

# RESPONSIBILITIES OF SECTION OFFICERS AND FUNCTIONS OF SECTION COMMITTEES

Fifth Edition, 2015

The purpose of this manual is to provide a guide for those who conduct the business and manage the affairs of the Midland Section. Its content is based on the experience of past officers and committee chairs. The format is similar to that of the first (1966), second (1974), third (1987), and fourth (1994) editions.

This revision of the manual was prepared by the 2007 Executive Committee with input from Midland Section Board of Directors and Committee Chairs, as well as similar stakeholders in 2012. The manual describes the current operation and procedures of the Midland Section; it should be changed in the future as circumstances warrant.

## TABLE OF CONTENTS

### I. Leadership Organization

### II. Responsibilities of Section Officers

#### A. Chair

#### B. Chair-Elect

#### C. Secretary

#### D. Treasurer

#### E. Directors

#### F. Councilors

### III. Section Committees

#### A. Administration

1. Executive Committee
2. Long-Range Planning
3. Nominations and Elections
4. History
5. Membership Growth and Retention
6. Corporate Agent

## B. Membership Services

1. The Midland Chemist
2. Public Relations (and Publicity)
3. Environmental Affairs/Sustainability
4. Technology
5. Awards and Recognition
6. Younger Chemists
7. MMTG

## C. Program Activities

1. Program
2. Fall Scientific Meeting
3. Central Regional Meeting

## D. Public Education and Outreach

1. Project SEED
2. Chemistry Olympiad
3. Kids & Chemistry
4. Diversity and Multicultural Committee
5. Teacher Support
6. Scholarship
7. Sci-Fest/National Chemistry Week
8. Safety

## E. Appendices

### **I. LEADERSHIP ORGANIZATION**

The officers of the Section are the Chair, the Chair-Elect, the Secretary, and the Treasurer. Other elected officials are the Councilors and Alternate Councilors, nine Directors, and the Chair of the Committee on Nominations and Elections.

The above, plus the immediate Past Chair, constitute the voting members of the Board of Directors. This is the governing body of the Section, and has full power to conduct, manage, and direct the affairs of the Section in accordance with the Constitution and Bylaws of the SOCIETY and the Bylaws of the Section.

The four officers, the immediate Past Chair, and three Directors elected by the Board make up the Executive Committee, which is empowered to act for the Board in certain circumstances.

The Midland Section makes use of operating committees to carry out its activities. At any given time some committees may be inactive depending on Section needs and the availability of

volunteers. Committee chair positions are voluntary, with final approval/appointment by the Chair.

## **II. RESPONSIBILITIES OF SECTION OFFICERS**

### ***A. Chair***

As directed in Bylaw VII, Section 2:

“The Chair of the Section shall serve as Chair of the Board of Directors and the Executive Committee, and shall appoint all committees authorized in these bylaws or by the Board of Directors, except the Chair and members of the Committee on Nominations and Elections.”

#### **1. Duties and Responsibilities**

The Chair shall:

- Solicit agenda items approximately two weeks in advance of each meeting. The agenda for regular meetings should be set at least one week in advance. Meetings are then held about once a month (with only one or two sometimes skipped during the summer). These and other meetings of the Board of Directors may be scheduled according to alternate procedures stated in the bylaws. Meetings of the Executive Committee may be requested by the chair or at least three members of the Committee; these are then scheduled by the Chair.
- Preside over every meeting of the Board and Executive Committee; if unable to do so, the Chair-elect will preside (or another appropriate Board member, as designated (and prepared) by the Chair).
- Be responsible for the operation of the Section and maintain effective liaison with the other officers and committees. The Chair is responsible for carrying out the actions of the Board of Directors according to its intent. The Chair may seek the advice of the Executive Committee and may call upon the Executive Committee to decide upon affairs of the Section when appropriate.
- Act judiciously on behalf of the Section. The limits of power of the Chair and/or the Executive Committee are not specifically defined by the Bylaws. Therefore, the Chair and the Executive Committee must carefully decide when to act on behalf of the Section. It is recommended that essentially all matters that commit major monies of the Section (unplanned expenditures over \$500 each, after the itemized budget is approved) be decided by the Board. The Board should also act upon those matters considered controversial or matters that reflect major policy commitments for the Section.

- Preside at other general meetings of the Section, and represent the Section at sponsored events. By custom, the Chair introduces speakers.
- Consider a Chair's column for each issue of *The Midland Chemist*. This column is the Chair's forum. It can be used in any way that the Chair desires to further the interests of the Section.
- Certify promptly to the Executive Secretary of the SOCIETY all changes in office holders during the year.
- Help prepare the Annual Report submitted to the SOCIETY.
- Write a summary of the year's programs, including accomplishments, discussion of problems, and concerns/suggestions for the future.
- Transmit to the SOCIETY an annual report of the Midland Section before February 15 of each year, as directed by the SOCIETY. This annual report is to cover the period of January 1 to December 31 of the preceding year, and should be submitted in the format required by National. A template for the current format is provided in **Appendix 1**.
- Maintain a file of current local section activities and correspondence. Keep a file of the Bylaws of the Section and all records of administrative, legal, or historical importance (this should include photographs of current activities and officers). Ensure all certified copies and other such items as are appropriate to the Section archives via the Section Historian. The archives are presently maintained in the Clarke Historical Library at Central Michigan University.

2. Suggested timeline:

<b>Month or time-frame</b>	<b>Task</b>
December after election results are announced	<ul style="list-style-type: none"> <li>-Meet with new officers, especially the Treasurer, to finalize the old budget, discuss the new budget, and ensure continuity of activities</li> <li>-Establish committee chairs, ensure they understand their duties and plan objectives for the following year</li> <li>-Set the meeting calendar for the following year, and reserve the location(s). Communicate this to the Section.</li> <li>-Consider contacting unsuccessful election candidates, encouraging their involvement in other Section activities</li> </ul>

<b>Month or time-frame</b>	<b>Task</b>
January	<ul style="list-style-type: none"> <li>- Submit a list of the committee chairs with their mailing or e-mail addresses to the SOCIETY (including webmaster) after their appointment</li> <li>- Review the Treasurer's report for the preceding year and act on the budget proposed for the new year.</li> <li>-Elect the Executive Committee. Three members are chosen from the nine elected Directors are selected by vote of the Board.</li> <li>-Appoint two auditors from the Board of Directors to review the financial records of the previous Treasurer</li> <li>-Solicit ACS Fellows nominations, depending on timing of National submissions</li> </ul>
February	<ul style="list-style-type: none"> <li>-Solicit ACS Fellow nominations, depending on National deadlines (work with Awards Committee to obtain submission information)</li> <li>-Obtain Board approval for section nominees</li> </ul>
March	<ul style="list-style-type: none"> <li>-Complete ACS Fellow nomination submissions, depending on National deadlines</li> </ul>
April	<ul style="list-style-type: none"> <li>-Request update on Awards Banquet</li> </ul>
May	<ul style="list-style-type: none"> <li>-Request an update from SEED chairs on this year's program</li> <li>-Request update from Nominations and Elections (N&amp;E) committee</li> <li>-Request an update from the Historian</li> <li>-Request an update on the Turner Alfrey program (if held)</li> </ul>
June	<ul style="list-style-type: none"> <li>-Request an update on plans for the Fall Scientific Meeting</li> <li>-Touch base with Nominations and Elections, since they are to place an article in the newsletter for August</li> </ul>
July	<ul style="list-style-type: none"> <li>-This month usually does not have a meeting</li> </ul>
August/September	<ul style="list-style-type: none"> <li>-Request an update on possible "ACS Day at the Midland County Fair"</li> <li>-Report on Turner Alfrey Program (if held)</li> <li>-Nominations for upcoming election (slate approval)</li> <li>-Request a report from SEED chair(s) about the year's program</li> </ul>
October	<ul style="list-style-type: none"> <li>-Request a report from N&amp;E on candidates for office (slate of candidates should be nearly complete)</li> </ul>
November	<ul style="list-style-type: none"> <li>-Request a report on Fall Scientific Meeting outcome</li> <li>-Request a report from N&amp;E on election outcome</li> <li><b>-Send an annual certification of the elected officers, their addresses and terms of office to the Executive Secretary of the SOCIETY no later than December 1. These elected officers shall include the Chair, Chair-Elect, Secretary, Treasurer, Chair of the Committee on Nominations and Elections, Councilors, Alternate Councilors, and Directors.</b></li> </ul>

<b>Month or time-frame</b>	<b>Task</b>
December	-Assign report submission deadlines so the annual report can be written -Review the Handbook to determine if any updates are needed for this section.

## ***B. Chair-Elect***

### 1. Duties and responsibilities

The chair-elect shall:

- Serve as Acting Chair of the Section in the absence of the Chair.
- Succeed to the chairmanship of the Section on the following January first or at such earlier times as a vacancy occurs.
- Serve as a member of the Board of Directors and of the Executive Committee of the Section.
- Serve as a member of the Committee for Nominations and Elections as specified in the Bylaws of the Section.
- Be the chair of the Program Committee. Programs are usually technical in nature, and may include seminars, training sessions or other special events.
- Be advised to attend the Annual Conference sponsored by the SOCIETY for Local Section Officers. The Chair-Elect should attend the conference in the year elected, so that the full year as Chair-Elect can be used most effectively to plan and prepare for the year as Chair.
- Ensure that candidates for Chair-Elect receive a summary of the responsibilities before the election.

### 2. Timelines

There are no specific timelines for the chair-elect except as established for substituting for the chair. For the annual report, the chair-elect needs to provide a plan for his/her goals for the Section in the year to come.

### *C. Secretary*

The Secretary records the proceedings of the Section and its Executive Committee, maintains a list of members and associates (perhaps provided by the Membership Chair), sends to members and associates such notices as the business of the Section may require, and carries out all other duties outlined in the SOCIETY and Section bylaws.

#### 1. Duties and responsibilities

The secretary shall:

- Promptly certify to the Executive Secretary of the SOCIETY all changes in office holders during the year.
- Certify prior to each National Meeting names of Alternate Councilors, if any, who will substitute for an absent Councilor at a council meeting.
- Work with the Chair and others to submit to the SOCIETY an annual report of the Midland Section before February 15 of each year. This annual report is to cover the period of January 1 to December 31 of the preceding year, and utilizes the format required by National.
- Submit to the SOCIETY Council for approval through the Executive Secretary of the SOCIETY all changes in the Section bylaws and amendments to Bylaws.
- Maintain copies of local section membership lists as supplied by the SOCIETY, and work with appropriate publicity and technology volunteers to ensure distribution lists are updated accordingly.
- Record the minutes of the Board of Directors and Executive Committee meetings. Distribute these minutes to the officers and committee chairs, make changes as needed and maintain file copies to be passed on to the historian.
- Maintain a file of current local section activities and appropriate correspondence. Keep a file of the Bylaws of the Section and organize all records of administrative, legal, or historical importance to turn over to the Historian at the end of each year; **when available, the completed Annual Report in FORMS should also be copied for the Historian.** It is preferred that photos and lengthy or large documents are catalogued and stored electronically on Google docs. Items to be added to the archives must be on paper. The directions for accessing and manipulating files using this system is provided in **Appendix 2. Minutes are also to be made available on the website.**
- Work with the publicity committee/photographer to obtain scanned copies of all signed photo release forms. These can be kept on Google docs or on the website. Send paper copies of all certified documents and other such items as are

appropriate to the Historian for inclusion into the Section archives. The archives are presently maintained in the Clarke Historical Library at Central Michigan University.

Suggested timelines

<b>Month or time-frame</b>	<b>Task</b>
Before December 1 of year elected	Send an annual certification of the elected officers, their addresses and terms of office to the Executive Secretary of the SOCIETY no later than December 1
January	Send to the SOCIETY a list of the committee chairs after appointment by the local Section Chair. Also, send the mailing address of each committee chair. Work with webmaster to update info on the website.
February through November	-Attend Monthly meetings of the Section -Prepare, send out and revise Meeting Minutes -Stay in touch with the Chair and send out communications including calls for Agendas for each upcoming Monthly Meeting
December	Review the Handbook to determine if any updates are needed for this section.
December	Remind new secretary to send a list of elected officers for the coming year to the SOCIETY.
February 15 <sup>th</sup> of the following year	Ensure the Chair submits the annual report to ACS in the required format. After that, assist as needed in obtaining a printed copy of the report for the Historian.

***D. Treasurer***

The Treasurer of the Midland Section is responsible for all the financial duties and records of the Section.

1. Duties and responsibilities

The treasurer shall:

- Assist in the preparation of an annual budget in cooperation with the Chair and Finance Committee.
- **Determine who should have Section credit cards and get them issued. Cancel those no longer needed.**
- Pay the bills (these include credit card bills).
- Handle receipts.
- Keep financial the records.
- Report to the Board of Directors.
- Make out an annual report with the content and format required by National
- File the IRS returns.

- Report for approval any expenditure over the proposed budget to the Section Chair.
- Be familiar with the Handbook for Local Section Treasurers provided by the SOCIETY (<http://www.acs.org/content/dam/acsorg/membership/lis/2012-treasurers-handbook.pdf>).

2. **Suggested** timelines (Note that during December and January the outgoing and incoming Treasurers are working simultaneously to ensure a smooth transition.)

### Outgoing Treasurer

Month or time-frame	Task
December 1	Ensure incoming Treasurer applies for annual allotment.
December 20	Write letter to bank authorizing them to change authorized name on accounts to new Treasurer as of January 1. This may require getting signatures of chair and chair-elect on appropriate paperwork.
Beginning of January	Turn over books to the new Treasurer and advise him/her of duties.
By early February	Balance financial records and have books audited and signed by two auditors; consider an external review (such as by Yeo and Yeo).
By mid-February	Prepare annual financial report for the financial section of the Section annual report to the SOCIETY.
By May 15	Prepare and file IRS form 990-A or 990-EZ if gross receipts are less than \$100,000 and total assets less than \$250,000 at the end of the previous year. (This may require cooperation with the new Treasurer.) The deadline for filing with the IRS is May 15, but it is recommended this be done as soon as possible.

### Incoming Treasurer

Month or time-frame	Task
By December 20	Request annual allotment from the National office
December-January	Work with the Section Chair and Chair-Elect and in cooperation with committee chairs to prepare a proposed budget for the coming year for approval of the Board at the January meeting.
January-February	-Determine who needs credit cards and issue them. Cancel those no longer needed. -File signature cards at bank on checking, savings, and investment accounts (e.g, Chemical Bank, Benjamin Edwards, ACS Investment Pool, Fidelity US Government Reserves, and Fidelity Stock Selector). Meet with Section financial advisor as needed to discuss possible re-investment of any bonds or certificates that have come to term.

Month or time-frame	Task
January-December	-Consider preparing financial statement for each Board meeting, or as requested by the Chair. -Award Midland Section travel Funds according to the guidelines given in <b>Appendix 2</b> .

### 3. Additional Information

Student and Teacher Travel Reimbursement Guidelines (adopted 5/18/08), as well as General Travel Reimbursement Guidelines can be found in Appendix 2.

Expenditures and income must be reported to the treasurer using the Expense Form, which can be revised to reflect Committee changes and addition or removal of designated funds. An example form can be found in **Appendix 2**.

## III. DIRECTORS

A total of nine elected Directors serve at a time. Directors are expected to attend Board meetings and to participate in the Board's deliberations. Directors should maintain an interest in local and national ACS affairs so that they can give informed consideration to the Section's issues. They should be alert to the needs and opinions of the Section membership. Three Directors must be elected to the Executive Committee, which may require attendance at additional meetings.

### 1. Duties and responsibilities:

- Determine policies of the Section.
- Receive and act on reports of committees.
- Review the annual budget.
- Review long-range planning documents.
- Authorize disbursements of non-budgeted funds by the Treasurer.
- Advise section Councilors on national ACS affairs.
- Serve on special or standing committees.
- Undertake special assignments to assist the Chair.

## 2. Suggested timelines

Month or time-frame	Task
January	Review the budget; help elect Executive Committee
February	Consider nominations for ACS Fellow and nominations for awards given at the Spring Awards program. Help with submissions as necessary.
April	Become familiar with national issues that may be discussed or voted on at the Spring National ACS Council meeting.
August	-Become familiar with national issues that may be discussed or voted on at the Fall National ACS Council meeting. -Nominate active or interested Midland Section members to be candidates for office in the upcoming election.
Fall	-With any Long Range Planning Committee (such as one planning a regional meeting), review/consider adjustments and additions to long range plan.
Dec	-Review the Handbook to determine if any updates are needed for the Director section.

The resident agent of the Midland Section ACS, Inc. is appointed by the Section Chair.

## IV. COUNCILORS

Midland Section Councilors are representatives of the Midland Section to the Council. They should bring to the deliberations of the Council the opinions and viewpoints of the members of their section. They must not forget that a Councilor is a leader taking actions which may shape the future of the SOCIETY, and must subordinate the Section's viewpoints, if necessary, to the welfare of the organization as a whole. This necessitates familiarity not only with sectional problems and with rules governing sections, but also with the national picture and the complete Constitution, Bylaws, and Regulations. (Handbook for Councilors can be found at <http://www.acs.org/content/dam/acsorg/about/governance/councilors/councilor-handbook-2012.pdf>.)

### a. Duties and responsibilities

Councilors shall:

- Attend meetings of the Section's Board of Directors, of which they are voting members.
- Have a good grasp of the history of the Section and the developments which have framed it.
- Assure that the Section adopts a rational budget and operates in a fiscally sound manner.

- Submit an annual report to the Section Chair or an appropriate designated party in December outlining their activities as a Councilor for the year.
- Approve the Section’s completed annual report prior to submission to National.
- Report SOCIETY Council activities to the Board and solicit opinions to influence their position with regard to Council business. The Council meets twice annually, at each spring and fall national meeting. To complete the cycle of information exchange, results of Council actions should be reported to and discussed with constituents. The Midland Chemist and the Section website are useful supplementary avenues for communicating with members.
- Attend Council meetings as regularly as possible, and at least once a year. They are to participate in open meetings of Council committees so that they will be familiar with impending legislation.
- Councilors should join in committee discussions to present their and the Section’s viewpoints.
- Councilors should be willing and able to serve as members of Council committees, for therein lies their best opportunity to serve not only the Section, but the SOCIETY as a whole. The Section’s viewpoints are most efficiently brought to bear in Council committees where much of the work of Council is accomplished.
- If a Councilor cannot attend a national meeting, the Chair should be informed so that an **Alternate Councilor** may be designated who will be able to represent the Section in the Councilor’s absence.

Alternate Councilors shall:

- Attend meetings of the Section’s Board of Directors, of which they are voting members.
- Represent the Section at deliberations of the Council if one of the elected Councilors cannot attend. If a Councilor cannot attend a national meeting, one of the elected **Alternate Councilors** should be chosen by the Chair to represent the Section in the Councilor’s absence.

b. Suggested timelines

Month or time-frame	Task
January-December	Attend Board Meetings
By February 15	Approve completed Section annual report for previous year

<b>Month or time-frame</b>	<b>Task</b>
February or March, August (depending on National meeting dates)	-Obtain Board input on action items to be discussed at spring National Meeting -Work with chair to designate an Alternate Councilor to attend meeting(s) if needed
March or April, August or September (depending on National meeting dates)	Report on outcome of items at National Meeting
December	Submit annual report to chair or his/her designee in the format requested by National

## **V. SECTION COMMITTEES**

### ***A. Administration***

#### **1. Executive**

The functions of the Executive Committee are described in Bylaw VII, Sections 6 and 7. The chair of the Committee is the Chair of the Midland Section, and its secretary the Secretary of the Midland Section. This Committee ensures coordination of Section activities, deciding urgent matters when the Board cannot be assembled to do so.

#### **2. Long-Range Planning**

##### **a. Function**

The functions of this committee are to review the operation of the Section, to make recommendations to the Board of Directors for changes, and to suggest to the Board for its consideration appropriate future activities for the Section, over perhaps a ten-year period.

The Committee should be chaired by one familiar with the details of Midland Section operation, preferably a past officer or Councilor (typically this is a Past Chair) . In recent years, long range planning has been focused on activities like Regional Meetings, and has been handled by committees assembled for those specific purposes.

The Committee, if active, prepares an annual report in the format requested by National and submits to the Chair in December or January.

##### **b. Duties and Responsibilities**

The Long-Range Committee Chair shall:

- Be familiar with the operation of the Section.

- Make any suggestions known to all on the Board, where possible, and to the Section when warranted.
- Consider the planning needed for approaching special events such as chemistry-related anniversaries and Midland-hosted central regional meetings; initiate planning, make suggestions to or participate on appropriate committees.

c. Suggested timelines

There are no general timelines associated with Long-Range Planning.

### 3. Nominations and Elections (N&E)

a. Function

The Nominations and Elections Committee is charged with identifying qualified candidates for leadership positions in the Section.

It is composed of the Chair of the Nominations and Elections Committee, the Chair-elect, and three more members appointed by the Committee Chair, including a director or councilor whose term extends beyond the current year. The Chair of the Committee on Nominations and Elections is an elected officer whose term of office is for one year beginning on January 1. The Committee Chair is also a voting member of the Board of Directors of the Section.

b. Duties and responsibilities:

The Nominations and Elections Committee shall:

- Strive to nominate at least two nominees for each position for which a vacancy will occur. The incumbent Councilor, if willing, shall be one of the nominees for Councilor. Nominations from the floor or by petition prior to the close of nominations at a meeting (usually the September Board of Directors Meeting) are in order. Only candidates willing to serve if elected may be placed on the slate. The slate must be printed in *The Midland Chemist* prior to this meeting stating that nominations from the floor will be accepted. This announcement would normally appear in an August issue of *The Midland Chemist*.
- Publish Candidate profiles and Chair-Elect statements in *The Midland Chemist*, typically in an early October issue, **and store them on the website.**
- Send electronic (and, if necessary, paper) ballots to members. With the ballot are instructions for voting which state that (1) only those ballots received by a specified date (at least three weeks after the original mailing) will be counted,

(2) there shall be no identification of the voter on the ballot. Furthermore, the instructions shall provide information for accessing the ballot (i.e. web address) and guidance as to what information (e.g. member number) shall be required for submission. It is also appropriate to note that only members and associate members may vote. Affiliate members are not eligible to vote. The Committee counts all valid ballots which have been received by the date specified and certifies the results.

- Bring elections results to the Board of Directors. Election winners receive a plurality of the valid votes cast. A tie vote is resolved by the Board of Directors.

c. Suggested timelines

<b>Month or time-frame</b>	<b>Task</b>
Early May	Committee Chair assembles the committee, chooses a meeting time, and sends a letter and nomination sheet for possible nominees to each member of the committee. A list of the section officers and committee chairs for the past three years should also be included. Ask committee members to come to the meeting prepared with at least two nomination ideas for each office.
Mid May	Committee meets to select a minimum of four potential nominees for each vacancy, to establish a preferential ranking of nominees, and to coordinate contacting of nominees. Contacting may be done by mail or personal contact.
Mid June	Committee meets to resolve gaps in the slate.
Mid July	Slate is finalized and an article announcing the slate is submitted to <i>The Midland Chemist</i> for publication in the August issue. Article also announces that nominations from the floor or by petition will be accepted at the September Board of Directors Meeting.
August 1	Nominee profiles are requested with a mid-August deadline. In addition, statements and photographs from the chair-elect nominees are requested.
August	Contact <i>The Midland Chemist</i> staff and find out how they would like to receive all the ballot information (biographies and ballot), suggested slate is presented to the Board of Directors at their August meeting.
September	-Slate is again presented to the Board at the September meeting, any floor or petition nominations are accepted, the Board votes on the slate. - Deadline for ballot and candidate profiles to <i>The Midland Chemist</i> . <i>The Midland Chemist</i> staff does not arrange for the ballot envelopes. Arrangements must be made with the printer ahead of time.

<b>Month or time-frame</b>	<b>Task</b>
October	Slate is again presented to the Board at the September meeting, any floor or petition nominations are accepted, the Board votes on the slate.
November-December	<ul style="list-style-type: none"> <li>-Publish the election results in the first issue of <i>The Midland Chemist</i> after the election</li> <li>-Report the election results at the first Board of Directors Meeting after the election</li> <li>-Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY.</li> <li>-Review Handbook information to see if changes are needed</li> </ul>

c. Additional helpful information can be found in **Appendix 3**.

#### **4. History**

##### a. Function

The Section Historian, appointed by the Chair, is responsible for maintaining the Section's historical records so that anyone can access them.

##### b. Duties and responsibilities

The Historian shall:

- Oversee the Midland Section's historical records in the Clarke Historical Library at Central Michigan University (CMU).
- Act as resource person and contact for Midland Section members who need to see records in the collection. The Historian is not responsible for obtaining information or looking up records personally.
- Serve as Midland Section contact person for Clarke Historical Library personnel.
- Ensure records are not lost and are maintained in good order. Visit CMU once a year and check on this. Report to Board of Directors.
- Ensure the addition of new materials to the collection but not necessarily deliver materials in person. Do additions for preceding year all at one time to minimize total effort required. New records should be in non-electronic form until a permanent universal standard electronic format is available. Electronic forms may be submitted as temporary records so they can be searched more easily as long as equipment is available to read the electronic format.

- Maintain a general inventory of Midland Section materials in Clarke Library. (library staff usually does this.)
- Consult Board of Directors with questions regarding management and disposal of any Section records.
- Submit an annual report to the Chair in December for inclusion in the Section's Annual Report to the SOCIETY.

c. Suggested timelines

<b>Month or time-frame</b>	<b>Task</b>
February -August (one time, usually soon after Section Annual Report is received)	Add previous year's materials to the archives.
March- September (one time)	Report status of historical records to the Board. Submit any History Committee reports for posting on web site.
December	-Write and submit annual report to Section Chair or his/her designate. -Review Handbook to see if any changes are needed to this section.

## 5. Resident Agent

a. Functions

The responsibility of the resident agent is to ensure continuation of our Section's status as a Nonprofit Corporation of the State of Michigan. The Resident Agent is appointed by the Chair.

b. Duties and Responsibilities

The Agent must submit an annual update report, with a fee (currently \$20), to the Department of Licensing and Regulatory affairs, Bureau of Commercial Services, Corporation Division. The form must be submitted by October 1. Inform the Midland Section Chair that this action has been completed; give a paper copy of the annual form to the Section Historian to be added to the Section's archives.

c. Suggested timelines

<b>Month or Time Frame</b>	<b>Task</b>
Sept	Prepare the annual update report and submit by October 1st.
Dec	Review the Handbook to determine if any updates are needed for this section. (Make sure website info stays current.)

d. Additional information

To look at previous reports (reports are little more than a list of Officers and Directors taken from the Section's website) go to <http://www.michigan.gov/fileonline> or <http://www.michigan.gov/lara>. Click on Information Services, and then click on Business Entity Search. Select the radio button for Search Database by Identification number. Search the database using the Midland Section identification number 731946. Click on our section name.

## ***B. Membership Growth and Retention***

a. Functions

The function of this committee is to identify prospective members of the American Chemical Society and its Midland Section and to obtain commitments for membership.

This membership committee is also responsible for receiving and sharing the rosters received from National, so that electronic communication distribution lists are current and accurate. See below for more details.

b. Duties and Responsibilities

It is the responsibility of the chair(s) of the committee to:

- Constitute the committee, call necessary meetings, communicate with the national office, report to the local section Board of Directors, and direct the activities of the committee.
- Carry out periodic membership recruitment. Application forms are to be stamped Midland Section/211 to ensure commission credit is given for new members. Membership determinations are to be made in accordance with the bylaws of the society.
- Work with the Mid-Michigan Technician's Group (MMTG) on the "Members/Professionals Day at the Midland Fair" activity held each August.
- Work with Nominations and Elections Committee to obtain from National an "election-only" membership list at least 10 days prior to ballot distribution by completing the form, which is located at [http://acswebcontent.acs.org/localsections/Elec LOC SECS DRFrm.doc](http://acswebcontent.acs.org/localsections/Elec_LOC_SECS_DRFrm.doc). Save the form using the local section name and send it via email to [olsa@acs.org](mailto:olsa@acs.org); an acknowledgement message indicating that the request has been will be sent with an indication of when the list can be expected.
- Work with the Nominations and Elections Committee to certify election results and send them to Cheryl Vockins in the ACS Secretary's Office by December 1.

2015. If you have any questions, please contact her by email at [c\\_vockins@acs.org](mailto:c_vockins@acs.org) or by telephone at 1/800-227-5558, ext. 6171. The roster file is **National Change-of-Address (NCOA) compliant**, meaning that the U.S. Post Office will identify bad addresses and provide new ones. If any erroneous email addresses are identified, they should be sent to [rosters@acs.org](mailto:rosters@acs.org).

- Report to the Board any membership issues and write an annual report.

c. Suggested timelines

Month or time-frame	Task
At least once a year	Consider/offer a membership recruitment event.
August	Work with MMTG on "Members Day" at the Midland Fair. This usually involves a special sale of ride tickets, free food for members and volunteers, and activities for children.
Fall	Work with N&E to obtain the "election-only" list; assist with certification of election results.
December	-Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY. -Review Handbook information to see if changes are to needed
All year	Share rosters with webmaster and others as appropriate so up to date email lists can be used for newsletters, surveys, and other notifications.

## ***B. Membership Services***

### ***1. The Midland Chemist***

#### a. Functions

The function of *The Midland Chemist* is to inform members and other subscribers of local meetings, seminars, elections, work of local committees, Councilor activities, and other items concerning chemists, the chemical profession, chemistry education, and the local Section. The publication can also act as a sounding board for member opinions about the ACS and scientific affairs.

*The Midland Chemist* is a serial publication having both volume and number designations. One volume is published each calendar year, comprising 12 numbered issues. *The Midland Chemist* is published online on the Section website, [www.midlandacs.org](http://www.midlandacs.org). Members are notified of publication by e-mail.

In the past, *The Midland Chemist* has carried meeting programs and election materials in an appropriate issue. Currently, these materials are published separately by the responsible committees. If special programs are published in *The Midland Chemist*, the

appropriate committees are responsible for preparation and submission of their program materials and for any additional expenses incurred in publication.

*The Midland Chemist* is the official publication of the Midland Section of the American Chemical Society, and therefore, elected officers of the Midland Section, as a group, have final responsibility for the publication.

#### b. Duties and Responsibilities

Most articles are submitted by committee chairs. Layout is completed by pasting article submissions into a Word document template with Section Header including volume and issue. The editor(s) complete(s) any necessary formatting or editing, including proper links. The Word document is then saved in PDF format and forwarded with instructions to the webmaster. The webmaster posts the issue to the Section website and sends out an e-mail to the membership.

It is recommended that each Board of Directors meeting be attended by the editor as a means of keeping up with Section activities.

#### c. Suggested timeline

<b>Month or time-frame</b>	<b>Task</b>
January	-E-mail deadline notification to Board/committees. -All articles given to editor for editing. -Prepare newsletter using Word template. -Send document and list of contents to webmaster for posting to website and electronic distribution. -Send hardcopy version to Section Historian for archives.
February	-E-mail deadline notification to Board/committees. -All other steps as above.
March	-E-mail deadline notification to Board/committees. -All other steps as above.
April	-E-mail deadline notification to Board/committees. -All other steps as above.
May	-E-mail deadline notification to Board/committees. -All other steps as above.
June	-E-mail deadline notification to Board/committees. -All other steps as above.

Month or time-frame	Task
July	-E-mail deadline notification to Board/committees. -All other steps as above
August	-E-mail deadline notification to Board/committees. -All other steps as above.
September	--E-mail deadline notification to Board/committees. -All other steps as above.
October	-E-mail deadline notification to Board/committees. -All other steps as above.
November	-E-mail deadline notification to Board/committees. -All other steps as above.
December	-E-mail deadline notification to Board/committees. -All other steps as above. <b>-PREPARE NEXT YEAR'S EDITORIAL CALENDAR</b> <b>-OBTAIN E-MAIL DISTRIBUTION FOR NEXT YEAR'S BOARD/CHAIRS</b> <b>-PREPARE ANNUAL REPORT AND SUBMIT TO SECTION CHAIR</b> -Review the Handbook to determine if any updates are needed for this section.

#### d. Assembly

The editor(s) assembles material for publication throughout the year. The details pertinent to the preparation of an issue are:

- Obtain articles from contributors, preferably in Word format. Pictures should be submitted in high resolution .jpeg format. Copy deadlines are typically scheduled for about one week preceding the issue date.
- Assemble issue using Word template. Standard items include the chair's column, committee updates, In Past Issues of *The Midland Chemist* (in Feb, Apr, June, Aug, Oct, and Dec issues), and calendar of upcoming events.

#### e. Guidelines for Contributing Articles to *The Midland Chemist*

Local section publications are designed not only to provide local section members with information about the activities and meetings of the local section, but also to provide a forum for the exchange of ideas of interest to section members. It is the responsibility of the individual committee chair to see that articles contributed by his/her committee are carefully written to accomplish this purpose and in a manner so that the article will not be misconstrued as representing the collective viewpoint or official position of the local section unless this truly is the case.

A good rule to follow when writing a column for *The Midland Chemist* on a legislative or other apparently controversial matter is to include a phrase in the article pointing out that there may be quite different opinions among section members and that no official position has been discussed or taken by the local section officers (when this is the case).

It is the responsibility of the committee chair to see that articles submitted in the name of the committee do not imply an official Midland Section position or otherwise place the Section in an embarrassing position or engage the Section in an activity outside the charter of the local or national ACS. For guidance, the committee chair may consult the Local Section chair who may in turn decide to bring the matter to the attention of the Executive Committee or local Board of Directors. If a legislative matter is concerned, contact with the national ACS office also may be advisable. The national office of the ACS has pledged expedited service and counsel in this area. Articles contributed by standing committees that may be interpreted as related to legislation are particularly sensitive in as much as the national ACS charter and tax exempt status of the ACS as an educational and scientific society precludes this type of activity by the national ACS or any of its local sections.

Articles definitely can, and often should, be written that review legislation (existing and/or proposed) concerning the profession of chemistry and individuals within the profession. These articles can point out the possible implications of such legislation provided that the direct action of writing to congressmen, lobbying, circulation of petitions, etc., is not requested or urged. (Such action could be done through a letter to the editor provided that it comes from an individual acting on his/her own behalf and not in the capacity of a local section officer or committee chair.)

Views expressed in the letters to the editor column are clearly not the responsibility of the Section and views may be expressed here on subjects, even though those subjects may be clearly outside the charter of the ACS. The editor has the right (and the responsibility) to refuse to print letters to the editor that are obscene, libelous, or otherwise not in good taste. Note that when publishing letters to the editor, especially on controversial issues, the original copy of the letter, signed by the writer, should be obtained; it also is advisable that the letter writer state in writing their intent that the letter be published. (In recent years, these letters have generally been in email format.) All letters to the editor should be retained indefinitely (other copy may be discarded after one year).

#### f. Advertising in *The Midland Chemist*

There are currently no expenses associated with publication of the newsletter, so advertising rates and/or opportunities for free advertising should be determined by the Finance Committee and the newsletter editors, depending on the nature of the advertisement and the intended audience.

## **2. Public Relations (and Publicity)**

The Public Relations Committee's (PRC) purpose is to build relations with three segments of the public—ACS members, the media, and the community—to heighten their awareness of

Local Section activities, with the ultimate goal of impressing a positive image of science upon them. The PRC works closely with other committees, particularly Outreach, Programs and *The Midland Chemist*, to achieve this goal.

a. Duties and responsibilities

1. Local Section Member Relations

The PRC shall:

- Keep Midland Section members informed about programs, upcoming meetings, and special events in such a way as to build their interest and enthusiasm for—and thus attendance at—the activities. This is primarily accomplished by submitting notices of activities to *The Midland Chemist* staff.
- Post event flyers around most common work areas of those members expected to attend (e.g. coffee areas within Dow and Dow Corning) as well as forwarded through local technical e-mail distribution lists. Social networking sites such as Twitter and Facebook can be utilized for promotion of Section activities. The current PRC chair(s) can provide the account log-in information to subsequent chair(s).

2. Media Relations

The PRC shall:

- Contact and provide information to reporters, editors, news directors, and producers with the ultimate goal of interesting them in Local Section activities to the extent that they will publicize them. For most larger activities, an interesting yet brief press release of the upcoming event is sent to contacts on a media list (that should be kept current by the PRC chair) ONE to TWO weeks prior to the event.
- Phone or e-mail the most important papers, radio stations, or TV stations relevant to each event within a week of the event to remind them of the press release that was sent, and to answer any questions they may have regarding the release.
- Publicize the local event afterwards. A member of the PRC who attended the event writes a summary and take pictures which are then sent to the local newspapers. This has been a successful way to obtain post-event publicity in local newspapers when a reporter was not dispatched to the event. The PRC focuses most of its attention on media relations.

3. Community Relations

The PRC shall:

- Build community relations through advertising any event that allows members of the community to meet and get to know local scientists and to see how science contributes to their lives.
- Publicize community-focused events by sitting on the planning committees (or by remaining in close contact with the chair of the event) to understand and meet their needs for public relations. It is also the PRC representative's job to suggest the most appropriate means of getting the event publicized effectively. The PRC representative should NOT be expected to attend planning meetings for the event except during the time when public relations are discussed. For the Midland Section, major events that may warrant involvement from a PRC representative include ACS Day at the Fair, National Chemistry Week/Sci-Fest, and the Fall Scientific Meeting.
- Have a Chair that assembles a committee of a size appropriate to the needs and style of the PRC chair. Committee members meet on an as-needed basis. The Chair of the PRC prepares an annual report of the year's activities in December for inclusion in the Section's Annual Report to the Society. Alternatively, the annual PRC activities can be incorporated into the individual FORMS entries made for events for which publicity was obtained throughout the year.

b. Suggested timelines

<b>Month or time-frame</b>	<b>Task</b>
January	-Identify/Recruit PRC chair(s) and committee members. -PRC chair(s) should send out link to publicity request form to Board and Committee Chairs.
January - December	Respond to needs for publicity at specific events; attend Board Meetings as needed
December	-Write and submit annual report to Section Chair or his/her designate. -Review Handbook to see if any changes are needed to this section.

c. Additional helpful information can be found in **Appendix 5**.

### 3. Technology Committee

#### a. Function

The function of the Technology Committee is to maintain the website so that it is functional, current, informative, and helpful to members, and a positive and accurate representation of the Section. In addition, the Committee is expected to utilize Facebook, Twitter and/or other platforms to publicize events and engage the public in Section activities. The Technology Committee shall also work with Section leaders to organize the Google docs account and maintain appropriate accesses to various folders. The webmaster is the Chair of the committee, or at least a key member; all members are expected to work with committee chairs, event organizers and with leadership to accomplish their objectives.

#### b. Duties and responsibilities

The Committee shall:

- Work with newsletter editors to distribute the newsletter and copy it to the website with other archived copies.
- Work with the chair to make sure all leadership positions and contact information is on the website. Keep the generic email address connections current.
- Collaborate with the program committee to get seminar slides on the website in an appropriate folder.
- Work with the Secretary to get Board Meeting minutes and slides on the website in appropriate folders.
- Work with committee chairs to update their website information in a timely manner. The Publicity and Technology Committees should ensure upcoming events are advertised on the website.
- Keep the connection between Facebook and the website functional and the content current.
- Check the generic email addresses (such as [web@midlandacs.org](mailto:web@midlandacs.org)) frequently to see what emails arrive, and pass them on to other individuals as needed.

c. Suggested timelines

<b>Month or Time -frame</b>	<b>Task</b>
January	Obtain updated contact info for all officers and committee chairs; update website
Monthly	-Work with newsletter editors to distribute it and save it to the website -With the secretary, publish minutes and slides to the website after each meeting -With the Publicity chair, publicize upcoming events on the website -Ensure Facebook content is connected to website
After special events	-After events such as the Awards Banquet, Sci-Fest, seminars and Earth Day, work with committee chairs to update website content or post content as needed.
December	-Write an annual report in the format required by National -Review handbook information and determine if it needs updating

#### 4. Finance Committee

a. Function

The function of the Finance Committee is to monitor Section funds, investments and their compliance with 501(c)3 requirements to keep the Section financially healthy, able to support desired activities, and within the law. The Finance Committee will be made up of the Section Treasurer, the Section Chair, and members appointed by the Chair and approved by the Board (simple majority).

*b. Duties and Responsibilities*

This committee will work with financial advisors and suggest investments as per Section policy (see Appendix 6), consider modifications to that policy as needed, and make recommendations for Board approval.

c. Suggested timelines

<b>Month or time-frame</b>	<b>Task</b>
Jan (or as appropriate)	Consider any changes to the finance committee, with the beginning of the new administration, or other turnover.
<b>Month or time-frame</b>	<b>Task</b>
Each quarter	Review investment funds and determine if changes need to be made at that time; make recommendations as needed to the Treasurer

June-Nov	Report on investments at two meetings (or more as needed); consider inviting financial advisor to speak
Dec	-Submit information to the treasurer as needed for the Section annual report. -Review the Handbook to determine if any updates are needed for this section.

## 5. Awards and Recognition

### a. Function

The function of this committee is to ensure appropriate recognition for the professional accomplishments of chemists within the Midland Section area. This is done by administering awards given by the Midland Section and by keeping up-to-date information on regional and national ACS awards. A written annual report of the awards committee activities is submitted to the secretary of the Midland Section in December for inclusion in the Section's Annual Report to the SOCIETY.

The Awards Committee shall ensure announcement of nomination period, receive award nomination packets and deliberate to determine the recipients. The awards committee is not responsible for creating nomination packets or soliciting letters of support.

### b. Responsibilities for Regional and National ACS Awards

A list of regional and national ACS awards can be found at <http://www.acs.org/content/acs/en/funding-and-awards/awards.html>.

The responsibilities of the committee are:

- To consider candidates from the area served by the Midland Section for awards administered by the American Chemical Society (including FELLOWS recognition) as well as awards of the various divisions and sections of the American Chemical Society. Individuals may also submit for awards.
- To keep a comprehensive record of the available awards, and to be aware of the timing on impending awards. Current information about these awards which is sent to the Chair or Secretary of the Midland Section is to be forwarded to the Chair of the Awards Committee.
- To co-ordinate the presentation of the 50- and 60- year member awards from the SOCIETY. The local section also obtains and funds the plaques presented to the 60-year members.

### c. Responsibilities for Midland Section Awards

#### 1) Award descriptions

The committee administers awards given by the local section. An award in each category is not necessarily an annual event or requirement. The awards are:

a) **Science Education Volunteer**

This award recognizes significant involvement in science/chemistry education outside of the nominee's normal job responsibilities. The winner of this award receives a plaque at the annual Awards Banquet.

b) Teaching Awards:

- **Outstanding Achievement in College Chemistry Teaching**
- **Outstanding Achievement in High School Chemistry Teaching**
- **Outstanding Achievement in Middle-Level Science Teaching**
- **Outstanding Achievement in Elementary Science Teaching**

These four awards recognize outstanding achievement in science/chemistry education through the motivation, stimulation, and encouragement of an awareness and understanding of science (elementary and middle-level) or chemistry (high school and college). Nominees must reside in the Midland Section area. The winners of these awards receive a plaque at the annual Awards Banquet.

c) Student Awards

- **Outstanding College Chemistry Students**

These awards recognize outstanding achievement of college and high school level chemistry/biochemistry students in the Midland Section area. The college level award winners receive plaques and the high school level award winners receive certificates at the annual Awards Banquet.

d) Professional Awards

- **Outstanding Service to the American Chemical Society**

This award recognizes achievement in the promotion of the chemical sciences through service to the ACS. Nominees shall be ACS members residing in the Midland Section. The winner of this award receives a plaque at the annual Awards Banquet.

- **Outstanding Achievement and Promotion of the Chemical Sciences**

This award recognizes outstanding achievement and promotion of the chemical sciences through dedication and service to the chemical profession. The recipient must reside in the Midland Section geographic area, but ACS membership is not a requirement. The nomination must come from a Midland Section ACS member. The winner of this award receives a plaque at the annual Awards Banquet.

The Section Executive Committee shall by majority vote either approve or disapprove the person selected by the Awards Committee to receive the Midland Section ACS Award for Outstanding Achievement and Promotion of the Chemical Sciences. In the event of a tie vote the entire Board of Directors shall make the decision by majority vote. If another tie vote occurs the Awards Committee selection shall be approved. In the event that the Executive Committee or Board of Directors disapproves the selection, the Awards Committee shall select an alternate person, if any, to receive the award and the above process shall be repeated until a recipient is approved, or a decision is made not to bestow the award.

- **Outstanding Chemical Technician**

The Section presents an annual Outstanding Chemical Technician Award to an individual who has demonstrated an extremely high degree of professionalism as a chemical technician. Nominees must have worked for five years as a chemical technician or in a related field where primary job responsibilities include conducting experimentation or analyzing information to help solve chemical problems or discover new chemical knowledge. Nominees must have successfully completed a two-year post-high school level chemistry curriculum leading to an Associate Degree, the equivalent course in a Baccalaureate Program, or have equivalent experience. Chemical technicians do not need to be an ACS member to be eligible for this award. In addition to the typical packet contents (see below), nominations also require use of the National ACS nomination form (available from the Committee chair), which makes elevation to the National level much easier.

2) To administer these awards the Committee shall:

- Obtain nominations of qualified candidates for the above-named awards (except the student awards) from any qualified nominator. Qualified nominators for the teaching awards are obtained by sending letters requesting nomination from high school principals and college chemistry department heads. The Science Education Volunteer, Service, and Achievement and Promotion award nominators must be members of the American Chemical Society. These nominations are solicited via *The Midland Chemist*.

The **nomination packet** shall be submitted to the Awards Committee by the nominator; requirements and content recommendations include the following :

-REQUIRED:

- \*at least two supporting letters from colleagues (which state why the nominator feels the nominee is deserving of the award (with specific supporting examples given).

- \*resume (or equivalent)

-RECOMMENDED:

- \*Publication and Patents list (where applicable)

\*Additional letters of support from students, parents, community members, administrators (as appropriate)

- Review, screen, and select the nominees. All nominations shall be received by the deadline stated in the call for nominations. Late entries will not be considered. PLEASE NOTE: The names of each nominator shall be kept secret unless the nominator gives permission to reveal it.
- Obtain high school and college chemistry student award winners from the principals of the area high schools and the chemistry department heads of the area colleges and universities. Selection of the award winners is done by the high school and college staff, with one winner per school.
- Announce the award winners via *The Midland Chemist* after the awards have been presented.
- Coordinate the Midland Section annual Spring Recognition Dinner. Arrange the facilities, catering, advertise in *The Midland Chemist* and estimate number of attendees. Arrange a schedule of events, guest speakers, award presenters, photography, etc. Ensure the ACS-designed and -engraved plaques are ready for those awards that need them. Create certificates for award winners who receive them. Coordinate with committee chairs and sponsors of awards other than those listed above that participate in the Recognition Dinner. Currently these include the following: Odyssey of the Mind, Chemistry Olympiad, Science Fair Winners, and Project SEED. Selection of winners is handled by the respective committees/ organizations, but the Awards committee sometimes creates certificates (Odyssey of the Mind, Science Fair Winners) and funds other awards (savings bonds for the Science Fair Winners).
- Maintain records of award winners. Maintain an electronic file of the letters and mailing lists used to solicit nominees for the teaching awards and the winners of the student awards. Keep information on the appropriate plaque and certificate award design.

NOTE: In any given category, if there are no nominations, or nominations are insufficient with regard to submission criteria above, it may be the decision of the Awards Committee not to award in that category.

Nominees must be residents of the Midland Section area (Bay, Midland, Gratiot, Saginaw, and Isabella Counties) at the time of nomination.

Nominees must not have won in their award category in the past 10 years.

d. Suggested timelines

Month or time-frame	Task
Jan	-Decide on date and venue of Awards Banquet, and secure with deposit.

	<ul style="list-style-type: none"> <li>-Begin creating menu with venue, solidify cost per person.</li> <li>-Send call-for-nominations email to all local school/college contacts.</li> <li>-Purchase plaques from ACS.</li> <li>-Have the section secretary obtain the 50- and 60-year ACS member names (identify person/business to frame the certificates).</li> <li>-Set price of event.</li> <li>-Send out publicity announcement to local section publicity people as to date/time/place/price of event/speaker and how to purchase tickets.</li> <li>-Create spreadsheet to track responses in each category (provides headcount, contact info)</li> </ul>
Feb	<ul style="list-style-type: none"> <li>-Finalize speaker, menu.</li> <li>-Obtain 50/60 year certificates and pass them to framer.</li> <li>-Send the publicity announcement and call-for-nominations reminder to school/college contacts.</li> <li>-Send letter and information request sheet to 50- 60 year member honorees.</li> </ul>
Mar	<ul style="list-style-type: none"> <li>-Create any fun/extra handouts for event.</li> <li>-Secure names of Chemistry Olympiad Winners.</li> <li>-Submit any nominations packages to the board that they must decided on.</li> <li>-Create program to hand out.</li> <li>-Send out any high school/college award letters and three-question introduction query.</li> </ul>
Apr (2 weeks prior to event)	<ul style="list-style-type: none"> <li>-Meet with team, decide on winners and send notifications.</li> <li>-Print certificates, program, hand-outs.</li> <li>-Submit plaques for engraving.</li> <li>-Retrieve the 50/60 yr certificates.</li> <li>-Finalize any details with venue (sound system, menu, any special dietary requests, video system, seating arrangement...etc)</li> </ul>

	<ul style="list-style-type: none"> <li>-Notify any late entry high-school/college winners.</li> <li>-Notify local media</li> </ul>
April (post event)	<ul style="list-style-type: none"> <li>-Submit all receipts for reimbursement.</li> <li>-Work with publicity to create final write-up for ACS publicity and local media.</li> <li>-Create a suggestion list for next year.</li> <li>-Start next year budget request/final paperwork for end of year section paperwork.</li> <li>-Update award winner list.</li> </ul>
<b>Month or time-frame</b>	<b>Task</b>
May	Submit Outstanding Tech winner to National
Sept	Finalize all local section paperwork and submit budget request for next year.
Oct	<ul style="list-style-type: none"> <li>-Contact team, insure all are returning. Add people as necessary.</li> <li>-Review contact list for local schools and call-for-nomination letter.</li> <li>-Add or remove any awards for the year.</li> <li>-Review any special requests from the local section board.</li> <li>-Review if awards will be spring only or if spring will be educational and fall will be industry awards. (If fall awards are added, this timeline will be split and adjusted for a late October ceremony- usually held in conjunction with the FSM so only awards will need to be secured – venue/speakers/food will already be decided).</li> <li>-Identify possible dates and venue.</li> <li>-Create list of possible speakers.</li> </ul>
Nov/Dec	<ul style="list-style-type: none"> <li>-Send call for nominations to section web contact for publishing in December – March publications.</li> <li>-Review the Handbook to determine if any updates are needed for this section.</li> <li>- Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY.-</li> </ul>

## 6. Younger Chemists Committee (YCC)

a. Function

The main mission of the YCC is to advocate for and provide resources to early-career chemists and professionals in the chemical sciences and related fields.

b. Duties and Responsibilities

The committee shall:

- Strive to make ACS relevant to its younger members and encourage the involvement of younger chemists in the SOCIETY. Inform younger members of the organizations in the SOCIETY and recommend ways to increase the flow of younger members into active work in the SOCIETY (the Midland Section in particular).
- Evaluate the needs of younger chemists in the Section and plan activities/mixers to address those concerns that include outreach, networking and socializing as appropriate.
- Develop professionalism and communication among young members of the SOCIETY.
- Communicate the concerns of the younger chemists to the Midland Section of the ACS.
- Maintain the YCC-related information on the website.

A steering committee representing young professionals in the local section shall be maintained as the resource for coordinating YCC activities. Student organizations in the Section should also be involved. A chair will be nominated by the current committee members. The chair has responsibility to call meetings and coordinate activities of the YCC. Additionally, the chair shall oversee the YCC budget and report YCC activities to the local section of the ACS periodically.

d. Suggested timeline

<b>Month or time-frame</b>	<b>Task</b>
Jan	Begin to plan meetings/events for the three (or four) key towns in the section. Develop activities for the section, especially the younger professionals (and students as appropriate). Establish interaction with ACS Outreach group to promote involvement
Feb	Encourage students to apply for ACS meeting travel grants as appropriate
March	ACS Spring National meeting (and awards for student groups)
April	Earth Day event; encourage participation
May	ACS Student member annual reports DUE

June-July	Plan and host a summer gathering
Aug	Plan and host fall events
Sept-Oct	Plan for Sci-Fest participation and networking event; celebrate National Chemistry Week

<b>Month or time-frame</b>	<b>Task</b>
Nov-Dec	-Prepare budget plans for next year and find ways to utilize remaining budget for the year. - Review the Handbook to determine if any updates are needed for this section. -Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY.
At least once a year	Report to the Board on YCC activities

## 7. Mid-Michigan Technicians Group (MMTG)

### a. Function

The goal of MMTG is to provide professional development opportunities to all individuals working with, or interested in, chemical technology in the Mid- Michigan area.

### b. Duties and responsibilities:

The officers of the Mid-Michigan Technicians Group (MMTG) shall:

- Give back to the members by providing opportunities for development through workshops, seminar, networking, mentoring, etc.
- Promote community awareness of the technician's role in the chemical industry.
- Increase the visibility of the unique and significant contributions of technicians.
- Provide information about training courses to meet the needs of technicians.
- Encourage participation in public outreach / community programs
- Provide technicians a means to network with their peers.

The MMTG holds periodic executive board meetings, which are open to all members and prospective members, in addition to some quarterly events. Events may include, but are not limited to, dinner meetings with invited speakers, technical seminars, panel discussions, and social events. In addition, the MMTG participates in activities sponsored by the Midland Section, including the Fall Scientific Meeting and in outreach programs such as presentations at local community colleges and K-12 schools..

An elected delegate of MMTG attends Midland Section Board of Directors meetings periodically to report on MMTG activities and to advise the Board on upcoming events as appropriate.

Details of the structure and operations of the group may be found in the Bylaws of the Mid-Michigan Technician Group (amended 11/11).

c. Suggested timelines

Month or time-frame	Task
Jan	<ul style="list-style-type: none"> <li>-Chair sets dates and locations for MMTG Board Meetings.</li> <li>-Chair and Chair-Elect submit nomination packets to Delta for the Outstanding Chemical, Process, or Environmental Technology Student Award (OTSA)--current contact is <a href="mailto:keithmalkowski@delta.edu">keithmalkowski@delta.edu</a>.</li> <li>-Consider submissions for Outstanding Chemical Technician and work with the ACS Awards Committee Chair on nomination packets.</li> <li>-Chair-Elect attends ACS Leadership Training Institute, if appropriate</li> </ul>
Feb	<ul style="list-style-type: none"> <li>-Get report on ACS Leadership training, if attended by Chair-Elect.</li> <li>-Establish OTSA application review committee membership, determine selection and scoring criteria.</li> </ul>
March	<ul style="list-style-type: none"> <li>-Begin review of OTSA applications, select the winner. Chair of selection committee contacts the winner and authors a correspondence from the MMTG Secretary.</li> <li>-Communicate ACS Spring National meeting dates to membership.</li> <li>-Communicate ACS Spring Regional meeting dates to membership.</li> </ul>
Apr-May	<ul style="list-style-type: none"> <li>- Chair or designate attends the ACS Spring Award banquet to present OTSA and Outstanding Chemical Technician Award.</li> </ul>
June	<ul style="list-style-type: none"> <li>- Call for volunteers for "Members Day" at the Midland County Fair.</li> </ul>
July	<ul style="list-style-type: none"> <li>-Plan a membership recruitment and/or social event</li> </ul>
Aug	<ul style="list-style-type: none"> <li>-Participate in "Members /Professionals'Day" at the Midland County Fair.</li> <li>-Communicate ACS Fall National meeting dates to membership.</li> </ul>
Sept	<ul style="list-style-type: none"> <li>-Call for volunteers for Midland Section Fall Scientific Meeting / Sci-Fest. Current chair of Sci-Fest is Dave Stickles <a href="mailto:dstick44@chartermi.net">dstick44@chartermi.net</a></li> <li>-Submit abstract for MMTG poster for Fall Scientific Meeting.</li> <li>-Establish Nominations and Elections Committee</li> </ul>
Oct	<ul style="list-style-type: none"> <li>-Nominations and Elections Committee to identify board nominees, acquire biographies and prepare ballot.</li> <li>-Present MMTG Poster at Fall Scientific Meeting</li> </ul>

	<p>-Determine the focus of year-end donation drive. Set dates and make plans.</p>
<p>Nov</p>	<p>-Nominations and Elections committee Chair sends election ballots to membership. Responses are returned to Chair; election results are communicated to Election committee.</p> <p>-Select date for annual year-end volunteer appreciation / "Meet Next Year's Board" luncheon.</p> <p>-Chair establishes MMTG "Volunteer of the Year" selection committee, comprised of some members of the current board / trustee/ delegates. Determine winner.</p>

Month or time-frame	Task
Dec	<p>-Hold the Annual year-end volunteer appreciation / "Meet Next Year's Board" luncheon. Announce next year's Board members.</p> <p>-Collect final donations for the donation drive.</p> <p>-Award MMTG "Volunteer of the Year" to recipient(s)</p> <p>-Gauge interest of newly-elected Chair-Elect in attending ACS Leadership Training in Dallas Texas in January. Make arrangements.</p> <p>-Outgoing Chair and newly-elected chair establish next year's budget and submit to ACS Midland Section Treasurer by due date.</p> <p>-Review the MMTG Handbook section for any necessary changes.</p> <p>- Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY.</p>
Throughout the year	<p>-Hold periodic Board meetings, the location, time and agenda of which are communicated by the Secretary ahead of time.</p> <p>- Communicate opportunities for MMTG members to participate "community and volunteer outreach" activities, coordinated through ACS Midland section.</p> <p>-Chair should author and submit MMTG informational articles to the editor of "The Midland Chemist", by the due date, if applicable.</p>

## 8. Program Committee

### a. Function

The Program committee, typically led by the Chair-elect, brings lectures, seminars, panel discussions, workshops etc. to the membership and to the community on scientific topics. These events are typically focused on more advanced or complex science than cafes or Outreach events, and may deal with controversial topics. Speakers may be obtained from local industries, academic institutions, the ACS speaker directory, or government offices.

### b. Duties and responsibilities

The committee shall:

- Consider ACS tour speakers; information about these can be accessed at <http://acs.sclivelearningcenter.com/index.aspx?PID=234>.

- Seek to provide a variety of speakers on technical topics, at various venues throughout the five-county area.
- Make certain that programs are publicized (by the Publicity Committee), on the website, and in advance via *The Midland Chemist*.
- Consider joint programs with other professional societies.
- Obtain feedback as possible using simple survey forms given or sent to attendees. (See Appendix 7 for an example).
- Offer a Speaker Award (see Appendix 8) to visiting presenters. Special and unique glass objects are prepared by Tim Drier for Dow Chemical for \$40 each. The Award(s) may be presented right after the program, or mailed later.

The committee may have dinner with the speaker the night of the presentation, and someone should obtain a biography, do introductions, and lead discussions. The duties of each team member are decided by consensus or suggested by the chair.

#### c. Suggested timelines

Month or time-frame	Task
Jan	-Assemble a committee and begin to plan for the year's speakers
Throughout the year	-Identify speakers and topics. -Identify and reserve venues. Free venues include schools or some libraries. Other venues such as Creative 360 or Midland Center for the Arts, or Whiting Forest have special prices for non-profit organizations, or will offer ACS a specific arrangement. -Connect with the Publicity Committee to plan public relations. -Have event(s), collect and share feedback.
Dec	Review this Handbook section for any necessary changes. - Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY.

## 9. Women Chemists Committee

### a. Function

The key objectives of the Midland WCC group are networking, and fostering connections between organizations with a strong emphasis on including students from our local universities. The intent of this group is to create a community with the specific mission of supporting women scientists in our community.

### b. Duties and Responsibilities:

There are three areas where this committee can provide a unique contribution: outreach, networking, and career development. WCC therefore shall:

- Supplement other Outreach efforts with events that specifically target girls and highlight the roles of women in science
- Seek to fill the need for more networking opportunities for women to build connections across organizations, specifically between university students and professionals to help initiate mentoring relationships for women.
- Serve as a forum for members to share ideas about topics that have been well received within Section companies and universities, in order to coordinate training sessions or seminars on topics broad enough to be of interest to women across our entire scientific community.

c. Suggested timelines

This committee will coordinate and participate in many one-time events that do not result in a consistent annual timeline. The steering committee will meet approximately once per month to discuss upcoming events and if the mission of the group is being met.

<b>Month or time-frame</b>	<b>Task</b>
Jan	Host an annual kick off meeting for the steering committee meeting to set goals for the year in each of the three key areas (outreach, networking, and career development) and assign focal points for these efforts.
June	Define the intent of WCC involvement at the Fall Scientific Meeting and form a sub-committee if needed.
July	Align with the Nominations and Elections committee to promote WCC representation on the board. In parallel address succession planning for the WCC steering committee
Dec	- Host a year-end wrap up meeting to discuss successes from the year and identify opportunities for future growth. -Review the Handbook to determine if any updates are needed for this section. -Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY.
All year	Maintain relationships with other local ACS sections in the Great Lakes area and to other local organizations with a similar mission (SWE, AICHE, etc.)

## 10. Senior Chemists Committee (Silver Circle)

### a. Function

The ACS Silver Circle is intended for members, especially retirees, whose life experiences have given them common interests and valuable knowledge that can be shared with others. The purpose of the committee is to focus on activities this group can sponsor or enjoy that take advantage of the members' unique perspective.

### b. Duties and Responsibilities

The leadership of this committee shall:

- Contact local resources to arrange for activities of interest to members by survey or other member input
- Assemble subcommittees to accomplish individual projects
- Work with other ACS Section committees (YCC, Student clubs, Kids and Chemistry, History, etc.) to investigate opportunities for cooperative events or Outreach opportunities
- 

### c. Suggested timeline

Month or time-frame	Task
Jan	-Submit a budget for consideration -Develop a draft plan for possible activities during the year
Feb-Apr	-Assist Awards Committee in identifying and submitting nominees for local and National Awards, including Fellows
Summer	-Consider social activities or trips
Fall	-Consider a poster for the Fall Scientific Meeting -Consider speed networking activities with student groups
Dec	-Review the Handbook to determine if any updates are needed for this section. -Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY.
All year	-Communicate committee activities in the newsletter and/or by use of publicity resources.  -Report to the Board as needed about activities.  -Maintain relationships with other ACS section committees

	<p>and local resources to assist in the development of new opportunities for members</p> <p>-Develop activities responsive to membership needs and interests</p>
--	--

## 11. Multicultural and Diversity Committee (formerly Minority Affairs)

### a. Function

The Multicultural and Diversity Committee is currently investigating potential initiatives for promoting careers in the chemical sciences and providing resources to students and professionals in Mid Michigan, with great emphasis on areas with a significant under-represented minority population.

### b. Duties and Responsibilities:

The committee shall:

- Identify activities that serve a target audience (e.g. students, teachers, young professionals, etc.) and meet specific educational or social goals
- Develop a budget that supports anticipated activities
- Establish connections with other area organizations that address the needs of minority or under-served populations, such as AISES (American Indian Science and Engineering Society) and GLBHI (Great Lakes Bay Hispanic Institute)

### c. Suggested timelines

Month or time-frame	Task
Jan	Recruit committee members and plan for year's events
March	Consider activities around the Science Bowl sponsored by the National Organization of Black Chemists and Chemical Engineers (NOBCCChE)
June	Consider middle school summer science programs
Dec	- Report to Board on activities as appropriate -Review the Handbook to determine if any updates are needed for this section. -Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY.
All year	Seek opportunities to work with students or network with other societies and groups to meet committee's goals

## 12. Outreach Safety Committee

### a. Function

The objectives of the Outreach Safety Committee are to document outreach activities, assess the hazards associated with these activities, and ensure proper safety procedures are documented and implemented in accordance with ACS guidelines.

### b. Duties and Responsibilities

The chair of this committee will gather Outreach volunteers, science professionals and/or educators to:

- Work with the Kids and Chemistry committee to obtain activity descriptions that are sufficiently detailed to understand hazards and prevent accidents.
- Gather and store documents or links to MSDSs for chemicals used in section activities
- Assess with some frequency the hazards of outreach activities and their mitigation. See an example safety review in Appendix 9.
- Document and store assessments and write-ups

### c. Suggested Timelines

Month or time-frame	Task
Jan	-Identify reviewers and committee members -Make a list of activities for which safety assessments are needed, by reviewing the repository in Google docs and/or on the website; assign write-ups if none are available
Feb	Determine which MSDSs or MSDS links are needed and add them to the repository
June-December	Assess activity descriptions for hazards as the descriptions become available. Store assessments (performed by at least two reviewers).
Dec	- Report to Board on activities as appropriate -Review the Handbook to determine if any updates are needed for this section. -Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY.
All year	Use ACS resources to keep current on safety guidelines.

	Solicit and discuss any concerns from outreach volunteers .
--	---

### 13. Fall Scientific Meeting

#### a. Function

The purpose of the Scientific Meeting Committee is to organize and present the annual Fall Scientific Meeting (FSM) sponsored by the Section.

The objectives of the Scientific Meeting are:

- To increase the interaction between members of the scientific community by providing a function where a majority of the membership can meet regularly and present their research.
- To provide a local forum for student members (formerly called ACS *student affiliates*) to gather and present their research.
- To provide an outlet for local members to serve the chemistry profession.
- To help recognize professional talent in the Midland Section's geographical area and to encourage its application in the service of the chemistry profession.
- To arouse and maintain interest in all fields of the science of chemistry and related disciplines, for technical professionals and the community.
- To provide enrichment opportunities for professional scientists and educators.
- To provide a forum for peer recognition of outstanding contributions by local section members to their profession and their community.

#### *The FSM Committee*

##### a. Composition

The membership of the committee is composed of a General Chair and Chairs of Functional Committees. Functional committees should include Program Committee, Publicity Committee, Meeting Place Committee, Registration Committee, Exposition Committee, and Poster Session Committee.

##### b. Duties and Responsibilities

The first priority of the FSM Committee is to :

- Determine the mission, theme, budget, and general structure of the upcoming meeting and to implement these through staffing and supervision of the Functional Committees. The theme of the meeting is often tied closely with the ACS theme for National Chemistry week.
- Work with the General Chair and with the Long-Range Planning Committee as appropriate to facilitate the alignment of the upcoming meeting with the developing needs and programs of the Midland Section and the local community.
- Set a date and a place for the meeting at its earliest opportunity. The implementation of the theme should suggest several candidates for keynote speakers, who should be approached as early as possible.

Other priorities include:

- To identify and recruit candidates for key positions for next year's meeting
- To recommend new themes and ideas for the next meeting or changes in the program.

### *General Chair*

#### a. Function

The most important role of the General Chair is to fill functional committee chairs in a timely fashion with responsible, energetic personnel. The composition of the various functional committees is very important to the success of the meeting. The General Chair should employ past committee chairs and the officers and/or board members of the Midland Section ACS to assist in recruiting functional committee chairs who show a solid commitment to see that a good job is done. In addition, each of the functional committees should contain individuals with a variety of experiences and representing a variety of areas. It is suggested that each of the functional committees have at least two members.

#### b. Duties and Responsibilities

The General Chair has the following responsibilities:

- Making sure that functional committees are properly staffed.
- Writing job descriptions and communicating these to the functional committee chairs.
- Ensuring the functional committees proceed on schedule and are properly interfaced with each other and with other committees and institutions.
- Overseeing budget matters.

- Enabling continuity with the following year's General Chair and the Fall Scientific Meeting Committee.
- Reporting, on a periodic basis, the status of the Fall Scientific Meeting, to the officers of the Midland Section.
- Providing in December a written summary of the Fall Scientific Meeting to the Secretary in the appropriate format for inclusion in the Section's Annual Report to the SOCIETY.

### *The Functional Committees*

#### Program Committee

Duties and responsibilities of the Program Committee are:

- To determine the format and scheduling for the meeting consistent with its goals and theme.
- To determine the number of speakers and types of presentations that the meeting should have.
- To contact possible speakers as early as possible and establish the program of oral presentations. Speakers available from the National ACS Directory should be considered, because a partial reimbursement of expenses may be possible if they are used.
- To collect abstracts and biographical information from each speaker.
- To take care of all of the speakers' arrangements, including transportation and lodging as necessary. In the event that the speakers are relatively local, an honorarium can be considered.
- To provide the program outline for inclusion in the appropriate monthly emails of *The Midland Chemist*
- To format the program booklet and arrange for its printing. The program booklet should be posted as a file on the section website. The link to this site should be provided in appropriate emails of *The Midland Chemist* prior to the meeting and to be distributed by other means by the Publicity Committee.

#### Poster Session Committee

The responsibilities of the Poster Session Committee are:

- To encourage papers and symposia relating to the general subject theme.

- To encourage and solicit papers from the membership and arrange for refereeing of papers if deemed necessary.
- To collect abstracts from each poster presenter.
- To coordinate the judging of the poster session with a team of volunteers, and obtain prizes for the winners of the session.
- To work with the Program Committee to include the poster session papers and abstracts in the event program as appropriate.

### Publicity Committee

The Publicity Committee must announce the meeting to the section membership and to other people and institutions that are known to be interested in the scientific activities of the local area. Their responsibilities are:

- To obtain or assemble up-to-date lists of the Midland Section members, past speakers and poster presenters, Michigan colleges and university contacts, and selected public and private schools and/or teachers in the Section's geographical area, and key business and government leaders in the local community.
- To utilize the internal communication media (bulletin boards, electronic mail, newsletters, etc.) of the major employers of professional scientists (The Dow Chemical Company, Dow Corning Corporation, etc.).
- To access and utilize the communication media at the section's colleges and universities (Alma College, Central Michigan University, Delta College, and Saginaw Valley State University) as well as the public media, including newspapers, radio, and television.
- To prepare announcements, artwork, posters, flyers, press releases, and advertisements for distribution to the appropriate recipients.
- To interface with other Midland Section publicity efforts. This committee arranges for all distribution of publicity pieces and is responsible for generally developing enthusiasm for the meeting. **It is especially helpful if the meeting publicity committee coordinates with the Section's publicity volunteers, since they generally have experience working with local media outlets.**

### Registration Committee

The responsibilities of the Registration Committee are:

- To establish a website for guest registration.
- To pre-register invited speakers, awardees and special guests, Exposition exhibitors, and miscellaneous other participants (such as teachers or training session attendees).

- To prepare nametags and sign-in sheets for the meeting registration table and also prepare a survey for meeting attendees.

### Meeting Place Committee

In recent years, the General Chair has assumed the responsibilities of the Meeting Place Committee. However, if multiple venues need to be assessed or it appears that securing a venue will be very time consuming, establishment of a Meeting Place Committee should be considered. The Meeting Place Committee has the job of selecting and confirming the place of the meeting, renting whatever facilities and equipment are needed, determining and meeting the needs of the speakers with regard to projection or poster equipment, and arranging for all refreshments at the meeting. This committee also considers all the logistics of the meeting, from directions, maps and signs for attendees, to efficient layout of meeting rooms and poster sessions, to the set-up and takedown, delivery and return of equipment before and after the meeting, to the troubleshooting for public address equipment, projectors and other electrical items.

### Exposition Committee

The Exposition Committee makes contact with the local vendors for scientific instrumentation, chemicals, educational materials, and other services which support the scientists and educators in the Midland Section. These vendors may purchase a space to display their wares, thereby supporting financially the Fall Scientific Meeting as they reach potential customers. They may also secure advertising space in the program booklet.

Committee responsibilities include:

- soliciting these displays
- providing tables and utilities as needed
- assisting with set-up and troubleshooting
- collecting the payment from the vendors.

In recent years there have been very few vendors and local businesses at the Fall Scientific Meeting; therefore, it is up to the discretion of the General Chair if there should be an Exposition Committee for a particular year's FSM.

### About Sci-Fest/NCW

Some years, depending on timing and collaborations, Sci-Fest (the Section's public celebration of National Chemistry Week) is sometimes done in conjunction with FSM. The Sci-Fest Committee is composed of Outreach volunteers, and, other than cooperating on venue details and some publicity, functions separately from FSM. FSM and Sci-Fest organizers should decide early how these events will occur; Sci-Fest planning and execution is usually carried out with Kids and Chemistry involvement. The Sci-Fest chair should also interact with Delta College and other

previous sponsors of the Great Lakes Bay Science and Engineering Festival to determine our possible involvement in that event. See Section C, Part 6 for more details.

## **14. Central Regional Meeting**

From time to time, perhaps every eight to ten years, the Midland Section may arrange to host and plan a Central Regional Meeting. This is done by sending a request to the Secretary of the Steering Committee of The Central Region of the ACS eight to ten years prior to the desired time for hosting the meeting. The long lead time is necessary for two reasons:

- There are presently 25 local sections (approximately 15,000 ACS members) in the Central Region, many of whom would like to host regional meetings and submit their requests very early.
- Several years are needed to organize a regional meeting.

Approximately 1000 persons from the Central Region, which includes parts of Michigan, Indiana, Ohio, Kentucky, West Virginia, and Pennsylvania, and from elsewhere in the U.S. attend a typical Central Regional Meeting.

### **a. Function**

The purpose of a Central Regional Meeting is to provide an opportunity for local section members to interact with other chemists from the Midwest and elsewhere. Hosting the meeting also gives the Midland Section an opportunity both to increase its own visibility in the Central Region and in the National ACS and to highlight local chemical institutions and industries.

### **b. Duties and responsibilities**

Planning for the meeting begins three to four years in advance of the meeting; once a general chair (or co-chairs) are appointed by the current Chair and approved by the Board, they are responsible to:

- assemble a committee consisting of a, a financial officer, a secretary, and committee
- chairs for the technical program, the social program, exhibits, publicity, printing, registration, meeting facilities, housing and meals, and transportation.
- obtain further information about grants and assistance available from Nationa (<http://www.acs.org/content/dam/acsorg/meetings/regional/organizer/organizing-a-regional-meeting.pdf>)

## ***C. Public Awareness/Outreach Group***

### **1. Project SEED**

#### **a. Function**

The function of the SEED program is to give economically-disadvantaged area high school chemistry students an opportunity to participate in summer research internships with area professionals. With this experience, these students may have further opportunities and interests to study the chemical sciences in their college career and beyond.

b. Duties and Responsibilities

The committee shall:

- Solicit and review applications from economically-disadvantaged high school students.
- Coordinate selected students for summer research internships with area professionals

c. Suggested timeline

	<b>Month or time-frame</b>	<b>Task</b>
Jan	<p><i>Beginning of month:</i></p> <ul style="list-style-type: none"> <li>-Discuss SEED budget with section chair and treasurer to obtain amount of available matching funds. Favorable applications have 50% Section funded, 50% national office funded.</li> <li>-Reconnect with area professionals who have committed to being SEED mentors. Have them fill out their project proposals for the SEED stipend application. Applications are completed and submitted on line; Contact the ACS Project SEED office to obtain access to the online application.</li> </ul>	
<b>Month or time-frame</b>	<b>Task</b>	
Jan (continued)	<p><i>End of month:</i></p> <p>Submit completed SEED proposal with the Midland Section listed as the grantee to ACS national SEED office for stipend funding for proposed number of SEED students to be supported.</p>	
Feb	<p>Wait for acceptance notification (email) of proposal from ACS National SEED office. Notification may come as late as April. Required student application forms typically are sent with the acceptance notification.</p>	
April	<p>Initiate paperwork: identify area high schools,</p>	

	<p>teachers, counselors and send out application materials (available from the SEED office) for chemistry students eligible for SEED. Eligible students are identified by completed application and their parents'/guardians' income tax returns.</p>
May	<p>-Interview eligible student applicants. Mentors should be contacted for input on interview questions as well as to inquire about student's interests. Students should complete application with a statement of why they are interested in participating in the SEED program.</p> <p>-Make final selection of students and match up with mentor based on location and interest of student</p> <p>-Send mentor-section of application to mentor</p>
June	<p><i>Early June:</i></p> <p>-Submit student applications to national SEED office; await notification of approval for each student before they start work.</p> <p><i>Mid-June:</i></p> <p>-Receive acceptance from National</p> <p><i>Late June;</i></p> <p>-Initiate internship paperwork with area institutions. Industry internships require background checks, drug screens etc. Juniors in high school need work permits from high schools</p> <p>-Coordinate mentor and student start dates, depending on schedules</p>

Month or time-frame	Task
July	<p><i>Early July:</i> All Students start their internship. Stipend payments made every 2 weeks or so. Contact local section treasurer to initiate payments (typically 5 equal payments throughout the summer ending after final reports are submitted). Fill out expense report for each student check for treasurer. Ask student where they would like check sent (home or research institution).</p> <p><i>Mid to late July:</i> Meet with all SEED students (without mentors) for lunch to hear their feedback</p>
Aug	Students wind down research and write up SEED project reports.
Sept	<ul style="list-style-type: none"> <li>-Students submit project report to Coordinator and fill out student survey.</li> <li>-Mentors fill out survey</li> <li>-Submit projects and surveys to National office</li> <li>-Students receive final \$500 payment from National office</li> </ul>
Oct	Depending on the mentor and student, SEED student presents poster at Fall Scientific meeting.
Dec	<ul style="list-style-type: none"> <li>-Review the Handbook to determine if any updates are needed for this section.</li> <li>-Initiate mentor contacts for commitment to participate in upcoming SEED program the following summer. Also possibly initiate contacts for more funding.</li> <li>- Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY.</li> </ul>

## 2. Chemistry Olympiad

### a. Function

The goals of the Chemistry Olympiad activity at the Midland ACS section are:

- to stimulate young people to achieve excellence in chemistry
- to recognize outstanding chemistry students and, by doing so to encourage additional learning at a formative time in their intellectual development
- to recognize the excellent achievement of the teachers of these students and the importance of the school environment in which they learn

- to promote contact between ACS local sections and area schools and to foster the interest and influence of professional chemists in the teaching of chemistry.

b. The duties and responsibilities of this committee are:

- Communicate with the US National Chemistry Olympiad (USNCO) ACS office, order and purchase local exam problem sets and receive national exam problem sets
- Provide the USNCO local exams problems to teachers to administer the local level of the competition (written exam)
- Score the local exam results and choose the top scorers to go on to compete at the national level, ensure that the students are eligible for participation in the national exam
- Administer the national-level competition at a local institution (an all-day event involving two written exams and a lab practical)
- Send the national exams to the USNCO office for scoring and selection of top students
- Notifying local teachers of their students' results in the competition
- Recognize the best students and teachers in the area.

c. Suggested timelines

<b>Month or time-frame</b>	<b>Task</b>
Dec.	Get coordinator information from National, starting at <a href="http://www.acs.org/content/acs/en/education/students/highschool/olympiad.html">http://www.acs.org/content/acs/en/education/students/highschool/olympiad.html</a>
Jan	-Submit participation response form -Order local section exams from ACS
Feb	Begin sending local exams to area teachers
March	Teachers administer local exam and send back
April/May	-Score local exams and notify teachers and students of qualifiers for national level competition - Host national level competition at area institution, mid to end of April (as scheduled by National ACS office) - Notify area teachers and students of qualifiers for the next round (from our section) -Communicate results (awards) to Section Awards Committee
June	Qualifiers attend the study camp at US Air Force Academy in CO

July	Qualifiers compete in the international competition
<b>Month or time-frame</b>	<b>Task</b>
Aug	Notify area teachers and students of winners (from our section)
Dec	<ul style="list-style-type: none"> <li>-Review the Handbook to determine if any updates are needed for this section.</li> <li>-Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY.</li> </ul>

### 3. Kids and Chemistry

#### a. Function

This committee is a centralized group of volunteers with supplies for a variety of Outreach programs that involve students, teachers, and the general public. These activities and events occur at different venues and sometimes celebrate special occasions like Earth Day. Some funding comes from grants (from ACS or other organizations). The goal is to engage audiences by demonstration or hands-on activities where they experience the process and enjoyment of doing science. Activities are developed to match themes or curriculum topics whenever appropriate, and the committee develops suites of programming to impart information on specific scientific topics (for example: gases, separation science, food chemistry, etc.). Outreach volunteers stress the scientific method, serve as role models for science professionals, and may offer programming on career paths.

#### b. Duties and responsibilities

The leaders (chairs or co-chairs) determine need and develop plans based on:

- requests from teachers, principals or organizations
- fit of theme or activity with the goals of science outreach
- availability of volunteers and supplies

In addition, the committee:

- follows ACS safety guidelines as they develop activities
- works with the Outreach Safety Committee to document program content and assess and mitigate associated hazards,
- provides appropriate personal protective gear for Outreach audiences and participants
- organizes and publicizes science cafes that offer speakers and interactive activities
- offers training to volunteers whenever possible

#### c. Suggested timelines

Month or time-frame	Task
Jan	-Typically Kids Day at the Midland Mall occurs -With the beginning of the second school semester, plans should be made for school visits, or special

	programs
--	----------

Month or time-frame	Task
Mar	-Pittcon Science Week (different venue every year) occurs; a committee of frequent volunteers often submits proposals for teacher and student workshops. If these are accepted, travel, lodging, eating and shipping expenses are paid by Pittcon. -Local science fairs may need judges and Outreach volunteers can be asked to help.
Apr	Earth Day program with the Midland Center for the Arts
May	-Consider arranging for community garden plots and plans for the ACS greenhouse -Check in with Sci-Fest chair about plans to date
July	River Days at the Tridge: possible demos (contact: Nicole Wilson at Midland Community Foundation) - Begin to work with Sci-Fest/National Chemistry Week chair regarding demos and possible workshops.
Aug	-Midland Fair demos (mid-month)—work with MMTG. Consider /start planning for Volunteer Appreciation activity.
Fall	-Consider a poster at the Fall Scientific Meeting -Connect with Pittcon Science Week chair to discuss our potential involvement regarding teacher training (done with Science Literacy) and student hands-on activities -Arrange first-semester activities with teachers/schools -Typically Volunteer Appreciation activities are offered -Sci-Fest/National Chemistry Week -Education Day with the Saginaw Spirit -Scientific Wonder and Artful Genius program at Creative 360 with Delta's Possible Dream program
Dec	-Review the Handbook to determine if any updates are needed for this section. - Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY. -Begin planning for Kids Day at the Midland Mall.

Many outreach activities are not associated with specific annual timing. Science cafes are designed for middle school age and older audiences, and involve more complex presentations, usually made on weekday evenings; past topics have been the science and art of modern cooking, fireworks, and coffee (the chemistry of extractions). Grants are usually available for science cafes through National ACS.

Some members are also involved in the ACS Science Coaches program, which involves one-on-one relationships with teachers where custom Outreach activities are used to advantage in the classroom. Timing is up to the teacher.

#### 4. Teacher Support (formerly Science Literacy)

a. Function

The Teacher Support Committee serves to provide a resource for area science educators in the range of K through 12 who are looking for assistance with classroom content or additional training.

b. Duties and responsibilities

Teacher Support chairs and volunteers:

- provide training in the form of workshops that help science educators perform safe science demonstrations and hands-on activities in the classroom using easily obtainable supplies. Emphasis is placed on providing background and explanations for all activities, and opportunities to use the scientific method.
- offer (through the ACS Science Coaches program) direct assistance in the form needed by individual educators in one-on-one relationships.

c. Suggested timeline

Month or time-frame	Task
Jan -Mar	Look for opportunities to provide workshops or assist with science fairs/demos for specific teachers. It may be helpful to work with Outreach organizers to identify these.
Feb-Mar	Prepare for Pittcon (usually early March), and implement a teacher workshop there. -Michigan Science Teachers Association offers workshops in March.
Apr-Nov	-Apply to MSTA for teacher workshops the following year -Submit to Pittcon an application for a teacher workshop the following year. -Work with Outreach to meet needs of specific teachers, especially those in the Science Coaching Program.
Dec	-Review the Handbook to determine if any updates are needed for this section. -Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY.

Three professional development workshops have been developed for teachers since 1990: Bringing Science to Life in the Classroom (BSTL) , Sci Tech Next Generation (STNG) Part 1, and Sci Tech Next Generation (STNG) Part 2. Typical workshops are six hr (with a lunch break); all units in BSTL are covered in this time frame, but only select experiments can be done for either STNG Part 1 or 2. Workshop participants are given free booklets, and groups of teachers are provided supplies to do the activities in teams. Usually at least one kit of supplies used in the workshop is given to a teacher for free. All workshops are free of charge.

## 5. Sci-Fest/National Chemistry Week

Every year, the American Chemical Society celebrates National Chemistry Week (NCW). The theme for National Chemistry Week varies each year and it set by the National ACS. It is usually held in September or October.

### a. Function

In celebration of NCW, the Midland Section of the American Chemical Society works together with other groups (area scientists, educators, and organizations) to provide hands-on science activities and exhibits for all ages. These activities relate to the theme published by National ACS, but also address other aspects of science. The goal is to involve attendees in exhibits that will spark their curiosity in science.

### b. Duties and Responsibilities

The committee shall:

- Meet starting in spring/summer to determine a date for the event and determine location (as either a separate activity or part of the Fall Scientific Meeting (FSM) or the Great Lakes Bay Science and Engineering Festival (GLBSEF)).
- Develop a list of possible exhibitors related to the theme and including past exhibitors, unless this is done by the organizers of GLBSEF.
- Track planning progress and assign contacts to be made. A form is e-mailed to past and potential exhibitors, which is needed to plan space and other requirements.
- Work with the Publicity committee as needed as the event draws closer.
- Determine ACS exhibit content and solicit volunteers from within ACS/MMTG, and debrief after the event to identify any issues

### c. Suggested timeline

Month or time-frame	Task
Jan-May	-Determine theme -Start working on a date and venue; collaborate with FSM chair, and Delta for GLBSEF

Month or time-frame	Task
May-July	-Pick a date and decide venue/collaborators. -Start meetings as needed to determine groups to solicit as exhibits, if needed.
Aug	-Start publicity in Midland Chemist and elsewhere -Decide ACS exhibit content, obtain supplies.
Sept-Oct	-Finalize Exhibitors, additional publicity, flyers to the schools (if needed.) -Have event
Oct-Nov	Reimbursement is sought for expenses. -Report to Board as requested
Dec	-Review the Handbook to determine if any updates are needed for this section. - Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY.

## 6. Public affairs (inactive in 2015; needs rewrite)

The objective of this committee is to serve as a liason among the local community, academia, chemical industry, and government legislators/policy makers with the intention of facilitating communication among all on certain selected issues.

Specifically, the aim of this committee is to eventually:

- Provide a forum for addressing issues of local concern.
- Communicate with policy makers on selected issues of local/national concern.
- Identify a roster of technical experts that will act as “consultants” on chemical issues and offer their services to the local legislators, regulators, and public officials.
- Publish and maintain a Directory of Chemical Consultants in Michigan (*in cooperation with the other local sections of the ACS in Michigan*).

The issues to be addressed can be selected by either identifying those of local concern or by following the lead of the State and Local Government Affairs Program (SLGP) within the Department of Government Relations and Science Policy (GRASP) of the National ACS (*contact David Schleicher, Senior Staff Associate, (202) 872-4384*).

### *Short-term Goals*

- Contact other local sections of the ACS.
- Contact the SLGP of the National ACS.
- Establish a body of 2–4 people (?)
- Identify initial “doable” projects.

### *Long-term Goals*

- Develop committee resources—expert rosters of section members, reference books, rosters of area public officials, rosters of speakers, etc.
- Publish “Directory of Chemical Consultants in Michigan” with assistance from other ACS local sections in Michigan.
- Contact local legislators, regulators, and public officials.
- Get involved in local/national issues of scientific importance.
- Keep in constant touch with the SLGP/GRASP to stay abreast of emerging issues of national concern.

An annual report of the year’s activities is prepared in December and is submitted to the Secretary for inclusion in the Section’s Annual Report to the SOCIETY.

<b>Month or time-frame</b>	<b>Task</b>
Sept-Oct	<ul style="list-style-type: none"> <li>-Finalize Exhibitors, additional publicity, flyers to the schools (if needed.)</li> <li>-Have event</li> </ul>
Oct-Nov	<ul style="list-style-type: none"> <li>Reimbursement is sought for expenses.</li> <li>-Report to Board as requested</li> </ul>
Dec	<ul style="list-style-type: none"> <li>-Review the Handbook to determine if any updates are needed for this section.</li> <li>- Prepare a summary of the year's activities in the format requested by National, and submit to the Chair for inclusion in the Section's Annual Report to the SOCIETY.</li> </ul>