

***Operations Manual***  
***Kalamazoo Section of the American Chemical Society***  
***Last updated 02/05/11***

**Chair**

- The major functions of the Local Section Chair are to preside over monthly executive committee meetings and to make sure the necessary committees are fully operational with a good cross-section of the membership participating. The current committees are Archives, Awards, Communications, Education, (incl. Competitive Exam), National Chemistry Week, Project SEED, Public Relations, and Women Chemists Committee.
- The chair acts as host (or arranges for another member to host) Local Section meeting speakers: this includes making local accommodation arrangements, dinner arrangements (the Local Section has in the past paid for the host, the guest and two additional people) and being in contact with the speaker or speakers about meeting site arrangements. Following a meeting, a report is submitted to the National Speakers Tour Service (optional).
- The chair introduces or arranges for the introduction of Local Section meeting speakers.
- The chair makes an effort to keep informed of Local Section members' wants and needs in respect to Section activities. The chair keeps aware of new activities originating from National, which represent opportunities to serve local members better. The chair brings the above information to the executive committee with suggestions for appropriate action, and also makes an effort to present National ACS activities to the membership through one-on-one contact, or by means of the Section Newsletter.
- The chair keeps a record of the year's activities and prepares the Annual Report for his or her year of service.
- The chair appoints Tellers to verify annual election results. See Bylaw VII for details.

**Chair-Elect**

- Attends all Local Section Executive Committee meetings as a voting member.
- The chair-elect is responsible for drawing up the program for the calendar year during which he or she is chair (or the year after serving as chair-elect). He or she may convene an ad hoc committee of representatives from the local membership to help with program development. Services that can be used to develop a program are the National ACS Speakers Directory or other sources as directed by the Executive Committee.
- Serves as acting chair at meetings in chair's absence and in other capacities as assigned by the Local Section chair and executive committee.
- Attends the ACS Leadership Institute held in January of the year before term as chair-elect (year of election as chair-elect).
- The chair-elect organizes nominations for annual elections with optional assistance from an appointed Nominations Committee (ad hoc). See Bylaw VII for details.
- Attends those Local Section committee meetings to become acquainted with Section activities, in preparation for the year as chair.

**Secretary**

- Maintains records for the section.
- Participates in Executive Committee meetings as a voting member; records the proceedings; prepares and distributes the minutes to board members.
- Prepares and distributes election material annually. See Bylaw VII for details.

- Prepares and sends correspondence, on direction of the Executive Committee.
- Prepares and distributes notices to the section members.

### Treasurer

- Pays all section bills and maintains financial records.
- Submits federal income tax return.
- Prepares annual budget.
- Attends monthly Executive Committee meetings and presents Treasurer's report.
- Sends in request for Section allotment.
- Makes sure Councilors' expense reports are submitted.
- Applies for rebate for Councilors' travel within one month of the National Meeting for which rebate is requested.
- Oversees investment of section funds over and above operating budget, subject to Executive Committee approval.

### Councilor

Makes every effort to represent the Section by attending at least one of the two yearly meetings of the Council. Ordinarily Council meetings are held in conjunction with the Spring and Fall National Meetings of the Society. Voting at Council meetings is in accordance with instructions from the Section Executive Committee; or, in the absence of instructions, according to his or her best judgment. The Councilor brings before the Council, or any of its committees, subjects of particular interest to the Section either on his or her own judgment, or by instruction of the Executive Committee. The Councilor answers inquiries, questionnaires etc., that are submitted to Councilors by the National Society.

Prepares a summary report of each Council meeting attended and submit written and oral reports to the Section Executive Committee at the next meeting following the Council meeting. Participates and votes in all meetings of the Section Executive Committee.

If no Councilor can attend a scheduled Council meeting, the Secretary of the Section should be advised as early as possible so that the Secretary can notify the Alternate Councilor who will then represent the Section in the Council meeting. The Alternate Councilor must be properly certified by the Secretary to be admitted to the meeting.

The duties of the **Alternate Councilor** in this instance are the same as those of the Councilor.

### Archives Committee

Each year, gathers and organizes monthly minutes, agenda, Treasurer's reports, important Section correspondence, programs, event summaries, Newsletter publicity, and other materials relevant to Section operations along with the annual budget and the Annual Report. These are submitted every 5 to 10 years to the Regional Archives Library housed at Western Michigan University.

### Awards Committee

Solicits names from the Local Section membership of those member(s) who have served selflessly for an extended period of time and selects awardee.

### Communications Committee

The leader of this committee shall coordinate and distribute announcements of local section activities to members as directed and approved by the Chair or designee. The committee will include at least one member who maintains the section web page (i.e., the “webmaster”) or other assigned venues in timely manner. The committee will explore new approaches to improve the efficiency and impact of local section announcements. The committee will initiate and recruit help to collect written summaries and photos of local section activities.

### Education Committee

Calls and conducts any necessary meetings for planning and implementation of:

- a. Spring Science Symposium
- b. Spring awards event (high school)

Communicates arrangements for meetings, plans, etc. to members of the committee and the Section Executive Committee.

Attends meetings of the Kalamazoo Section ACS Executive Committee and submit yearly report and budget.

Spring Science Symposium:

- a. Plans date, agenda, publicity, places, food, arrangements, allocation of responsibilities, etc.
- b. Sends flyers to all Section high schools in tri-county area (Kalamazoo, Allegan and Van Buren) and possibly to neighboring areas, e.g. Battle Creek.

Spring Awards Event

- a. Plans (as in *a* above)
- b. Solicits high school teacher nominations from principals
- c. Solicits high school student nominations from teachers
- d. Sends letters/flyers to: Kalamazoo Section publicity committee, high school principals, high school teachers, high school students, high school principal of Outstanding Teacher (with check)

Holds meeting after awards ceremony to evaluate programs and do advance planning for Fall.

Designates a person to administer high school chemistry exams.

### Competitive Exam Subcommittee

Conducts the annual Competitive Exam under the authority of the Education Committee. This includes selecting and reviewing exam questions, scheduling of the preliminary and final exams, distribution of the exams with instructions to the high school chemistry teachers, proctoring (the final exam) and grading the exams.

### National Chemistry Week Committee

Takes charge of reaching out to the community (Press releases to news media - print, radio, TV, other - and working through the Public Libraries) with information concerning the NCW yearly theme and celebration; contacts public-, private-, home- schools (K-12) in our Local Section regarding the poster competition and submits posters to National for judging; works with the local television center (Public Media Network) and a high school to record a program for Monday Night Live to publicize the hands-on

activity at the local Museum during that week, sends out notices to members requesting that they volunteer to participate in the Museum program, coordinates the activity (types of hands-on experiments and materials) in a timely fashion with the staff at the Museum in Kalamazoo, and gives support to the Gobles Public Library for their activity.

### Project SEED Committee

Description to be written

### Public Relations Committee

The Chair of the Publicity Committee can operate alone or select a committee. The main function of the Publicity Committee is to provide publicity for Local Section activities.

The Local Section meetings are publicized primarily by e-mail and to a lesser extent via contact with local newspapers and radio stations. Approximately 15-30 days before local meeting event (tour speaker) a written brief description of the topic and a written summary of pertinent biographical material should be delivered to local media outlets (newspapers, radio, television, community web sites) for inclusion on their local calendar programs and a reporter should be invited to cover the meeting. . If the speaker or topic is of such nature to be of interest to a large portion of the public an interview may be arranged with local media.

### Women Chemists Committee

Organizes and conducts the Girl Scout chemistry badge event.

The Women Chemists Committee (WCC) serves the membership of the American Chemical Society. Our mission is to be leaders in attracting, developing and promoting women in the chemical sciences. The committee shall:

- a. Serve as a forum for women in chemistry and related professions.
- b. Develop recommendations regarding issues of interest to women chemists.
- c. Provide a means of increasing and improving participation of women in the chemical sciences and the SOCIETY.
- d. Promote the recognition of women chemists.