

Portland ACS Section
EC Responsibilities
June, 2015

I. Voting Members

A. Officers

1. Chair

Bylaws Language: The Chair of the Section shall serve as Chair of the Executive Committee and shall appoint all committee chairs except the chair of the Program Committee as authorized in these bylaws or by the Executive Committee.

Translation: The Chair serves as representative of Section for official correspondence; serves as liaison between ACS headquarters and Section; serves as chair of Executive Committee; plans monthly Executive Committee meetings and agendas; oversees Section committees, activities, and events. Appoints 3-person Nominating Committee in January (only one may be section officer); also selects Pauling Medal selection committee member in January (secret). Presents (along with the other two Section Chairs) the Pauling Medal to winner during Pauling banquet. Runs section meetings and introduces speakers through May; presents awards throughout year as chair. Keeps track of unusual or unique Section events or undertakings that could be used for the Chair's annual report. The Chair arranges for a financial review as required in Bylaw X Section 3 Finances: "An annual review of finances shall be conducted by one or more disinterested person(s), appointed by an officer with no authority to disburse funds, and they shall submit a report to the Executive Committee by January 31."

2. Chair-elect

Bylaws Language: The Chair-Elect shall serve as the Chair of the Program committee and serve as Chair of the Executive Committee in the absence of the Chair.

Translation: The Chair-elect serves as Program Chair, planning and overseeing Section meetings from September through May (of the year s/he is Chair). S/he selects venues, proposes topics, surveys members for meeting ideas, and corresponds as appropriate (invitation letters, thank you letters, follow-up letters, etc.). The Chair-elect arranges the services at the host venue, such as food service and AV, or designates someone to do so, and also acts as MC at monthly Section meetings to introduce program speakers or other Section members (e.g. for awards), beginning in September. The Chair-elect maintains a list of previous Section speakers and a list of ideas for future speakers, to be passed on to the next Chair-elect. The Chair-elect also maintains and monitors the reservation spreadsheet for meetings and the section phone message line.

3. Secretary

Bylaws Language: The Secretary is responsible for keeping the Section's records, taking minutes at Section meetings, and validating and reporting election results to the Section and the SOCIETY.

Translation: Recently the Secretary has done much more than what is listed above. As of April, 2015, this has been split in half. The secretarial functions are listed in the appendix to this document; the rest are now covered by the Newsletter Editor and Communications Chair.

4. Treasurer

Bylaws Language: The Treasurer shall be responsible for providing an annual financial statement of the Section's funds [i.e., the financial part of Annual Report], making disbursements approved by the Executive Committee, arranging for audits, and submitting proposed budgets to the Executive Committee.

Translation: Plans annual budget; prepare annual financial reports; keeps spreadsheet or ledger of Section accounts, funds, expenditures, and receipts; prepares monthly report to Executive Committee; manages insurance payments, petty cash, reimbursements, and other fiscal transactions as required; disburses cash awards for scholarships and NWSE ACS Section and PICA Special awards and scholarships. Insofar as actual preparation of the budget or keeping a ledger of expenses and revenues (debits and credits), anyone possessing appropriate knowledge and skills may perform the tasks, with the Treasurer being the responsible officer for officially reporting the annual financial statement of the Section's funds in the Annual Report.

B. Non-Officers

1. Immediate Past Chair

Bylaws Language: None

Translation: The Past Chair prepares the Section's Annual Report covering the year s/he was Chair; otherwise, provides support and wisdom for chair and Executive Committee as required.

2. Councilors

Bylaws Language: None

Translation: The Councilors represent the Section at the National Meetings. Therefore they should attend National ACS meetings; report to Section any changes in ACS

National policy; understand Section policy and procedures, charter, and bylaws; and certify the annual report. They also advise EC in legal, policy, and procedural matters related to ACS.

The Council is the legislative body of the ACS responsible for setting policies and selecting candidates for Board of Directors and the Presidential succession. A Councilor is responsible to the Society as a whole as well as to the Local Section that s/he represents, as is a state or federal legislator. Service on national committees is part of serving the whole society, but with 500 Councilors there are not positions enough for all of them on standing committees.

The Councilors also vote on many items directly impacting the membership. The ACS is the largest professional society in the world, this requires significant effort to understand the issues for governing this membership. Most committees have open business meetings, and Councilors are encouraged to attend so that they can report back to the local section with more knowledge than provided by the summary statement produced by the ACS.

In general we try to send two councilors or alternates to each National Meeting. If neither Councilor can attend, the Secretary must certify an Alternate Councilor to be our official representative.

3. Alternate Councilors

Bylaws Language: None

Translation: Act as backup to Councilor if Councilor is unable to attend meetings; provide backup expertise for ACS policy and procedures.

II. Non-Voting Members

AACT (Allan Bruner): **Need language.**

At Large Member: The Chair may appoint someone to serve in this position, to assist Section committees, officers, or members as required; serve as active member of the Executive Committee.

Awards (Scholarship Selection Committee) (Louis Kuo): Solicits nominations for scholarships; select annual college scholarship winners; present scholarships during April meeting.

Diversity (Rosa Hemphill, Aida Melendez): Advocates for a diverse population, and functions as a liaison to help promoting diversity and opportunities for minorities within the chemical sciences. In general, this role focuses on researching and contacting potential speakers for the local section, as well as bringing to the attention of the

Executive Committee members any relevant information, articles or news in regard to diversity issues.

Education (Nick Hamel): Promotes and manages Chem Olympiad activities; solicits and maintains knowledge base for chemistry teachers; promotes other educational activities sponsored by the Section.

Electronic Communications (Jim Tung/Martha Dibblee): Authorized by ACS to send email messages pertinent to Society or Section activities, including newsletters, meeting announcements, employment opportunities, etc. Controls the email system, and reports to ACS if email messages are undeliverable.

Employment/ Professional Relations (Jim Tung): Maintains list of businesses in Portland Section area; provides support for job-seeking members. Fosters links between chemist employers of the Portland section area, educational institutions and job-seeking members. Assists Poster Symposium Chair in the Career Fair aspect.

Investments (Bernie Carlson, Norm Rose, Jim Currie, Dave Reingold): Manages fiscal investment of Section monies; advises investment changes based on market value or other circumstances; advises Executive Committee about scholarship monies.

Membership (Marcie Merritt): Contacts members whose memberships are in jeopardy of being made inactive, via email or letter, to (1) remind them of dues responsibility, (2) suggest alternates, i.e., free membership if job is lost and opportunity to join as local member. Membership Retention Chair also takes care of new member lists.

National Chemistry Week (Angela Hoffman): Plans, implements, and manages National Chemistry Week and Earth Day activities; requests funding for supplies; solicits and manages volunteers; provides newsletter information.

Nominating Committee: Appointed annually in January to select candidates for vacant offices. Three members, no more than one officer. See Bylaws.

NORBoard (Angela Hoffman): Represents the Section on the Northwest Regional Board, which is responsible for regional policy and NORMs, including regional awards (Ann Nalley award, Crosby Teacher Award, Stanley C. Israel Diversity award and the Partners for Progress and Prosperity (P3) Award).

NWSE and ACS Special Awards (Nick Hamel and Martha Dibblee): Special Awards Judges for Intel Northwest Science Expo (NWSE) High School Chemistry and applied chemistry exhibits to select exhibitors who will receive monetary awards on behalf of the Section; prepare certificates, present awards.

Poster Symposium Chair (Dave Reingold): Chooses date for Symposium, negotiates venue, solicits donations for annual support of Symposium, works with Professional Relations Chair to arrange Career Fair aspect of Symposium, sends out notices to chairs, faculty and students notifying them of event and soliciting participation, solicits

companies and universities for judges and recruiting, works with Publications Chair to construct booklet, works with PSU SAACS to arrange food and on-site logistics, presides over session.

Project SEED (Angela Hoffman): The SEED coordinator has administrative responsibility to complete SEED applications to ACS and arrange SEED mentors.

Silver Chemists (Warren Ford): The chair plans and administers activities of special interest to older members of the Section.

Publicity (Jim Tung): Promotes and publicizes Section Activities to local newspapers and news media; keeps list of media and new services. Effectively uses social media (Facebook, LinkedIn, Reddit) to promote section events to the general public.

Webmaster (Dale Braden): Manages, designs, creates, and updates the Section webpage; consults with ACS LSAC for web-site issues. In general, the webmaster should be shielded from conflicting requests from multiple officers. Recently, the secretary has been the person who instructs the webmaster on what to post.

Women Chemists Committee (Elaine Nam): Promotes and coordinates activities benefiting women chemists as well as the local community and chemical profession; supplements the existing efforts within our local section to develop a stronger network for women.

Younger Chemists Committee (Jim Tung): Advocates for and provides resources to early-career chemists. Fosters networking between undergraduate and graduate students, employed early-career chemists and mid-career chemists of the Portland section area.

Martha will continue to do for now, may spin off later

Interested members please contact Section Chair

Hospitality: Assists Chair-Elect in contacting room reservations, catering, AV, etc. Martha will continue when event is at Reed, PSU, UP, or other Bon Appetit venue; otherwise, local host or Program Chair makes arrangements.

HS Chem Certificates: Solicits nominees for outstanding chem students and prints and mails student certificates as required

Newsletter Editor: Prepares the meeting notice and Newsletter for the upcoming meeting, based on info received from the speaker and/or the Program Chair. Newsletter sent to Webmaster for posting on web. Newsletter sent to membership by email.

Photographer: Photographs events and submits photos to Webmaster.

Public Relations: Serves as Section contact for press releases from ACS headquarters; forwards ACS press releases to appropriate EC chair. ACS expects a person on the EC to be designated; discretion allowed in passing on information.

Publications Chair: Prepares and has printed special publications such as program book for Poster Symposium.

Snail Communications: Prepares postcard and any other snail mail items (ballots), has printed and mailed using USPS permit.

Appointed ad hoc, no need for continuing chair

Northwest Regional Meeting Chair (NORM): Plans, organizes, prepares budget, selects venue, selects committee members, assigns tasks. Manages timelines. Reviews abstracts. Oversees publicity, prepares press releases. The NORM committee requires at least 10 permanent committee members plus an additional 10 ad-hoc members who perform specialized tasks. The committee commences approximately two years prior to the event.

Pauling Medal Symposium Steering Committee Chair: Plans, prepares, and manages Pauling Medal Symposium excluding selection. Solicits donations & funding for symposium, oversees publicity, prepares press releases, secures venues, manages transportation. Appointed by October 1 of the previous year, so appointee can attend previous year's Symposium.

Pauling Medal Selection Committee Chair: Solicits nominations, convenes selection committee, does not vote. Appointed by October 1 of the previous year, so appointee can attend previous year's Symposium.

Pauling Medal Selection Committee Member: One member appointed by each incoming chair in January, to serve two year term. Identity of appointee kept secret.

Unoccupied/Potential Positions
Interested members please contact Section Chair

Constitution and Bylaws: Oversees, prepares drafts, maintains liaison between ACS lawyers; drafts changes to bylaws and articles of incorporation; prepares corporate reports as required by articles.

Finance and Development: Solicits donations to endowed funds to ensure non-profit IRS eligibility; sends donation acknowledgement letters; assists with investments as required.

Fund Raising Event: Plans and manages fund-raising events; selects venue, program, and activity.

PICA and Industrial Relations: Promotes Industrial Relations; assists membership chair with new industrial members; assists program chair with selection of industrial meeting events and venues; judges NWSE exhibits and recommends cash award; presents NWSE cash award.

APPENDIX

Portland Section - American Chemical Society January 2015 Secretarial functions.

I. Monthly activities.

A. Executive Committee Meeting Notice and Agenda.

1. Prepare minutes from last meeting, distribute, record majority concurrence; redact and sanitize as necessary, or appoint someone else to do so. Send to webmaster for posting on website.
2. Prepare agenda for monthly Exec. Committee meeting
 - a. Prior meeting follow through
 - b. Time of year reminders
 - c. Requests of committees and chairman
 - d. Email a week before meeting.

B. Attendance expectations

1. All monthly executive committee meetings.
2. All regular business meetings.

II. Periodic activities (mostly once a year)

A. Annual Report using online FORMS

1. FORMS live online all year long. <https://rpts.acs.org/rpts/login.jsf>
2. Chemluminary EVENTS potential. Any EVENT can be nominated for The Local Section (LS) Outstanding Performance (OP) ChemLuminary Award. Additionally there are a number of "chemluminary awards" that LSAC supports e.g., (from Evaluation Rubric) Outstanding Community Involvement in National Chemistry Week; Outstanding Community Involvement in Chemists Celebrate Earth Day; Outstanding NCW Event for a Specific Audience; Best Student Member NCW Event; Outstanding Ongoing NCW Event; Most Creative NCW Celebration Using the Yearly Theme; Creative and Innovative Use of the Chemists Celebrate Earth Day Theme (not sure of year).
3. Secretary organizes information
 - a. PDF concatenated minutes, web-newsletters; special events such as HS Outstanding Chem student certificates, scholarship program; PPT of special events
4. Be on constant lookout for member news for the appendix.

B. Conducting elections.

1. Privacy required.
 2. Consider online voting using https://vod.votenet.com/site/product_overview.cfm but this needs to be set up ASAP; Webmonkey works too, we're eligible for free version. 2013 Nov: we haven't used secrecy envelopes for several years. Googledocs works well and utilises https:// secure socket
 3. Election ballot is included with the October mailed meeting notice with deadline Nov 1.
 4. Ballots are mailed back or brought in or entered in GoogleDocs proxy ballot online in time for "tabulation" before the November meeting.
 5. Results are printed in the December Newsletter.
- C. Officer Certification (ACS Officer Profile for Yellow Book).
1. National office sends a form that must be completed and certified due Dec 1.
 2. For every national meeting, a packet arrives for the certification of an alternate councilor. Should the councilor not be able to serve, the secretary must discover someone who is attending and sign over the proper cards. This is done well in advance of the meeting.
- D. Printing and correspondence
1. Letterhead stationery templates online <http://www.acs.org/content/acs/en/about/branding/indesign-stationery-templates.html>
 2. Logo <http://www.acs.org/content/acs/en/about/branding/logos.html>
 3. Use ACS branding guide: "Graphics Handbook for Members" <http://www.acs.org/content/dam/acsorg/about/branding/graphics-handbook-for-members.pdf>

III. On-going activities

- A. Reports and lists from Society nat'l office
- B. Annual reports
- C. Archival records: meeting notices (0 years), computer backups, scholarship data (forever)
- D. Communicate with other officers.
 1. Treasurer about monthly costs, local members.
 2. Program chairman and Chairman about meetings.