

**Officers Job Manual**  
*Virginia Blue Ridge Section of the American Chemical Society*  
--revised officer and committee descriptions 10/5/05—

**PREAMBLE**

This Officers Job Manual has been prepared as a set of guidelines for the smooth operation of the Virginia Blue Ridge Section of the American Chemical Society. Individuals may choose to operate in a different manner, but the following is a minimal list of responsibilities for each position.

**DUTIES OF THE CHAIR**

1. Preside at all meetings of the Section – If it is impossible for the Chair to attend a meeting, he should notify the Chair-Elect in order for that officer to prepare to preside in the absence of the Chair. The order of business should be that which is given in the Bylaws of the Section. The Chair may introduce the speaker personally or may arrange with a better-qualified member to make the introduction
2. Appoint all Committees – The Chairs of committees should express their willingness to serve before formal appointment. A nominating committee should be appointed in April and in November for nominations of officers and councilors.
3. Call special meetings of the Section or of the Executive Committee – When decisions are needed regarding the conduct of the affairs of the Section, it is permissible for the Chair to communicate with other members of the Executive Committee regarding such decisions.
4. Co-operate with the ACS national officers with respect to their requests for any action by the local Section.
5. Prepare an annual report for the membership to be published in the June issue of The Blue Ridge Chemist.
6. Be responsible for the entertainment of all visiting speakers. If the Chair cannot do this personally, he or she should request some other appropriate member to assume this duty.

**DUTIES OF THE CHAIR-ELECT**

1. Plan the program for the coming year.
2. Cooperate with the national office in the making of the arrangements for the ACS sponsored tour speakers' visits.
3. Make all local arrangements for each dinner/meeting either personally or through the assistance of a local committee member.
4. Notify the Chair, Secretary and the Section Editor of The Blue Ridge Chemist as soon as any arrangements have been made for upcoming meetings.
5. Furnish the Editor of The Blue Ridge Chemist with all biographical and publicity material concerning the speakers and their presentations.
6. Serve as the Chair at any meeting, which the Chair of the Section is unable to attend.
7. Attend all meetings of the Section or, if it is impossible for the Chair-Elect to attend, make suitable arrangements for another member to assume the duties of the Chair-Elect.

## DUTIES OF THE SECRETARY

1. Keep minutes of all Section and Executive Committee meetings – If the Secretary cannot be present at a meeting, arrangements should be made for him/her to have some other member record the minutes. The approved minutes should be recorded and a copy should be filed with the Recorder. A record of each meeting should be kept, giving the date and place of the meeting, speaker, subject of the presentation, attendance at dinner, and a brief summary of any business conducted.
2. Mail applications for membership to the Secretary of the Society – In order for the Section to claim the commission on new Members, it is necessary that the application be transmitted by the Secretary or by the Membership Committee Chair.
3. Send a list of members to the Secretary of the Society for verification. This must be done between April 1 and October 1. It is usually done in the Virginia Blue Ridge Section around the first of May.
4. Attend to all necessary correspondence.
5. Keep the Editor of The Blue Ridge Chemist informed as changes occur in the mailing list.

## DUTIES OF THE TREASURER

1. Meet with outgoing treasurer to review financial records, checking accounts, and investment accounts.
2. Obtain new signature authorization cards for checking and investment accounts and file cards with the financial institutions.
3. Obtain bank statement and reconcile bank balance to book balance immediately upon taking office and at least quarterly during your tenure.
4. Handle section funds and financial records in accordance with good business practices using the following procedures:
  - Receive funds transmitted to the section.
  - Disburse funds as provided by the current budget of the section and its groups. Disburse unbudgeted funds as approved by the executive committee.
  - Receive bills to be paid, requesting proper documentation from members submitting the bills; pay all bills as soon as possible.
  - Use a standard bookkeeping method, such as a cash or running balance method of accounting, and a ledger constructed around budget lines to keep a complete record of all revenues and expenditures.
  - Maintain records of income, expenses, and receipts.
5. Provide an overall summary, offering a detailed accounting as requested, of the section's finances at executive committee meetings.
6. Represent the section in all transactions with banks, trust companies, and brokers.
7. Obtain reimbursement, as appropriate, from the Society for expenses for councilor travel to national meetings, adhering to the following schedule:

*No later than:*

  - 4 weeks prior to the meeting** – take action on requests from the section's councilors for "ACS Reimbursement of Councilor Travel Expenses". (Approval for application must be specifically authorized by the executive committee or board of directors of the section.)
  - 3 weeks after the meeting** - obtain records of travel expenses and the appropriate receipts from authorized councilors.

**4 weeks after the meeting** - apply for councilor travel expense rebate from ACS.

8. Return vouchers to national ACS, requesting the local section's annual allotment for the succeeding year. (Form sent from ACS to treasurer on or about November 1 for return by December 1.)
9. Prepare a proposed annual budget for the succeeding year for consideration by the executive committee.
10. Arrange for an examination of the financial records. (The examination may be conducted by an independent agency or by an internal committee composed of section members other than the treasurer.) Submit financial records for examination as soon as possible after the end of the fiscal year (or at any time, if requested to do so by the chair). Report results of the examination to the executive committee.
11. Prepare the ACS annual financial report and give to chair for inclusion in the section annual report, which is due to the Society on February 15.
12. Be knowledgeable of the "Handbook for ACS Local Section Treasurers".

#### **DUTIES OF THE COUNCILOR**

1. Advise the officers of the Section in matters pertaining to the conduct of the affairs of the Section.
2. Attend all meetings of the Section
3. Audit and approve the report of the Treasurer.
4. Represent the Section at national meetings of the Society.

#### **DUTIES OF THE NEWSLETTER EDITOR**

1. Collect the information for the newsletter, and edit, print, and mail it in a timely fashion.
2. The newsletter should be attractive and as error free as possible. Each issue should contain speaker information; times, locations, costs, contact information for the meeting; and directions to the meeting, including a map. The ballot for the annual election of officers is to appear in the November issue. Lists of the officers and committee persons, tentative meeting schedule for the year, and the pictures of the James Lewis Howe award winners are typically included in the appropriate issues.
3. Be prepared for certain mailings requiring more time than others. This is particularly true for the James Lewis Howe Award meeting.
4. Prepare a .pdf (or similar) copy of the newsletter and have it placed on the section's Web page.
5. Maintain the annual permit registration.
6. Receive the bimonthly membership roster and changes from ACS and use them to maintain our local section roster/ mailing list.
7. Comply with the ACS restrictions on using the roster information sent by ACS. These data are intended solely for the use of the local section. Should a local section directory be produced, the names of only those members who responded Y (yes) that they want to be included in such a directory shall appear in the directory. Related information can be found in the ACS regulation VIII.7 ('Use of Membership Lists').
8. Include in the local section roster/ mailing list the high school chemistry teachers in the section and work diligently to keep this list current.

9. Every few years take a careful look at the non-ACS part of the roster and remove the names of those no longer interested in receiving the newsletter.
10. Prepare labels of high school teachers for those who appropriately need such labels.
11. Maintain a list of e-mail addresses on a listserv and use this list to send out brief monthly notices of the next meeting. Do not permit unauthorized use of this listserv.

### **DUTIES OF THE RECORDER**

1. Receive files of correspondence and records from each officer at the end of his tenure of that office and keep all such records of the Section in a permanent file.
2. At the request of any other member of the Executive Committee, search the permanent records of the section, including a complete file of The Blue Ridge Chemist, for pertinent information.

### **AWARDS COMMITTEE**

The Awards Committee seeks out deserving nominees for Section awards including Outstanding High School Chemistry Teacher Award, James Lewis Howe Award and awards to local science fair participants. The Committee also handles Society Awards such as recognition of 50 Year Members. The major responsibility of the Committee is to organize the Annual High School and Undergraduate Poster Session (typically the April meeting). See Appendix for more specific guidelines.

### **MEMBERSHIP COMMITTEE**

This committee should consist of members representative of the various geographic areas and occupations of the chemists within the Section's boundaries. It should meet early in the year to plan how new members are to be recruited and how the committee will keep in touch with the chairperson. The chairperson will distribute application materials, brochures, and poster material received from the Washington office and go over with the committee the qualifications for membership and the procedures for enrolling new members, reinstating delinquent members, processing associates and student applications. When an applicant requires sponsorship by the Section to verify experience in chemistry, the committee chairperson should obtain the opinions of the committee by phone and then make the presentation to the Executive Committee. The Membership Committee shall obtain regularly from the Editor of Section newsletter the names of all new members of the Section sent from the national office and arrange for a letter of welcome to be sent to each. An invitation for an introductory Section dinner meeting may also be enclosed.

### **SECONDARY EDUCATION COMMITTEE**

This committee concerns itself with chemical education at the secondary level. The committee is responsible for encouraging secondary education teachers to be involved in ACS and local section activities. It recognizes the need for the teachers of chemistry to meet to exchange ideas, to hear outstanding speakers and to learn about new movements in chemical education. It concentrates on selected aspects of these needs and identifies concrete actions that the Section can sponsor. Plans for programming, such as Saturday workshops for teachers or Chemistry

Olympiad activities, should receive Executive Committee approval prior to the event. After the program, the committee should write up a detailed report in such a way that would be helpful to a subsequent committee in putting on a similar program. The Committee Chair shall serve as a liaison between the Section and local secondary education teachers.

### **PUBLIC RELATIONS COMMITTEE**

Public Relations involves communicating: who we are, what we do, why we do it, and how we make a difference. This Committee is responsible for a variety of marketing activities that strengthen the credibility, enhance the image, and develop the good will of the Virginia Blue Ridge Section and the American Chemical Society. Ideally, this committee is composed of individuals who represent the various localities of the territory of the Section. Committee responsibilities include:

- Prepare and distribute communications, including press releases and promotional materials both internally (to the Editor of the Blue Ridge Chemist and the Section Webmaster) and externally to local media and the public
- Maintain an updated listing of contacts, in the communities served, to include:
  - Local Newspapers
  - Local Radio
  - Local Television
  - Local Trade / Business magazines
  - Local websites of interest to disseminating the American Chemical Society's and the Section's Press Releases and Public Announcements
- Build relationships between the Section and local media, civic organizations, other ACS local sections and other professional societies such as IEEE and AIChE
- Attend American Chemical Society Public Relations Seminars and, when possible, other pertinent training seminars

### **NATIONAL CHEMISTRY WEEK COMMITTEE**

National Chemistry Week (NCW), a community-based outreach program, is designed to reach the public with positive messages about chemistry and to make a positive change in the public's perception of chemistry. Activities include chemical demonstrations, hands-on activities, lectures, open houses, displays, contests, and games. NCW is celebrated annually in the fourth week of October. See Appendix for more specific guidelines.

## APPENDIX I. Committee Guidelines

### AWARDS COMMITTEE Timeline

#### Outstanding high school chemistry teacher award

- December – obtain from the editor the mailing list for the high school teachers
- early January – send out a mass mailing to high school teachers, principals, science chairs, etc requesting nominations for the outstanding high school chemistry teacher with a due date of mid-February. Check principal addresses online at the Virginia Department of Education website
- late February – if there are any nominations, contact the treasurer to order the CRC handbook
- late February – contact high school teachers to be on the committee, which usually consists of past winners of the award
- early March – send out the packets to the committee, with due date of two weeks later
- mid March – contact the winner and invite her / him to the April meeting to receive the award
- April meeting – obtain checks from the treasurer for the science department and the winner; make the certificate; award it at meeting

#### James Lewis Howe award

- early January – send letters out to all department chairs of local chemistry departments soliciting nominations, with due date of mid-February
- mid-February – compile information for editor; if needed remind department chairs of requested information
- late February – contact Merck Index with students' names to get engraved books; send letters to students inviting them to April meeting to receive their awards
- April meeting – give information to Chair on students awards; make the certificates; bring books to meeting to award; recognize students at meeting

### NATIONAL CHEMISTRY WEEK Timeline

#### January --March

- Recruit the NCW committee, and send the NCW Coordinator's name to the ACS Office of Community Activities.
- Brainstorm to generate ideas about potential events, the audience, appropriate activities, necessary resources, related costs, publicity strategies and roles of committee members.
- Invite previous year's NCW Student Affiliate Contest winner to present a poster at the April poster session.

#### April-May

- Select and reserve sites—schools, malls, museums, libraries.
- Contact head librarians, museum curators, mall managers, etc.
- Contact partner organizations (such as IEEE, AIChE) to explore collaboration. Consider asking a representative from the organization to be part of your committee.
- Appoint coordinators for events, volunteer recruitment, public relations, etc.
- Report NCW plan to the Executive Committee before summer break.

### **May-June**

- Solicit contributions, both financial and in-kind support, from companies, foundations, and other local organizations. This may include gift cards from stores such as Kroger and Wal-Mart.
  - Obtain copy of IRS designation letter from ACS Office of Community Activities to include with solicitations.
- Check that local media contact list is up to date. Use your public relations coordinator.
- Select activities and demonstrations for the events.

### **July-August**

- Demonstrate the activities planned for NCW.
- Recruit and schedule volunteers.
- Follow up with teacher, administrator, librarian, mall manager contacts to confirm site availability.
- Secure an ACS Certificate of Insurance if required at your site (see Appendix 6: Liability Insurance for more information). The ACS Treasurer's Office requests 30 days to comply with your request.
- Order materials from the ACS Office of Community Activities and collect supplies.

### **September**

- Contact volunteers to confirm dates, times, and duties.
- Finalize details for events.
- Make a list of all materials and supplies needed for demonstrations and hands-on activities.
- Check ACS Office of Community Activities website for additional resources and order additional NCW materials if necessary.
- Visit sites of planned NCW activities.
  - Update Executive Council on anticipated expenses.
  - Obtain Executive Council approval of NCW Student Affiliate contest and notify SA advisors.
- Submit an NCW news release to your PR coordinator for distribution to local media contacts.
- Send notices to the public affairs or public relations offices of local chemical companies inviting their attendance at events.
  - Pass out NCW flyers at September section meeting; get volunteers to post flyers in public places.

### **October**

- Conduct your NCW activities!
- Document with photographs, sending copies to the ACS Office of Community Activities as soon as possible.
- Return form for Chemical & Engineering News article and to the ACS Office of Community Activities.

### **November**

- Write NCW summary report for inclusion in local section annual report.
- Send thank you notes to all volunteers and those involved in the NCW programs.
  - Donate leftover supplies and/or store for re-use.
  - Provide abstracts for self-nominations for ChemLuminary Awards to local section Chair and Councilor.
  - Determine next year's NCW Coordinator.