

This is a How-To manual for each of the many jobs we have in the Section. It is intended for new members of the ACS Executive Committee and/or Committee Chairs. It is the collected wisdom of some of your predecessors, and its purpose is to make life easier for you. Current members, please fill this with wisdom.

Dave

The Chair-Elect, Chair, Past Chair Team

The Chair-Elect, Chair, and Past-Chair succession has matured in the past several years to a smooth-running team of three, especially with respect to meeting planning. In past years the Chair-Elect, the newly-elected position, often was challenged and frustrated with finding speakers, venues, planning meals and signing contracts. A significant change to this past practice in having meetings scheduled September through May rather than January through December has alleviated many of the anxieties of the Chair-Elect and resulted in interesting, well-managed Section events. Programs are introduced by the person who made the arrangement rather than specifically the chair-elect, as in the past. Scheduling meetings on an academic calendar (Sept-May) gives the newly-elected chair-elect time to gain experience and learn the infrastructure from January through May because those meetings were arranged by the prior chair-elect, who's now succeeded to Chair. These months also give the newly-elected chair-elect time to thoughtfully plan fall and spring meetings (the next academic year) and during attendance at LSAC training in January, time to plan for and arrange ACS circuit speakers if there's an opportunity. This team, rather than 3 individual offices, provides the best policy yet for providing quality meetings under much less stressful conditions. All three, plus the EC and committee chairs, help produce the annual report, which is the responsibility of the past chair.

Chair:

The chair sets the agenda for upcoming EC meetings, collects written reports and sends them out, then chairs the meeting. Otherwise there is not much to do. Specific items:

When a grant proposal is submitted to the ACS, the chair typically is the one who has to enter the text into the website and push the Submit button.

In January (or before), the Chair should appoint a nominating committee of three people, of whom only one can be a section officer.

In January, 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."

In January, appoint a member of the Pauling selection committee. This will be a two year term, and the identity of the person is to be kept secret from everyone except you and s/he (and, of course, the committee itself). Identity of selectee sent to chair of selection committee, once they are known.

In January, the month after the term ends, the Chair (now Immediate Past Chair) is responsible for the annual report being made to the National ACS.

And of course, if the Chair received grants the previous year, s/he is responsible for carrying out what was proposed.

Program Chair (Chair-elect)

The Program Chair typically selects speakers for the period of September of their year as Chair-elect until May of their year as Chair, i.e., the programming begins about a year after the election. This is nine months of programming. However, note that there is often a tour or two as part of the mix, so that is one or two fewer specific speakers that need to be lined up.

1. When to invite

It's never too soon. As soon as the election is held (or sooner, if there is only one nominee), contacts can begin. Many potential speakers have very full schedules, so starting early gives you a better chance of nabbing the elusive ones.

2. Whom to invite

Ultimately this is up to the program chair. However, there is a list that has been passed down for the last several years, consisting of people who have been suggested but not yet invited. The program chair usually asks the EC for further suggestions, and some trickle in during the year. Further, the program chair may have some friends/acquaintances/speakers-they-have-heard/people-in-the-news that they want to invite.

3. How to pay for it

The section has a budget for speakers, but it is pretty meager, currently \$1000 per year. To make it stretch, we should try hard to minimize the cost of speakers. We do not pay honoraria to speakers; costs would include travel and lodging. Obviously local speakers carry no expense other than the complimentary meal (and that does not come out of the speaker line). There are several strategies that have been successful in reducing non-local speaker costs. First, try to schedule them when they are going to be in Portland (or nearby) anyway, so we don't have to pay for a long flight. Second, try to cooperate with the PSU and Reed speaker coordinators. PSU seminars are on Fridays, Reed's are Thursday afternoons, ours are usually Thursday night. If there is someone from far away you wish to invite, see if PSU or Reed has any interest in the same person, they may pay for some or all of the transportation and lodging. Also, if the speaker is academic, visiting a college or university on the trip qualifies it as "recruiting" and often the home institution will cover travel costs. If we end up having to cover one or more night(s) of lodging, see "Hotel Deals" below; even if we are not paying, the speaker can use the lower rates.

If a speaker is coming from some distance and there is some expense for the section, it can be reduced by sharing the speaker with another nearby local section. If you have done the work of getting the speaker to agree to visit, often the Puget Sound or Richland section would be happy to host the same speaker and split the cost.

4. How to invite

Everyone has their own approach. Here is one recent one:

Dear XX:

As you may know, I have retired and moved to Portland, OR. I was immediately drafted to run for chair-elect of the ACS section here, and I won by a huge margin against no opponent. In that role, I am in charge of scheduling speakers for the period May 2014 through May 2015. Which brings up my question...

Do you ever get to Portland? We do not have enough budget to pay for a flight, but if you were here anyway, we would love to have you speak to the local section about your chemistry. Alternatively, if you want to work twice as hard, I might be able to arrange for

you to be invited as a seminar speaker at Portland State, and they do have a travel budget. I am looking for speakers for January 15, February 12, March 12, and April 9, although there is nothing sacred about those dates.

Let me know if anything is possible, and if so, how to proceed. Thanks!

And here is another:

Hi, [xxxxx]:

Long time never e-mail! Last we talked was April 2013 at the National Organic Symposium in Seattle. I hope you are doing well and surviving the December weather. I am the new program chair for the local section of the Portland local section of the American Chemical Society. As such, I'm charged with finding speakers for the fall 2015 - spring 2016 season.

Are you available during that time? We typically have a dinner meeting at Reed College on the 2nd Thursday of the month. I could do what I could to try to arrange a talk at Portland State or perhaps Reed College as well. We do not have lots of travel funds, but we do have some.

Hope all is well and Merry Christmas and a Happy 2015 -- Cheers, Jim

5. Where/when to schedule meetings

For the recent past, our dinner meetings have been on Thursday nights, usually the second Thursday of the month except in September and January, when we do the third Thursday. There has been some experimentation with different days, but none have brought out any more people than we usually get on Thursdays. Having said that, if a desired speaker can do, say, a Wednesday but not a Thursday, by all means, do it. The evening typically starts at 6:00 with a social time, then dinner at 6:45 followed by the speaker at 7:30 to 7:45, depending on what other business is scheduled.

The default location is Reed College, Vollum Lounge, which works well for us. Martha reserves it for every month well ahead of time, and she also makes the hospitality arrangements (choosing the menu, arranging table setup, AV, etc.) Usually the venue moves to UP once a semester, to give those students a chance to hear the speaker; Angela Hoffman typically makes the arrangements, and we try to give her a choice of when to do it at UP. Both venues are well set up for us and do not charge for the room or demand insurance. On the other hand, this leaves out the students at other institutions, who ought to get equal access to ACS speakers. In the past we have had meetings at PCC-Sylvania and Willamette University (in Salem), and we have negotiated meetings at Lewis and Clark and Pacific University. The latter two fell through because of insurance demands; however, ACS will provide the required insurance if we jump through the proper hoops. It remains to be seen whether the hoops justify the savings. Alternatively, the section could purchase its own insurance if we want to do this often enough.

6. Hotel deals

The Portland ACS section has negotiated special rates with the following hotels:

Portland's White House, a B&B on the east side, near 22nd and NE Broadway.

<http://www.portlandwhitehouse.com/>

This is a residential neighborhood, if you are looking to be in the thick of downtown Portland, this is not for you. However, it is a short drive or bus ride to the downtown, the rooms are beautiful, come with cookies and candies. All rooms have attached bathrooms, gourmet breakfast is included. Rate is \$135/night, subject to availability, they will choose the room for you. (Regular prices range from \$135-250). Email pdxwhi@portlandwhitehouse.com, mention the ACS special rate. They fill up fast, they recommend making reservations 2-3 months in advance.

The Benson is one of the snazziest hotels in downtown Portland.

<https://www.coasthotels.com/hotels/oregon/portland/the-benson-hotel/rooms/>

They are offering us the Portland State rate of \$145 (plus valet parking @\$33 if you use it). Standard rates appear to run from about \$200 – 370. Ask for the Portland State rate, the payment does not have to go through Portland State, you can pay your own bill. 503-228-2000

The Heathman is the other snazziest hotel in downtown; the doormen wear Willy Wonka costumes. <http://portland.heathmanhotel.com/>

They are offering us \$169 during the winter (Nov – Mar) and \$179 during the summer. Their valet parking is more also. Frankly, if you're going high end, I would pick the Benson.

A bit less expensive is the **Hotel Modera**, which is at the south end of town near Portland State (this is where they put a lot of their own guests). <http://www.hotelmodera.com/>

A modern-looking hotel with lots of nice art in the lobby. I am told the rooms are comfortable, although I have never been in one. If you use the code PRO15 you will get 15% off their best available rate. Parking is \$32/day on site.

Even less is **Hotel Rose**. <http://www.hotelroseportland.com/>

This is right on the river at the foot of the Morrison Bridge, adjacent to Waterfront Park. Their parking is a lot less, \$20 for valet and \$15 for self park. They also provide free bicycles for their guests. The Max line stops a block away, and it is a short walk into town. They have offered two options: the best is the "Oregon University" rate of \$118. This is subject to availability, and they say that availability is low during the summer, May-September, so don't bet on it, but you might as well ask. The second possibility is the Preferred Corporate Rate, which is 20% off their regular rate. The lady I talked to suggested trying for the University rate and using the Corporate rate as a backup. To make reservations, call 866-866-7977 or email reservations@staypineapple.com.

Chair-Elect:

Grant writing:

Many times throughout the year we get notices from ACS that a grant is available for some specified purpose. Our experience is that these grants are very easy to get. The application is often just a paragraph explaining what you want to do; the submission process involves asking the chair to copy and paste what was written into a website; the decision is often made in just a few weeks and is almost always positive. Apparently most other sections do not ask for these grants!

A couple things to keep in mind:

When a grant opportunity arrives, it is best if the grant opportunity is offered to all on the executive committee, with the first person who 1) has the idea and 2) is willing to write the grant in a timely fashion having priority. Questions of priority will be left to the chair.

When money arrives from the ACS it often does not explain what it is for. Therefore we should always inform the Treasurer when grants are funded so s/he knows what will be coming.

By the time the grant is written and submitted, the determination is made, funds are received, and the planning for the activity is done, it is often the following year. Therefore we have found that it is frequently the Chair-elect who writes most of the grant applications, with the expectation that the activity will occur when the individual is chair. Obviously for larger scale activities there may be *ad hoc* committees established to write applications and/or carry out plans.

Activities that are envisioned as repeating need to be discussed with the EC, because grants obtained for first run-throughs are typically not available for the second. Ideally the event can be self-sustaining through fund-raising, but if section money is needed the budget needs to account for it.

Affiliate Membership (Martha Dibblee)

Keeps database of Section affiliate members who are not associated with the Society but are interested in local section activities. They receive mailed, emailed notices of meetings and events and can participate on committees; they cannot vote and cannot hold office, nor do they have any of the rights and privileges of Society Members. They are more “friends of the Portland Section” and pay dues of \$15/yr. Affiliate membership management requires keeping the member list, send out bills, receive payment, include with roster emails and mail.

Membership criteria:

A PORTLAND SECTION Affiliate:

- Is welcome at all Local Section meetings and events
- May serve on committees except for the nominating committee
- Receives notices for all Section activities
- Receives a copy of all Section mailings
- Supports the Local Section activities by paying \$15 annual dues
- May neither vote for nor hold an elective position
- May not vote on Articles of Incorporation or Bylaws
- Does not receive Chem & Engineering News

Membership Pins

Each year ACS sends the 50 and 60 year members a pin in January and then sends the chair a list of 50 and 60 year members along with certificates that we in the past have presented in May. We send invitation letters to those members in April. The 50 and 60 year members on the list RSVP to me directly. They and companion are guests of the section for dinner. In the past we've always presented those that show up for a meeting a framed certificate but some want frames and some don't, so now we ask them. The same happens at the September meeting when we recognize 25 and 40 yr members.

Finance

1. The Schwab account is the investment account. Most (but not all) of the money there was the result of fundraising for scholarships. At one time there were three different funds, with different names (Zeh, Van Santen, Anderson). Now all the funds are lumped together.
2. Most (but not necessarily all) of the income we derive from the investments should be used for scholarships. We randomly assign names to the three scholarships we give.
3. Scholarships consist of two parts: a direct cash payment and an additional award that the recipient may obtain to cover a trip to an ACS national meeting during his or her senior year. The amounts are set annually by the EC. In 2015 these were \$3000 and \$750.
4. The amount we move from investments into the operating budget should be 4% of the five-year moving average. Additional transfers from the investments may be done by approval of the EC, but should be rare.
5. The operating budget is kept in the checking account at Wells Fargo. If it is determined that cash could make more interest somewhere else, we should open a separate account and freely transfer money between the checking account and the new one. We should NOT use the Schwab account for this purpose—it blurs the line between what is investments and what is operating budget.
6. We should reserve from the operating budget about \$1500 per year and carry it forward, so that in those years when we host the Pauling Symposium, there will be \$6000 of our funds available for that purpose.
7. Money received from outside sources for specific purposes (e.g., grants, donations) is considered “restricted.” If it is not spent in the year received it should be carried forward into the next fiscal year as income with corresponding anticipated expense lines for the same purposes.
8. Unspent money that was not restricted will be carried forward as general budget surplus rather than in its specific line. If there is sufficient surplus in a given year, the EC may choose to provide grants to student chapters at local institutions to assist students who wish to attend an ACS national meeting. Currently these grants are in the amount of \$1000 per chapter.
9. The treasurer has the discretion to advance money to members of the EC for ACS related expenses.

Student Chapter Grants

Grants will be targeted at \$1000 to pay travel expenses and registration for a student to attend a national ACS meeting; however, the selection committee will be authorized to adjust the amount as they see fit. We anticipate that this grant program will continue in future years. The application procedure and selection criteria are as follows.

Criteria

1. There must be a Student Chapter at the institution to receive the money.
2. The selected student must be an ACS student member.
3. The selected student must present (most likely a poster) on his/her research at an ACS National Meeting.
4. The student will be invited to present the poster at a local section meeting.

Application shall consist of a letter from the Student Chapter President to the selection committee explaining why their chapter should receive a grant and how they will select a recipient.

Scholarships

Determining scholarship amounts and disbursing scholarship monies. Policy. Each year the Executive Committee (EC) votes to approve the number of scholarships and the specific scholarship amounts. Interest, but not accrued capital gains, provides scholarship monies. If the Section's funds' growth do not match or exceed the basic rate of inflation (CPI), the EC may restrict the amount of the award. The Section budget itemizes Scholarship disbursements. Section minutes show EC scholarship decisions.

Procedure. When the Executive Committee (EC) approves the Section's budget at the December EC meeting, the EC also must approve the number of scholarships and the amount of each scholarship disbursement (award). A representative of the Section's Financial Committee or designee should be present for the January EC meeting to advise the EC about the financial health of the scholarship funds, making "best estimates" based on the current market climate and the value of the funds. If the economic climate is fragile or uncertain at the January meeting, the EC may withhold approval of the scholarships' amounts in January, but must vote to approve scholarship amounts at the April EC meeting. If funds show significant devaluation in April, the EC will decide if scholarships can be awarded. The Section budget must be amended any time scholarship items are changed. In all cases, the EC must vote on, and approve, all scholarship disbursements prior to the April Section meeting (the Section awards scholarships at the April Section meeting). All decisions, votes, and discussions about scholarships and disbursement of monies must be recorded in the official Section EC minutes.

New in 2014: The scholarship is awarded in two separate parts: a cash award, and a travel award. The cash is available immediately to defray the cost of the students' senior years. The travel award is intended as an incentive for the students to attend an ACS national meeting during their senior year. The travel grant requires the awardee to submit confirmation of an accepted abstract to present at the meeting. An email to the Portland Section Chair or secretary should be sufficient. Students who do not attend the ACS National Meeting (or an approved substitute) during their senior year forfeit the travel award.

PORTLAND SECTION American Chemical Society

DICK VAN SANTEN, HAROLD ZEH & REV. JAMES G. ANDERSON CHEMISTRY AWARDS

The Named Chemistry Awards for the Portland Section honors the founders and leaders of the Portland Section. Harold Zeh and Dick Van Santen were also major benefactors to the Section's scholarship fund. These awards are meant to help a chemistry major* finance his/her senior year in college. They will be awarded to a student who completed their last year of secondary education in the state of Oregon, Washington or Idaho while their parent(s) or guardian were residents of that state. The student must be enrolled in a college or university located in the Portland Section area. Nominees must be chemistry majors that will graduate the following year and must intend to pursue a career in chemistry, chemical engineering, or a chemical related science. Nomination of a candidate from each school is to be by the Chemistry Faculty. The nomination must consist of:

- 1) Transcript(s) (unofficial copies are acceptable) of all college work and a completed Academic Summary Sheet.
- 2) A completed financial statement (Portland Section form).

- 3) A statement (no more than 2 pages, double-spaced) by the student giving his/her reasons for choosing a career in chemistry, their experiences to date and an outline of their future plans in chemistry.
- 4) A maximum of two letters of recommendation, one of which must be from a chemistry faculty member at the applicant's school.

The Awards Committee of the Portland Section will review the records of the nominees and make a recommendation to the Executive Committee for final selection. The academic merit of the candidate will be the prime consideration. The award winners will be honored at a Spring meeting of the local section. The amount of the award will vary each year according to the finances of the Section. This year's estimated amounts are listed in the cover letter.

* Pre-medical and other similar pre-health career students are not eligible for the award.

TIMETABLE ACS SCHOLARSIP COMMITTEE

September:

Should receive notification from a faculty member that the previous year's winners are enrolled in school (e-mail notification is fine). Upon notification you should e-mail the winner and have them confirm their current mailing address. When the current mailing address is confirmed contact the ACS treasurer, and they will send a check directly to the winner.

Late January:

Update letter announcing the Awards (see ACS Awards Letter) and send e-mails with attachments to the following contacts (these can change from year to year):

UP:	Kevin Cantrell	<cantrell@up.edu>
Linfield:	Thomas Reinert	<treinert@linfield.edu>
George Fox:	Carlisle Chambers	<cchamber@georgefox.edu>
Reed:	Juliane L. Fry	<jfry@reed.edu>
Pacific:	Roxana Ciochina	<rciochina@pacificu.edu>
Lewis and Clark:	Nikolaus Loening	<loening@lclark.edu>
Willamette:	Karen McFarlane Holman	<kholman@willamette.edu>
PSU:	Erik Johansson	<ejohansson@pdx.edu>

The date for the scholarship meeting (recently done electronically) should be the week before the March meeting of the Executive Council. Along with the Award Letter send the following attachments: Award Description, Academic Summary, Financial Statement.

End of February/Beginning of March:

Host the scholarship committee meeting. Select the top three candidates. At present all scholarships are worth the same amount of money. The winners should not be notified until after the Executive Committee accepts the nominations. Make sure to collect the original applications for each of the winners.

Attend the Executive Council meeting. Bring along the original application and a few copies for council members to review. Give a brief overview of the scholarship meeting and each of the winners. At this meeting confirm the exact scholarship amount and also confirm the date and place of the April meeting since this info needs to go into the notification letters. Confirm with Martha Dibblee that she will make the award plaques to be given to the students at the April meeting (make sure that as the scholarship chair your name is on the certificate).

Following the executive Council meeting contact the faculty sponsors so that they can informally notify the winners.

End of March/Beginning of April:

In the awards letters you will ask the students to get back to you with info about any guests they will be bringing as well as the meal options for them and their guests. Forward this information, along with your own meal choice, to whoever is in charge of collecting this information.

Attend April awards dinner. Either at the dinner or before the dinner sign the award certificates. Separately announce each of the award winners and ask them to come up to accept their award plaques. We also ask that they say a few words about how they became interested in chemistry and what they plan to do following college.

Original by McDougal, July 2010
Modified by Cantrell, September 2015

Dear Colleagues,

Enclosed you will find an announcement for this year's ACS-Portland Section Scholarships (ACS Awards Letter.15.docx) as well as the necessary accompanying documents. Note the scholarship meeting will be in late February/early March. If you are not the proper person within your department to receive this announcement, please forward this notice to the appropriate colleague.

I'd appreciate an e-mail confirming you received this message.

Thanks,

Kevin Cantrell
Associate Professor of Chemistry
University of Portland
(503) 943-7103

February 4, 2015

Dear Colleague,

I am writing on behalf of the Portland Section of the American Chemical Society to inform you of our upcoming Section Awards. For almost 50 years the Portland Section of the ACS has been pleased to acknowledge, with a financial award, promising undergraduate chemistry majors who intend to pursue a

career in chemistry, chemical engineering or a chemically related science. Past awards now exceed \$150,000. The Section presents three awards named after three founders of the local Section: Harold Zeh, Dick Van Santen and Rev. James G. Anderson. A description of these awards has been enclosed. This year each of the awards is anticipated to be worth \$2,500 to \$3,000.

To be eligible for these awards students must attend a college or university located in the Portland Section, must be a student who completed their last year of secondary education in the state of Oregon, Washington or Idaho while their parent(s) or guardian were residents of that state, and must be intending to pursue a career in chemistry, chemical engineering or a chemically related science. Please note: pre-medical or other similar pre-health students are not eligible. The award is meant to help support students in their senior year of study, so student nominees should either be in their junior year or in the first-half of their senior year. The application materials are listed on the Award description and the appropriate forms have been enclosed.

The Awards Committee will meet in late February or early March. We will arrange the details of our meeting via email over the next few weeks. If your institution has nominated a student for an Award you are asked to be a member of the Awards Committee. Please bring six copies of the application to the Awards meeting. For those of you outside the Portland area, I understand it may be difficult to make it to the Awards Committee meeting. If you have a candidate for one of these awards and you or a colleague cannot make it to the meeting please call me. In addition, we are seeking Committee members who do not have a student under consideration. I may be in contact to see if a member of your institution could serve in this capacity.

The Award winners will be presented their awards at the April meeting of the ACS. Student winners and their parents, spouse or significant others are invited to be guests of the ACS at this dinner meeting. Further details of this meeting will be forthcoming.

If you have any questions concerning the awards please feel free to contact me.

Sincerely,

Financial Statement for Awards made by the Portland Section American Chemical Society

The following information is to be for the current academic year and is to be supplied by the student.

Name _____ College _____

Address _____

State in which your parent(s) or guardian were residents when you completed your last year of secondary education: _____

Telephone Number at which you can be reached: _____

e-mail Address: _____

Estimated Expenses for the Current Academic Year

Tuition _____
Housing and food _____
Books, transportation _____
Other _____
TOTAL _____

Estimated Income for the Current Academic Year

Income earned by student _____
(summer jobs, college jobs, etc.)
Family contribution _____
Scholarships _____
Grants _____
Loans _____
TOTAL _____

Any additional information and comments. If your financial status for the next academic year will be changed, please explain.

PORTLAND SECTION
American Chemical Society

ACADEMIC SUMMARY SHEET

Name _____ College _____

Overall grade point average (GPA) for all college work _____

GPA in all chemistry courses _____

GPA in all biology, computer science, mathematics and physics courses _____

Chemistry courses completed (course number and short title, e.g. CH 204 General) and grade

Course

Grade

Physics and Math courses completed and grade

Course

Grade

Letter sent by chair in August:

Dear :

Congratulations on winning the ACS Portland Section Scholarship! I'm sure the cash award will help make your senior year easier.

I am writing to you about the second piece of the award, the travel grant to attend an ACS national meeting during your senior year. Assuming you did not attend the fall meeting in Boston (just completed), this means that you could attend the spring meeting (San Diego, March 13-17, 2016). Abstracts for the spring meeting are due soon.

Last year none of our awardees chose to accept the travel grants, and I am writing this to point out some of the reasons we have created this opportunity for you, and also to head off some of the reasons we have heard (and we imagine) students choose not to go.

Reasons to go:

1) Networking. The number one factor for determining your future success is your ability as a chemist. We have already determined that you are a star. But there are lots of stars out there. The number two factor may well be your network, who you know. Throughout your career you will be interacting with the world outside your job site: sending manuscripts to editors, sending grant proposals, inviting speakers, calling people to ask for information, etc. As hard as we scientists try to make our system independent of personality, the fact is that it matters. When something of yours arrives on the desk of a stranger, it is just another document. If it arrives on the desk of someone you have met, it comes with an impression of you as a person and a scientist. "Oh, yes, I met her at the ACS meeting in New Orleans, very impressive, she knew what she was talking about." They pay more attention to whatever you have written.

The sooner you get started on your network, the better, and there is no place like the ACS meeting for meeting other chemists. Don't be shy about introducing yourself to other chemists, even famous ones. Most of them are nice.

2) Learning. The ACS meeting has thousands of talks about virtually everything you can imagine. Some are delivered by big stars to rooms that hold thousands. Many are delivered by unknowns in rooms that hold 20 and are mostly empty. And there are lots of posters, and plenty of opportunities to talk to the people who are presenting them. Advice: do not always hang around other undergraduates. Meet and talk to some older chemists as well. This is also a golden opportunity to get advice about grad school and career.

3) Help. You will be presenting your own poster. Presumably many other people, young and old, will come by to see what you have. Many will have suggestions for you. Listen carefully, many of these suggestions are good.

4) Thinking. Spending four days away from your day-to-day life, thinking about nothing but chemistry, is inspiring. I have always gotten my best ideas while sitting in a meeting, maybe even ignoring the speaker, but my head swirling with possibilities, not even always about chemistry. Let the ideas flow.

4) Fun. Take some time off from the meeting to see some of the city it is in, perhaps with some of your new friends. If someone invites you to go to dinner, or go get a beer, whatever, do it! Good networking, good fun.

Reasons not to go:

1) My research project is not done, I am not ready to present the results. Ha! No one is. You have to apply to the meeting six months before it occurs. Nobody knows what their project will look like six months from now. Many, many posters at ACS meetings consist of long descriptions of what they had planned to do and short descriptions of what happened and why it did not work (if that). I guarantee you, no matter how little progress you have made, there will be many posters there from students who have made less. This is nothing to be embarrassed about. Viewers will have ideas to help you get over your problems, or to tweak your project into a more productive direction. Anyway, the poster is just your excuse to get to a great meeting!

2) I don't know anybody else going, I am nervous about being alone in a big city. We understand, and we are here to help. There are many chemists from the Portland area who attend these meetings. If no one from your school is attending, we would be happy to connect you with someone else. In particular, we send two councilors from our section to almost every meeting. Our councilors would be happy to act as your friend and guide during the meeting, not that they would accompany you to every event, but certainly help you get oriented and meet up with you once or twice a day to see how things are going. Also, if more than one of you go, you will have each other.

3) I can't afford it, and \$750 will not cover all my expenses. We understand, and we are sorry we could not make this award larger. Maybe in future years. But we do have two suggestions.

A) Ask, ask, ask. Start with your boss, then the department chair, then the dean, the provost, the president. Most of the people in this chain have slush funds of various sizes. If you tell them that you have been accepted to present a poster at the premier national meeting of the largest professional

society in the world, and you already have \$750 towards the trip and need another \$250 to pull it off, I am 90% confident that someone along the line will come up with it. Don't be shy.

B) Save, save, save. One of the larger expenses is hotel. Sharing a room lowers the cost greatly; the more sharers, the lower the cost, and sometimes, the more fun, but beware of snorers. If you cannot find someone your own age to share a room with, our councilor mentors are available, if genders match.

4) I will be abroad at the time of the meeting, I am not about to fly back to go to an ACS meeting. Agreed. Have fun, and try to make it to a future meeting soon.

The bottom line is, we are here to help, please take advantage of us, and keep me posted on your plans.

Cheers,
Dave Reingold
Chair, ACS Portland Section

Membership (Marcie Merritt):

Go through eRoster Activity List each month. Contact members whose memberships was listed as dropped, or inactive, contact via email or letter to say sorry you are leavings (1) thank them for their membership. Remind them if the dues accidentally lapsed, how to reactivate membership and contact membership if they need assistance. (2) Contact and welcome new members to the section, give them weblinks to section site, with contact information for self and current President for further questions. Point out upcoming section events. If lapse due to job loss, or lack of funds available for dues, suggest alternates, i.e., free membership if job is lost and opportunity to join as local member. (3) Work with UP, PSU other student clubs on their activities, any section help needed, monthly point out local and section activities available for them. (4) Keep up facebook pages as time with section, local and national interest items.

Posting on Magnet Mail:

1. Keep the message as short as possible
2. For job postings, provide only basics & link to online applications, info, etc. Request must be from the person who has authority to hire and fire. Provide print-ready, i.e., I do minimal editing.
3. For lectures post only those that are directly related to chemistry, materials, or related.
4. Requests from EC members taken as-is
5. Provide a subject & use "subject in a box" technique to write the subject clearly & succinctly. Many who submit information for an email blast forget to provide a subject & only after reading thru the text carefully will I come up with a subject. An example is the recent request for a vent contractor. One of the responses was from a friend who's a union executive (Mike Hawes) on linkedIn so he got Jim's posting of that job I posted on magmail. He contacted our initiator with several qualified contractors waiting for the work. Coordinating between magmail & LinkedIn is important.
6. Magmail provides an option to schedule email posts.

Poster Symposium

January

Begin document keeping track of whom you have requested for donations and when. Send out first round to companies that donated last year. Begin collecting names of new companies to ask. See letters below. Also keep track of which grad schools have been invited to recruit.

Determine dates of fall vacation for local colleges and Murdock Symposium. Choose date for our Symposium that is about 1-2 weeks before Murdock but misses vacation times, if possible. Most likely end of October.

Confirm availability of SRTC lobby and make reservations. Contact chem secretary at PSU, currently Lisa Sablan, sablan@pdx.edu.

February

Send reminder to companies that have not responded to donation request, every month or two, until they do. Ask new companies (if any) for donations.

Announce date of symposium to local chairs.

March

Announce date of symposium to grad schools who might recruit.

April

Continue badgering companies that have not yet donated. Mention how much they gave last year, it helps focus them. When donation commitments come in, have treasurer send invoice to company. After donation arrives, send acknowledgement.

May

More badgering. Begin considering organization of Symposium, time to start, time to finish, which posters go when, how to do recruiting.

June

Hopefully most contributions are in by now. Repeat ones are almost always easier than new ones. Symposium costs about \$2000 to pull off (prizes, printing, AV are the main costs. Food and drink mostly covered by donations.)

July

Invite grad schools to send someone to judge/recruit. Again, repeat customers are easier, and most nearby schools have done this before.

August

Contact PSU AV to make sure we have what we need. Rulla Alsaedi, cavet@pdx.edu Index Code is CHEG01, check with Lisa Sablan to make sure still correct.

Send letters to chairs/faculty notifying them about the symposium, ask them to encourage students to participate. Include website for signups. Signup website must be functional by now.

Send letters to sponsor companies asking whether they would like to have informational displays and/or send judges.

Send letters to last year's judges asking if they would like to repeat.

September

Meet with PSU SAACS President, go over things for them to do. Greet, name tags, traffic directing, collect and put out food/drink

Repeat letters to chairs/faculty notifying them about the symposium, ask them to encourage students to participate. Include website for signups, flyer for posting.

Nudge companies and grad schools who have not identified attendees.

October

Repeat letters to chairs/faculty notifying them about the symposium, ask them to encourage students to participate. Include website for signups.

Arrange pizza delivery.

Edit Program book, post on website. Notify students to look up their poster number, when to arrive, who is recruiting, etc. Send poster numbers to judges.

November

Send thank you's and acknowledgements. Send evaluation requests, make list of modifications planned for the following year.

Letters

To Old Companies:

Last year you were a generous contributor to our First Annual Undergraduate Poster Symposium held by the Portland ACS section—thank you! It was a great success. Attached is the booklet listing all the presenters, and also some nice advertising for you. We are hoping that this year's Symposium will be bigger and better. It will take place at Portland State University, most likely on the afternoon of October 25. At this point I have several questions for you.

1. Would you like to support this event again, and if so, at what level (just specify dollar amount, we'll take care of the rest)? All funds will go to the Poster Symposium and other student activities.
2. Would you be able to send one or two chemists from your company to help judge the posters at the symposium?
3. All contributors are entitled to a recruiting station during the symposium. Would you like to send someone this year? (Not mutually exclusive--the same people could do both).

Sincerely yours,

Dave Reingold

Chair, ACS Portland Section

501(c)(3) non-profit organization, Tax ID 93--6034603

To New Companies:

Last year the Portland American Chemical Society Section held the first annual Poster Symposium and Career Fair. As you can see from the attached program booklet, it was a great success, with 24 undergraduate students presenting research from the previous summer. We are hoping that this year's Symposium will be bigger and better, and I'd like to be able to add XXX to the list of sponsors. We are seeking donations in the \$200-\$500 range. All funds will support the Poster Symposium and other student activities. May I sign you up?

In addition to being a sponsor, we also invite you to participate in the Symposium in two ways, both optional:

4. Would you be able to send one or two chemists from your company to help judge the posters at the symposium?
5. All contributors are entitled to a recruiting station during the symposium. Would you like to send someone this year? (Not mutually exclusive--the same people could do both).

The symposium will take place at Portland State University, in the afternoon of October 25.

Sincerely yours,

Dave Reingold
Chair, ACS Portland Section
501(c)(3) non-profit organization, Tax ID 93--6034603

To Pastry Companies:

Last year the Portland Section of the American Chemical Society held the first annual Poster Symposium and Career Fair. We gathered together undergraduates attending local colleges and universities who had done research in chemistry during the summer of 2014, and asked them to present their research in a poster. At the same time we invited local companies who might want to hire chemists, local universities who might want to recruit them, and also the general membership of the section. We had over 80 people attending.

As you can see from the attached program booklet, it was a great success, with 24 undergraduate students presenting research from the previous summer. We are hoping that this year's Symposium will be bigger and better. We are wondering if you would be willing to join other nearby sponsors by donating two to three dozen donuts for the attendees to eat while discussing scientific research.

The 2015 symposium will take place at Portland State University in the afternoon of October 25.

Sincerely yours,

Dave Reingold
Chair, ACS Portland Section
501(c)(3) non-profit organization, Tax ID 93--6034603

Acknowledgement
Donald M. Hill, Ph.D.
Inkjet Products Laboratory
Ink Design R&D Manager
Corvallis OR

Receipt and acknowledgement of contribution

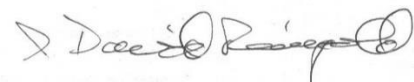
Dear Don:

Thank you for your contribution of \$300 to the Portland ACS Section, received in 2014, in support of our 2015 Poster Symposium and Career Fair and other student activities.

The ACS-Portland Section is recognized by the Internal Revenue Service as a 501(c)(3) non-profit organization, Tax ID 93--6034603.

As you received no goods or services in exchange for your gift, your contribution is tax deductible to the fullest extent allowed by state and federal law.

Sincerely,

A handwritten signature in black ink, appearing to read "I. David Reingold". The signature is written in a cursive style with a large initial "I" and a stylized "R" at the end.

I. David Reingold, PhD
Development Chair
Portland Section ACS

Science Fair Judging and Awards

Note: comments by nick in red italics.

This first page is a set of general guidelines for any type of judging members might do, not specific to NWSE

1. Portland Section MEMBERS volunteer to be judges in the several science fairs in the Section area.
2. Judging always should follow Fair Guidelines and Protocols.
3. Judges should be familiar with subject matter in judging projects
4. Judges should be fair and objective in their assessment of student projects
5. Judges' decisions are final within the protocols of the Fair Sponsor.
6. Contested cases (where judge's findings are challenged) may require extra efforts among judges, parents, student(s), teachers, or other officials to resolve differences between judges and allege. Selecting a third-party expert to mediate on exhibitor's behalf may help resolve differences more rapidly.
7. ACS Portland Section provides two Special Awards, the Portland Section Award for a topical chemistry project and the PICA Award for any practical or applied chemistry-related project. Each Special Award is \$250.
8. ACS Lead Judge notifies NWSE official as to judges decisions; Lead Judge or representative presents certificates (facsimiles on pg 6, 7), checks, & a letter (facsimilies on pg 4, 5)

PROCEDURE

1. Call for judges is made via email or written letter or through Section newsletter
2. Judging schedule is posted on NWSE website, which includes signup (tab "For Judges" not entirely intuitive) *(this is a procedural process by the secretary or webmaster?)*
3. Judging can be local (e.g. Aardvark at OES), regional (Intel NWSE) or International (ISEF).
4. All judging is voluntary and carries no stipend or per diem.
5. For NWSE Special Awards (ACS & PICA Awards) there should be at least 2 judges, more are better. *(see comments on the NWSE portion below)*
6. ACS judges collaborate to find consensus for projects
7. ACS lead judge provides names of winners to Section Treasurer and Secretary & newsletter editor
8. Lead judge should invite winners and a companion to the awards meeting in April. Meals for both students and a companion are free.
9. Students with winning projects are invited to exhibit their projects during the April meeting social hour prior to dinner and the program. Science fair students do not participate in meeting.

<p>NWSE Portland ACS section Special Awards "Best Chemistry Project" award and PICA-PORTLAND ACS award</p>

updated Martha Dibblee/January 4, 2022

comments 4/20/15 by Nick Hamel. Keep in mind a committee of one occasionally has been the only option. In all cases input is available from the fair coordinators via forms submitted from category judges listing projects they suggest reviewing. This is helpful for those falling under the PICA areas.

Guidelines for ACS and PICA-PORTLAND ACS special awards

- 1) Portland ACS Section "Best Chemistry Project" (\$250.00, framed certificate, & letter) awarded with first consideration to projects entered under *CHEMISTRY* category. PICA-PORTLAND ACS (\$250.00 framed certificate, & letter) awarded to any project utilizing chemistry⁽¹⁾.
- 2) Single panel of 2-3 judges as a group selects both awards (if possible, judges not involved in the NWSE judging in order to allow adequate time).
 - a) one judge specific to ACS chemistry projects, one judge specific to PICA oriented projects, and one judge as adjunct **If these cannot be determined prior to the event an *ad hoc* committee can substitute.**
 - b) Award ceremony: plaque, letter inviting awardee to April ACS meeting, check \$250 or current amount
 - c) Winners invited to April ACS award dinner with projects. One guest included.

Selection process

- 1) Selection of the Portland ACS Section "Best Chemistry Project" award is to be from those projects officially entered in the *CHEMISTRY* category¹.
- 2) Selection of the PICA-Portland ACS award is to be from those projects entered in any category that include chemistry as a major component of an industrial, manufacturing, or analytical process.²
- 3) Consideration of projects to include, but not be limited to, demonstration of the following:
 - a) First and foremost is to be student's understanding of the project (work, theory results, and conclusions)
 - b) originality (but not to exclude projects that are continuations of previous work)
 - c) thoroughness (of scope or background)
- 4) Each judge to identify and alert other judges to projects warranting attention
- 5) Each judge to examine the most promising as identified above
- 6) Final selects to be decided after conferring but need not be unanimous
- 7) Judges view projects on own schedule, not confined to NWSE times, criteria, *etc* but leaving enough time to view further without students present, then finally again with students present in order to talk with students.
 - a) Judges get overall look for initial, individual opinions
 - b) judges confer
 - c) go back without students to scrutinize and confer
 - d) talk with proposed winners to seek level of understanding
 - e) determine final selections
 - f) each special award prize to be awarded to a single project
 - g) special awards not to be awarded to same project

Award Process

- 1) Selections given to NWSE organizer for announcing in evening ceremony
- 2) Names printed on certificates & certificate signed; check written; letter written & signed
 - a) one judge or representative should be present for awarding but prefer all three **(Are three needed? If so, why? It will probably happen only very infrequently).**
 - b) checks and certificates & letter to be on hand for NWSE presentation ceremony

¹ In the past few years we have noted that fewer projects are entered into the "chemistry" category because there are a number of adjunct categories that may more specifically represent the intent of the project, with chemistry being a part of the project, not its focus. The Section has discussed the need for broader selection criteria; materials, biochemistry, & physical chemistry (.e.g.) should rightfully be included in the category. Judges should confer during judging if an out-of- category exhibit warrants consideration for either the ACS NWSE or PICA NWSE award.

² It may be time to consider awarding two PICA awards or redefining what "Chemistry" means, see 1. above.

c) If certificates & letter cannot be completed for NWSE presentation, can be completed & presented to students at their school (if nearby). (Is this needed? If so, why? It would involve having a small assembly of the school? This would be way too big of a task. Take it to the science classroom? If the certificate and check are not on hand for the event we can present it at the dinner. If they fail to come it can be mailed... we hope they would respect the award and come to our section meeting)

Secretary Procedures

A. Certification of Alternate Councilor or substitute Alternate Councilor for National Council Meeting.

1. For every national meeting, the Secretary is mailed a packet from the ACS Secretariat that contains instructions for councilor reimbursement, the council agenda, and yellow cards to be signed by the Secretary if an alternate councilor will be representing the Section at the National ACS Council meeting.

2. If no councilor is available to attend the council meeting but an alternate councilor is available, the secretary signs the yellow card and gives the signed card to the alternate councilor, which certifies that the alternate councilor can legally represent the section at the upcoming Council meeting. The Alternate Councilor must give the yellow card to the door monitor before being admitted to Council meeting. Councilors are automatically authorized and are just checked in at the door.

3. If no councilor or alternate councilor can attend the ACS National Council Meeting, a substitute alternate councilor can be selected to attend the Council meeting so that the Section has a voice (vote). The EC picks someone and the secretary requests of the ACS Secretariat (Flint Lewis or email to Cheryl Vockins Vockins Cheryl <c_vockins@acs.org>) to send (by mail) a red card, which the secretary signs to authorize the substitute alternate councilor to attend the Council Meeting on behalf of the Section. We need have only one councilor or authorized alternate at Council meeting & ACS will not issue a red card unless there is no councilor or alternate councilor planning to attend the meeting.

4. It is a good idea to discuss the reimbursement policy and Council Agenda at the EC meeting before a National Meeting so the Councilor or alternate will have a good idea how to vote on issues. Councilors and the secretary get the Council agenda well in advance of a National Meeting.

B. Annual Election timeline & Officer & Committee Profile & certification

1. ACS Secretariat Flint Lewis (via email from Cheryl Vockins <c_vockins@acs.org>) sends an electronic document (informally called "The Yellow Book profile") in Fall advising secretaries to submit election results by Dec. 1 of each year (for the upcoming year) & committee chairs by Jan 31.

2. The Yellow Book is a **CONFIDENTIAL** directory of all ACS governance. It is very useful for organizing multi-sectional & divisional & regional & national events. It lists all section officers, as well as all National, Division & Regional officers.

3. The Secretariat committee profile includes a standard list of committees but one can customize as needed. This list is used by ACS staff to direct specific information about LSAC activities e.g., National Chemistry Week info to Education chair, Chem Olympiad info to Chem Olympiad chair, PR info to PR chair, etc. Likewise, officers receive governance info, councilors & alternates receive Council info, the secretary receives roster, election, council meeting info, etc.

4. Each list requires personal information for each person (Name, Address, ACS number, phone, email) & each councilor & alternate councilor elected must provide an abbreviated CV using the form provided (a MS Word Form). Each page of each list requires certification by the secretary (the secretary must sign each page).

5. The Section elects new officers once a year in the Fall, usually October, with ballots counted by Nov 1, which means results can be compiled for the November EC meeting & announced at the November Section meeting. Officer information is compiled for the Officer Profile due Dec 1. If more than one candidate were slated for a councilor/alternate councilor position, the councilor profile form provides a good outline for a ballot bio.

6. Election logistics include the following timeline:

a. Announce Nominating Committee candidates to Section no later than September section meeting to give time for petition candidates. This announcement has in the past been in the newsletter but may be simply by email if there's a separate meeting announcement & newsletter. (Persons without email will receive a meeting notice & newsletter & candidate announcement in one mailed document.)

b. Ballot is sent by USPS bulk mail. An online proxy ballot is provided for those preferring not to use the mail ballot. Prepare ballot with October newsletter that is sent 2 weeks prior to October meeting. Deadline for ballots typically is Nov. 1. Using a foldover flyer or postcard can hide the name to tally votes at considerably less expense. Official voter documentation can be done after tally because name is not visible when vote is visible.

c. Select one or more ballot counters (tellers) & tally votes after deadline.

d. Announce new Officers at November EC & section meeting

e. Prepare ACS Officer Profile & certify & fax or scan & send as attachment to Secretariat by Dec. 1.

f. Prepare ACS Committee Profile & certify & fax or scan & send as attachment to Secretariat by Jan. 1.

Letter to longevity recipients:

7201 SE 34th Avenue
Portland OR 97202
dibblee@hevanet.com

January 4, 2022

Dr. Fritz C. Kokesh
2317 NE 42nd Ave
Portland OR 97213-1325

Dear Dr. Kokesh,

The Portland Section of the American Chemical Society congratulates you on fifty years of service in the Society. The Society takes pleasure in acknowledging those distinguished members who have contributed to the Society's continued success and it offers its congratulations and gratitude for such long records of service.

To recognize your years of service in the Society, we invite you and a companion to be our guests at the upcoming Portland Section meeting Thursday, May 14 at Reed College, 3203 SE Woodstock Blvd, Portland, OR 97202.

The social hour begins at 6 PM, and the buffet dinner is served at 6:45 PM. The 7:45 PM program features Todd Emrick (<http://www.pse.umass.edu/faculty/researchgroup/emrick>) from University of Massachusetts polymer

engineering.

Before the program, you will be presented with a certificate acknowledging your years of service, or if you are unable to attend, we will mail you the certificate.

RSVP: If you plan to attend this meeting, please call the Section phone **503-230-9803** by 9 AM Monday May 5, giving your name, phone number, number attending, and entrée preference(s) (meat or vegan). Alternately you may email mgdibblee@me.com or use the Section's online form to reserve your meal(s) and select entrée. The Section website is www.acsportland.org.

Again, Congratulations on 50 years service in ACS. We look forward to seeing you Thursday, May 14 at Reed College.

Sincerely,

Martha GK Dibblee, Secretary
Portland Section ACS

Secretary timeline:

Jan: Committee Profile due 1/31 (but not in 2016 I'll have done it with the Officer Profile Dec 1.)

Feb: Scholarship committee meets (Louis Kuo). This should be an agenda item in January to remind Louis & Jim that this meeting should be organized. Reingold has list of chem department chairs. Scholarship protocols on thumb drive in "scholarships" folder.

Nominating committee convenes to select slate of candidates. Candidate spreadsheet is in elections folder on the ACS thumb drive.

Mar: Agenda action item (action item means it must be voted on) to approve scholarship awardees & amounts after scholarship committee has presented candidates. The committee can report via email without the chairman being present; likewise the EC can vote via email. The Secretary records all action items. Before an online vote a motion & second must be put forth. The Secretary keeps track of this & it will be recorded in minutes as a online vote. So e.g., the next month's agenda will have an agenda item noted as "online approval of scholarship winners & amounts"; the email responses from EC accompany that meeting's agenda. The point being that for any online action there must be written documentation. Doesn't matter how you do it, it just needs somehow to be placed in the official notes/minutes.

NWSE judging & the NWSE ACS & PICA Special awards of \$250 each. Nick & I have been taking care of this. A March agenda action item should confirm that the Section still supports these awards.

April: Scholarships awarded. In the past I prepared a flyer (which I showed you); you can do the flyer, or you can ask me to do the flyer, or you can get someone else to do the flyer or you can forget it. I usually print a couple dz flyers & place them on tables for guests to read. NWSE ACS & PICA special award winners bring posters to display during social time & awardees & companions get a free meal.

May: 50-60 yr service awards. I send letters out to all recognized. ACS sends an official list to the Chair (Tung) & you may need to get this list from Jim if you want to continue this practice. If not letters, Membership Chair Marcie might contact each one & invite to the meeting. Member & companion receive free dinner. Remind Chair & Chair-Elect that if they want to use Reed Vollum I set it up a year in advance, usually in May before school gets out. I've recommended that all 2nd Thursdays be reserved; it's easier to cancel a reservation or change it than it is to find a last-minute venue. Likewise, if chair wants to hold EC meetings at Reed in Rm 402 Chemistry I can reserve those as well, also best done a yr in advance. Chair's choice where & when EC meetings are held.

Summer: Remember to print a copy of minutes to put in corporate tab. The summer meeting also serves as the corporate annual meeting. Summer meeting agenda includes presentation of candidates. Secretary confirms that slate of candidates meet ACS requirements for membership. They can't be ACS Affiliate members or Section Affiliate members they must be full plenary ACS members.

Sept: Recognition of 25 & 40-yr members. Same procedure as May.

Oct: Election. We discussed procedure for that yesterday. Paper ballots &/or combo newsletter/ballot (as I've used the past couple of yrs) are sent to all members with the option to vote online. I will be happy to assist if you want or you can manage it any way you want. My procedure's not by any means cast in stone. ACS has been ok with our googledocs online voting (i.e. they haven't objected) & it's a secure socket (<https://>). If you want to setup online voting in YOUR google drive (forms) it would remove any questions about impropriety with me not being an officer. Or if EC approved, I'd be happy to continue managing the online ballot & I would give you full rights & permissions to the back end (database), which you could check any time. Come voting time, I usually just "did it" but since we've had contested positions, I've invited another person to help count votes. Reingold did it with me here last yr; I did it alone this yr. I usually let the election close Nov. 1.

Nov: Announce election results. Remind Chair to produce fundraising letter for distribution in December.

Dec: Submit Officer Profile to ACS Secretariat by 12/1 (Cheryl Vockins on behalf of ACS Secretary Flint Lewis). This profile becomes a part of the Yellow Book. ACS will send you the template in October or so. As discussed yesterday, I usually fax the document. In the past I submitted both officer & committee profiles together but past couple of chairs have waited until deadline 1/31 for committee profile. If there are new councilors they must complete the councilor CV portion of the document.

Jan: Submit ACS Committee Profile to ACS Secretariat by 1/31. Use our committees; ACS suggests committee titles but I just erase the ones we don't use & add our unique committees (e.g. in a Pauling Medal Symposium year there will be 2 committees, Symposium committee & Selection Committee chair (other Pauling Medal Selection committee members are SECRET). Pauling Medal Symposium protocols are on thumb drive under "Pauling Medal Symposium" folder.

LaTrea Garrison's email is L_Garrison@acs.org. Cheryl Vockins' (Officer/committee profile/Secretariat) email is c_vockins@acs.org. Their phone numbers are on that ACS staff list I copied for you.

GUIDELINES FOR THE PAULING AWARD

The Pauling Medal Award recognizing outstanding achievement in chemistry is presented annually by the Puget Sound, Oregon, and Portland Sections of the American Chemical Society. The award is named after Dr. Linus Pauling, a native of the Pacific Northwest, because of the inspiration of his example. A nominee shall have made outstanding contributions to chemistry of a character that have merited national and international recognition.

The host section for the Pauling Medal Award shall rotate on an annual basis in the following order: Puget Sound, Portland, Puget Sound, Oregon. The organization of the entire award process is the responsibility of the Chair of the host Section. The Section Chair shall appoint individual members of the host Section to the separate positions of Award Chair and Symposium Chair. The Award Chair and the Symposium Chair shall be selected by October 1 in order to enable their attendance at the preceding Pauling Medal Award Symposium. (*A complete planning timetable is given in Appendix I.*)

Award Chair. The office of Award Chair shall alternate between the Puget Sound and the Oregon and Portland Sections. Responsibilities of the Award Chair are as follows:

Serve as Chair of the Award Selection Committee.

Solicit nominations, construct nomination files and transmit these files to the Award Selection Committee. (*Criteria for nominations are listed in Appendix II.*)

Prepare and distribute the ballots and tally the votes for the Award Selection Committee.

Notify the awardee of his/her selection and determining the awardee's preferences for symposium speakers and symposium dates. (*It is imperative that the strongest possible speakers are selected in order to insure that the event is well attended.*)

Call and chair a meeting of the three Section Chairmen (and/or three Chairmen Elect) and the new Award Chair and Symposium Chair at the time of the award. The purpose of this meeting is to review all aspects of the award (e.g., eligibility, procedures, the award symposium and banquet); make recommendations to the Section Executive Committees; transfer all files to the new Award Chair.

The Award Chair may not be appointed to the Award Selection Committee until three years after his/her term as Award Chair begins.

Award Selection Committee. The Award Selection Committee shall be composed of two members from each Section. Each year each local Section Chair shall appoint one member of the Award Selection Committee for a term of two years so that three members of the Selection Committee shall retire each year. The Section Chair shall also appoint any replacements required for the period of the unexpired term or year of absence. The members of the Award Selection Committee shall remain anonymous to each other and the public, and shall be known only to the Award Chair.

Method of Balloting. The Award Chair shall prepare a set of ballots listing the names of the nominees in alphabetical order. The Award Chair shall send a ballot, the nominating file -- curriculum vitae plus supporting letters -- for each nominee to each member of the Award Selection Committee, who shall mark the ballot by ranking numerically every name from one for the top choice on down to the largest number for the last choice. The Award Chair shall then, after a specified time for receipt of ballots, add the scores, eliminate approximately one-half the names (those with the largest scores), and repeat the balloting procedure until one name receives a majority of first places. In case of a tie, the Award Chair shall break the tie. Otherwise he/she shall have no vote. The balloting procedure shall be carried out in March and April such that an awardee has been chosen by April 15. The Award Chair shall then notify the selected winner and turn over the name to the Symposium Chair. The Award Selection Committee shall have no further function that year as a committee except in the rare case when the selection of an alternate or replacement for the winner is required.

The Award Symposium. Whenever possible, the award symposium shall be held in the fall of the award year, preferably on a Saturday in October. Normally three invited speakers plus the awardee are scheduled for the scientific program. Following the evening banquet, it is traditional for the awardee to present a short talk of a more general nature.

Symposium Chair. The office of Symposium Chair shall alternate between the Puget Sound and the Oregon and Portland Sections. Responsibilities of the Symposium Chair are as follows:

Arrange for appropriate facilities for the afternoon symposium and evening banquet.

In consultation with the Award Chair, select a moderator for the symposium and a master of ceremonies for the banquet.

Arrange for transportation (to and from the airport) and lodging of the speakers.

Publicizing the event by sending announcement of the award to Chemical & Engineering News and the Section newsletters; sending out information on the award symposium to Section members and to schools; providing information on the awardee and award symposium to local newspapers. (*See timetable in Appendix I.*)

Arrange for the inscription of the medal, the printing and framing of the scroll, and the printing of the award program with a photo of the awardee.

Organize a Friday evening reception for the awardee, speakers, and Section Executive Committee members.

Award Presentation. The Pauling Medal Award and accompanying scroll shall be presented to the awardee at the award banquet. This presentation shall be made jointly by the Chairs of the Puget Sound, Oregon, and Portland Sections.

Expenses. The costs of fabricating new medals will be shared by the three Sections with 1/2 being paid by the Puget Sound Section, 1/4 by the Oregon Section, and 1/4 by the Portland Section. The costs of travel and lodging for the awardee and spouse will be shared on this same basis. All other costs of hosting the award symposium including travel and lodging for the speakers and banquet meals for guests will be borne by the host Section. It is the responsibility of the Section Chair to assure that adequate funds are available and to initiate fundraising efforts when necessary.

APPENDIX I

SUGGESTED TIMETABLE

September Chair of host Section appoints Award Chair and Symposium Chair for the following year.

October Pauling Award Symposium. Award Chair calls meeting of Sections Chairs plus Symposium Chair for morning of the symposium to review procedures. The new Award and Symposium chairs should also attend.

January 1 Each Section Chair appoints one new member to the Award Selection Committee. Section Chairs notify new Award Chair of these appointments.

Symposium Chair reserves facilities for multiple dates in October and early November.

January 1 Award Chair begins canvassing procedure. FAX to C & E News for announcement. Letters to previous awardees soliciting nominations. Also letters to the chemistry departments of the major regional universities and to those departments considered to be among the "top 25" Ph.D. programs in chemistry (biochemistry).

February 1 Award Chair establishes contact with Selection Committee members.

March 15 Nominations closed. Award Chair sends nominating materials to Selection Committee members.

April 1-10 Award Chair conducts balloting by FAX or e-mail.

April 15 Award Chair completes selection process and notifies awardee. The date of Symposium and speakers are chosen.

Symposium Chair begins planning for the symposium and banquet. Photos requested for C & E News, Section newsletters, and award program.

August 1 Symposium Chair sends preliminary notice to Section newsletters.

August 15 Symposium Chair sends photo and press release to C & E News and details of the symposium to Section newsletters.

Award Scroll is printed and framed; medal is inscribed

September 1 Symposium Chair has program printed and ready for distribution.

APPENDIX II

CRITERIA FOR NOMINATIONS

1. Nominations shall be requested as follows:
 - a. Name, present position and address.
 - b. A concise curriculum vita with emphasis on the professional career (e.g., as in American Men & Women of Science).
 - c. A summary of the scientific achievements upon which the nomination is based including explanations which show clearly the importance of the work. References to key publications may be included, but are to be considered as supplementary to the summary and explanatory information. Suggested length: 400-1000 words.
 - d. A listing of honors, awards, and medals along with the organizations conferring these and the dates awarded.
 - e. A bibliography of the truly significant publications (reprints are not desired).
 - f. Letters seconding the nomination are encouraged.
2. The Pauling Medal Award should not be given for work for which the candidate has already received the Nobel Prize.
3. The stature and accomplishments of future medalists must compare favorably with the stature and accomplishments of all previous winners. Younger persons should be selected whenever possible. Some attention should be paid to selecting persons from all fields of chemistry. Local candidates should not be excluded, but they must measure up to the stature of other candidates.