*August/September:*

Present councilor's report at the Division Executive Committee meeting and Division business meeting. If appointed to serve on a Division or Society Committee, attend its meetings scheduled at the national meeting. Represent the Division's interests at the Council meeting.

*September:*

If designated to do so, draft within 2–4 weeks after the spring Council meeting a written summary of the issues discussed and/or voted upon at Council that may be of interest to Division members. The draft is to be circulated to all of the Division's councilors in order to ensure the accuracy and comprehensiveness of the report. Submit the final report to the newsletter editor and Webmaster.

*December:*

Review the files. Forward to the Division secretary any documents of potential long-term significance to the Division that are not needed by the councilor or alternate councilor in the fulfillment of his/her duties. If not continuing in the office of councilor or alternate councilor, prepare the files for transfer to the incoming councilor/alternate councilor by January 1.

## **Member-at-Large**

**Term of Office:**

Three years; **elected in year following election of treasurer??** The office is assumed on January 1 of the calendar year immediately following election by the full members (not affiliate members) of the Division.

**Responsibilities:**

The primary responsibility of the member-at-large is to serve as a liaison between the Executive Council and the membership. The member-at large serves as a member of the Examinations Institute, the Long-Range Planning Committee, and other committees as requested by the chair. A councilor fulfills his or her responsibilities through exemplary performance of the following activities:

Review and update the information in the Procedures Manual to reflect current practice of the Division.

Bring to the Executive Committee recommended changes in responsibilities of elected committee members or committees,

Report to the membership in the newsletters, and the Division website the activities of the Executive Council.

**Timetable:**

*January:*

Write article for Spring newsletter

*February/March:*

Correspond with secretary on committee reports to consider changes in responsibilities to reflect current practice

Prepare member-at-large report for presentation at the Division's Executive Committee meeting to be held at the spring national meeting of the Society.

*March/April:*

Present member-at-large report at Division Executive Committee meeting, attend Examination Institute and Long-Range Planning Committee meetings if scheduled to take place at the national meeting.

*May:*

Revise Procedures Manual to reflect changes approved at the Executive Committee meeting. Submit revised manual to webmaster

*June:*

Write article for Fall newsletter to apprise membership of activities of Executive Committee at Spring meeting.

*July:*

Submit items to the Division chair for inclusion on the fall Executive Committee agenda. In years when BCCE is held, schedule open meeting with membership.

*August/September:*

Attend Division Executive Committee meeting, Division business meeting. Attend Examination Institute and Long-Range Planning Committee meetings if scheduled to take place at the national meeting.

*September:*

Write article for Winter newsletter to apprise membership of activities of Executive Committee at Spring meeting.

*October:*

Revise Procedures Manual to reflect actions taken by Executive Committee regarding responsibilities of elected members or committee structures and responsibilities. Submit revised manual to webmaster

*December:*

Review the files. Forward to the Division secretary any original documents of potential long-term significance to the Division that are not needed by the member-at-large in the fulfillment of his or her duties. If not continuing in the office of member-at-large, prepare the files for transfer to the incoming member-at-large by January 1.

## **A. Overview**

### **Purpose of Committees**

Division committees are the resources through which the Division fulfills its mission, goals, and objectives, as well as those of the Society as a whole. It is through the activities, programs, and

services implemented by its committees that a Division fulfills members' needs and expectations, attracts new members, and ensures its continued growth and financial health. Therefore, *it is essential that committee chairs and committee members fulfill the commitments that they made when volunteering to serve*. In addition, committees serve as a means for identifying and training the future leaders of the Division—and of the Society. Therefore, *all committee chairs are encouraged to act as role models for those who will follow in their footsteps*.

## **Committee Appointments and Terms**

As a matter of practice, all committee chairs and committee members should be appointed after the fall national meeting of the Society that immediately precedes their terms of office. The committee chairs are to be appointed by the Division chair in consultation with the chair-elect, secretary, past-chair, and chair of the Committee on Personnel and Nominations. Committee members should be nominated by the respective committee chair and others and approved by the Division chair in consultation with the chair-elect, secretary, past chair and chair of the Committee on Personnel and Nominations. Having committee chairs and members in place by the fall before their term of office begins allows adequate time for the transfer of files between incoming and outgoing chairs, allows new members to attend meetings of the committees on which they will serve, and to become familiar with the current issues, etc.

In order to provide opportunities for active participation by all Division members and to develop a pool of potential Division leaders, overlap across membership of Division committees should be kept to a minimum. This policy, while difficult—and frustrating—to implement, also has the benefit of reducing conflict of meeting times, so that each committee can expect the majority of members to attend.

Committee chairs will serve a three-year term, with the possibility of reappointment. No later than the end of their second year as chair, they should identify and train their successor—ideally, from among current or past members of their committee. Committee members will normally serve three-year terms, and terms should be staggered to ensure continuity on the committee.

Division committee has a charge and responsibilities that support the objectives of the Division. These should be reviewed annually, but no less frequently than every three years—when a new committee chair is appointed—and whenever the Division Executive Committee updates the Division's strategic plan.

Each committee chair submits a standardized electronic progress report to the Division secretary at least six weeks prior to each national meeting of the Society for distribution to Executive Committee members, the newsletter editor, and the Webmaster. In addition, each committee

chair prepares a committee annual report in January of the calendar year following the year covered by the report to assist the Division secretary in the preparation of the Division's annual report. The committee report should include an accounting of the year's planned and completed goals and objectives, as well as a plan for the coming year. If there is a change of committee chairs in January, the past chair should draft the portion of the committee annual report that covers the past year's activities, and the new chair should draft the plan for the coming year. Division committees should perform periodic audits as requested by the division treasurer.

Committee chairs are expected to schedule their committee meetings at a time and place where the majority of the committee can meet. While these meetings are *frequently* held in conjunction with national meetings of the Society and the Biennial conferences, increasingly meetings are being conducted electronically. Committees must meet at least twice a year but may meet additionally **as** deemed necessary by the committee chair. Each committee should have a member serve as its secretary so that the chair can focus on running the meeting.

## B. Committees

Appointed Standing Committees: All members serve for three years with committee terms, staggered so as to maintain both invigoration and continuity within each committee. 1. [Awards and Gifts](#) 2. [Biennial Conference on Chemical Education \(BCCE\)](#) 3. [Chemical Education Research](#) 4. [Executive](#) 5. [Committee on Chemistry in the Two-Year College \(COCTYC\)](#) 6. [Computers in Chemical Education](#) 7. [Finance](#) 8. [High School Chemistry](#) 9. [International Activities Consultants Service](#) 10. [Long-Range Planning](#) 11. [Member](#) 12. [New Members](#) 13. [Personnel & Nominations](#) 14. [Program](#) 15. [Project Chemlab](#) 16. [Recognition](#) 17. [Regional Meeting](#) 18. [Safety](#) 19. [College Chemistry](#) 20. [Newsletter](#) Appointed Boards: Board of Publication Board of Trustees, ACS DivCHED Examination Institute

---

### Executive Committee

Purpose:

The Executive Committee serves as the Senior Management Team responsible for ensuring the overall growth and financial health of the Division.

Composition:

The composition of the Executive Committee is dictated by the Division's bylaws. The Executive Committee consists of the elected Division officers—the chair, chair-elect, immediate past chair, secretary, treasurer, member-at-large, councilors, alternate councilors—and the editor of the *Journal of Chemical Education* and director of the Division of Chemical Education Examinations

Institute who are appointed by the Boards of their respective activity. These officers are voting members of the Executive Committee.

Term of Office:

The terms of office of elected officers is three years as dictated by the Division bylaws.

Responsibilities:

Develop, implement, and monitor the Division's strategic plan; review annually and revise as needed.

Ensure that the Division's administrative framework supports the Division's current goals.

Oversee the finances of the Division and ensure the Division's overall financial health.

Monitor the planning and operation of the Biennial Conferences on Chemical Education.

Review operation of the ACS Division of Chemical Education Examinations Institute.

Review the operation of the Journal of Chemical Education.

Provide management guidance to the Division's committees to ensure that their activities are in alignment with the Division's mission, goals, and objectives, as well as those of the Society.

Maintain an awareness and understanding of the current needs and expectations of Division members.

Ensure that the Division's activities (technical programs, membership recruitment, educational outreach, etc.) meet members' needs.

Ensure that the Division adapts to meet the changing needs of its members as the science of chemistry and its supporting technologies evolve.

Encourage cooperative ventures within ACS and with other societies at the local, regional, national, and international level.

Ensure that the Division operates in accordance with the Division and Society bylaws.

Communicate on a regular basis with Division members; facilitate interactive communication.

Communicate and work in cooperation with ACS Headquarters and ACS Governance.

Encourage and recognize member participation in ACS Governance.

Recognize and reward member contributions to the Division.

Ensure that succession planning is in place for all key Division leadership roles.

Lead by example.

Timetable:

The timelines for each elected member of the Executive Committee are detailed in Sections 1–7 of the Duties and Responsibilities of Elected Officers. In addition, the committee may be called on by the Chair for discussion and voting on issues at any time throughout the year.

*January-February:*

The Division treasurer or the immediate past treasurer drafts the Division annual financial report. The Division annual financial report is written by the person who served as treasurer during the year covered by the report. The committee receives reports from the standing committees and

formulates action items for the Executive Committee and Business meetings for the spring national meeting of the Society.

*February:*

The Division treasurer or the immediate past treasurer circulates the Division annual financial report to the current Division chair, to the finance committee, and to all those who served as Division officers during the year covered by the report. The Committee reviews the report to ensure its accuracy and comprehensiveness. Changes are made to the report as required.

*March:*

Upon approval of the Division chair, the treasurer or immediate past treasurer submits the Division's annual report of its activities to the ACS Office of Divisional Activities by March 1. The financial report may be submitted separately by March 15.

*March-April:*

The committee holds an open meeting at the spring national meeting of the Society. The committee takes action on the agenda items and receives oral reports from selected committees. Any member of the Division may bring an item to the floor. The Chair conducts an open business meeting to inform the membership of the state of the Division and of the actions taken by the committee since the previous meeting during the spring national meeting of the Society.

*April:*

The committee secretary circulates the minutes and action items of the finance committee meeting, the executive committee meeting, and the business meeting to all executive committee members.

*June:*

The treasurer issues a call for input to the following year's budget to all committee chairs.

*July:*

The committee receives reports from the standing committees and formulates action items for the Executive Committee and Business meetings for the fall national meeting of the Society. The committee members submit items to the Division chair for inclusion on the fall executive committee agenda. The secretary distributes the agenda and schedule for the fall executive committee meeting to executive committee members.

*August/September:*

The committee holds an open meeting at the fall national meeting of the Society. The committee takes action on the agenda items and receives oral reports from selected committees. Any member of the Division may bring an item to the floor. Committee members completing their terms of office are recognized and thanked for their service. The Chair conducts an open business meeting to inform the membership of the state of the Division and of the actions taken by the committee since the previous meeting during the fall national meeting of the Society.

*December:*

The committee chair sends thank-you letters to all committee members who completed their terms of office. The committee chair prepares for the transfer of files to the incoming chair by January 1. The Division treasurer begins drafting the Division annual financial report.