

# **NEW YORK LOCAL SECTION OFFICERS' RESPONSIBILITY BOOK**

The vitality of the New York Local Section of the American Chemical Society's activity depends on its officers. The conscientious fulfillment of a Section's objectives, programs, and activities is an obligation assumed by the Section officers upon their election. The degree to which they discharge their obligation will determine the effectiveness of the section in serving the members and the profession. This document serves to delineate the responsibilities of each officer so as to provide for a smooth operation of the Section.

Updated: December 2012

## Chair

The Section Chair serves as the Chair of the Board of Directors, and is the chief executive officer of the Section. The Section Chair supervises and helps to coordinate all Section activities and directs overall operations of the Section. The Section Chair presides over meetings and appoints all committees of the Board and of the Section. The Chair provides leadership to the Section officers and committee chairs, and delegates authority and responsibility as broadly as possible. The Chair should be familiar with the Society's aids and services and take advantage of any that are useful to the Section. The Chair is also responsible for assuring the filing of the Section's annual report.

### Responsibilities:

#### Section Goals and Objectives

The Section Chair sets down specific goals and objectives for the Section during their term in office

#### Appointments

The Section Chair appoints all committee chairs, coordinators, and members, with the exception of those

committees specifically proscribed by the Bylaws

The Section Chair appoints tellers to count the ballots for the Section election

#### Meetings

The Section Chair presides over all Board Meetings, and the General Meeting and Section Conference held in

January

The Section Chair sets the dates and places for all Board meetings

The Section Chair sets the agenda for all Board Meetings

The Section Chair hosts the Nichols Medal Award Banquet

#### Correspondence

The Section Chair handles correspondence with the American Chemical Society, hereinafter referred to as the

“Society”, on matters dealing with the Bylaws

The Section Chair reports the results of elections to the Society by December 1<sup>st</sup> of that year

The Section Chair reports the results of elections to the *Indicator*

The Section Chair assembles and submits the Annual Report to the Society

#### *Ex officio* duties

The Section Chair serves as a voting member and Chair of the Executive Committee

The Section Chair serves at the Chair of the Finance Committee

The Section Chair approves all bills for payment by the Section Treasurer

The Section Chair serves as a voting member of the Nominating Committee

The Section Chair serves as a voting member of the Jury of Award of the William H. Nichols Medal

The Section Chair calls the meeting of the Jury of Award of the William H. Nichols Medal before the month

of July

The Section Chair supervises the work of the Chair-Elect with respect to the Nichols Distinguished Symposium.

The Section Chair invites the honored guests to the Nichols Medal

The Section Chair publicizes the Nichols Distinguished Symposium and Nichols Award Presentation

in the local media, the *Indicator*, and *C&E News*

### **Immediate Past-Chair**

The Section Immediate Past-Chair provides counsel to the Section Chair in performing their duties.

Responsibilities:

*Ex officio duties*

The Section Immediate Past-Chair serves as a voting member of the Executive Committee

The Section Immediate Past-Chair serves as a voting member of the Finance Committee

The Section Immediate Past-Chair serves as a voting member of the Nominating Committee

The Section Immediate Past-Chair serves as Chair of the Committee Advisory Group

The Section Immediate Past-Chair serves on the Jury of Award of the William H. Nichols Medal for three years

The Section Past-Chair whose term was earliest serves as Chair of the Jury

### **Chair-Elect**

The Section Chair-Elect assists the Section Chair in their duties and is responsible for the organization of the William H. Nichols Medal Award Distinguished Symposium. The Section Chair-Elect assumes the duties of the Chair in the temporary absence or incapacity of the Chair until the termination of such absence or incapacity. In case of vacancy of the Chair, the Section Chair-Elect assumes the added duties of the Chair for the unexpired term.

Responsibilities:

Section Goals and Objectives

The Section Chair-Elect assists the Section Chair in directing the Section's activities

The Section Chair-Elect formulates specific goals and objectives for their term as Section Chair

The Section Chair-Elect appoints Committee Chairs, Coordinators and Members to assume office when the Chair-Elect becomes Chair with the exception of those committees whose membership is proscribed by the bylaws.

### William H. Nichols Medal Award Distinguished Symposium

The Section Chair-Elect organizes the Nichols Medal Award Distinguished Symposium

Prior to the start of their term of office, the Section Chair-Elect contacts the Nichols Medalist to request information necessary to plan the symposium in their honor

The Section Chair-Elect solicits donations in support of the symposium

The Section Chair-Elect submits the final program for the Nichols Medal Award Distinguished Symposium

to the Board of Directors for approval

The Section Chair-Elect invites the Symposium Speakers and Awardee Introducer in coordination with the

William H. Nichols Medal Awardee

### *Ex officio* duties

Serves as a voting member of the Executive Committee

Serves as the Chair of the Program Committee

Serves as the non-voting Chair of the Nominating Committee

Serves as a voting member of the Jury of Award of the William H. Nichols Medal

## **Treasurer**

The Section Treasurer receives and disperses the Section's operating funds and is responsible for accounting for all section monies, including annual ACS allotments, local membership dues, revenues and expenses for dinners and section activities, allotments for subsections, topical discussion groups, committees, medal award funds and other special funds as established from time to time. The Section Treasurer is expected to maintain accurate financial records for the Section and is usually called on by the Section's Executive Committee for frequent reports on the Section's financial condition. The Section treasurer prepares a budget for the operating year for presentation to the Finance Committee. The Section treasurer shall present the budget approved by the Finance Committee to the Board, which shall either adopt or reject it.

### Responsibilities:

#### Annual American Chemical Society Dues Allotments

The Section Treasurer completes the required paperwork for payment of the annual allotment of membership from the Society. The Society Bylaws require that the Section Treasurer make a formal request to the Society for payment of funds. Upon receipt of the formal request form from the Society the Section treasurer shall complete and submit the necessary paperwork.

#### Financial Reports

The Section Treasurer is responsible for preparing the annual Section Financial Report for the Society.

The Society notifies the Section Treasurer of the manner in which the Financial Report shall be filed and the by which it must be filed. It shall be the Section Treasurer's responsibility to meet the filing requirements.

The Section Treasurer shall render a financial report to the Board of Directors within three months of the of the preceding fiscal year, at the time of retirement from office, and at other times when requested the Board of Directors.

The Section Treasurer receives a financial statement(s) on the Section's investments and reports this information to the Board of Directors.

The Section Treasurer shall complete the federal tax forms appropriate for the Section, or shall provide a certified public accountant with the information necessary to complete such federal tax forms.

#### Disbursements

The Section Treasurer is responsible for paying all bills. If the Section Treasurer has questions regarding whether a bill should be paid he/she shall seek guidance from the Section Chair.

The Section Treasurer is responsible for the purchase of gold and bronze William H. Nichols Award Medals and is the custodian of the award medals.

#### *Ex officio* duties

Serves as a voting member of the Executive Committee

## Secretary

The Section Secretary is responsible for recording and disseminating the official minutes of the meetings of the Board of Directors, maintaining a current and accurate list of names and addresses of members and affiliates, distributing notices of meetings to the membership, forwarding reports and information requested by the Society as requested, and conducting correspondence on behalf of the section.

#### Responsibilities:

##### Record Keeping

The Section Secretary is expected to maintain accurate minutes of all Board of Director and Executive Committee meetings with a record of all votes.

The Section Secretary receives reports from the Topical Groups, Committees, and Subsections and forwards them to the Board of Directors.

The Section Secretary maintains a list of the current members which the election tellers use to verify the eligibility of everyone who votes in a Section election.

The Section Secretary receives a certified count of the ballots in the election and reports these to the Board of Directors at the June Board Meeting. The Section Chair subsequently reports the election results to the Society.

##### Correspondence

The Secretary provides the Society with the names, addresses and terms of the Section Councilors and Alternate Councilors using forms sent by the Society in the Fall.

The Secretary is responsible for credentialing Alternate Councilors to serve as Councilors. Prior to each Meeting of the Society, the Section Secretary receives the Alternate Councilor Credential cards from the Society

#### *Ex officio* duties

The Section Secretary serves as a voting member of the Executive Committee

The Section Secretary serves as the non-voting Secretary of the Jury of Award of the William H. Nichols and records the official vote

The Section Secretary informs the William H. Nichols Awardee in writing immediately after the vote

### **Director-at-Large**

The duties of the Directors-at-Large shall be those customarily performed by such officials in other Sections of the Society along with any additional duties noted here or assigned to them from time to time by the Board of Directors.

Responsibilities:

The Directors-at-Large attend the meetings of the Board of Directors

The Section Directors-at-Large as tasked to assist the Section Chair in at least one major Section activity during term

### **Councilor**

The Councilors are elected representatives of the Section and have a vital role in Society governance in acting on issues of importance to all chemical scientists. The Councilors represent the Section and report back to the Section all important actions taken by the Society Council.

Responsibilities:

Representation:

The Councilors represent the members of the Section at the Society Council Meetings held at each National Meeting and Exhibition of the Society.

The Councilors attend the District 1 Councilor Caucus and the Council meeting.

The Councilors shall submit a report to the Councilor Coordinating Committee Chair describing the Council actions.

The Councilors should remain informed about local section and national issues of concern to their constituents, the profession, and the chemical sciences.

The Councilors should seek to serve on committees of the Society

The Councilors understand the strategic direction of the Society and its Strategic Plan.

### **Alternate Councilor**

The Alternate Councilor(s) assume the duties of the Councilor(s) in the temporary absence or incapacity of the Councilor until the termination of such absence or incapacity. Alternate Councilors must be credentialed by the Section Secretary to serve as Councilors at the Council of the Society.

## **Subsection Chair**

In addition to the duties and responsibilities enumerated by the bylaws of the individual Subsections, the Chair of each Subsection serves on the Section's Board of Directors, may request funds from the Section to support the Subsection activities must file an annual report for inclusion in the Section's Annual Report, and shall render an accounting annually and at other times as requested by the Board of Directors.

### *Ex officio* duties

Each Subsection Chair serves as a voting member of the Nominating Committee  
The Subsection Treasurer serves on the Section Finance Committee

## **Topical Discussion Group Chair**

In addition to the duties and responsibilities enumerated by the bylaws of the individual Topical Discussion Groups, the Chair of each Group serves on the Section's Board of Directors, may request funds from the Section to support the Group activities, must file an annual report for inclusion in the Section's Annual Report, and shall render an accounting annually and at other times as requested by the Board of Directors.

### *Ex officio* duties

Each Topical Discussion Group Chair serves as a voting member of the Nominating Committee  
The Topical Discussion Group Treasurer serves on the Section Finance Committee

## COMMITTEES OF THE NEW YORK SECTION

### I EXECUTIVE COMMITTEES

#### 1. Audit Committee

This committee audits the Section Treasurer's records, and any other financial records deemed necessary by the Board of Directors on at least an annual basis. Audits will follow accepted practices, and will include an annual written report to the Board.

## 2. Bylaws Committee

The Bylaws Committee reviews and makes recommendations for proposed changes in the bylaws of the Section (see Bylaw XX for amendment procedure). It also counsels the board on legal matters affecting the Section's welfare and security and on operational procedures when contrary to accepted legal practices.

## 3. Committee Advisory Group

The Committee Advisory Group consists of the Section Immediate Past-Chair and Section Past-Chairs. The Advisory Committee counsels the Chair-Elect in the selection of Committee Chairs and Event Coordinators.

## 4. Councilor Coordinating Committee

The committee members consist of all elected Councilors and Alternate Councilors. The committee members act as a conduit to and from the Section and the Society. The committee briefs the Section and its Board of Directors on topics discussed at the National ACS meetings. The committee orients newly elected Councilors and Alternate Councilors, ensures that each Councilor reports the activities of any Society committee of which they are members. The chair of the committee notifies each Councilor and Alternate Councilor of the location, date and time of the council meeting for each national meeting. The chair of the committee reports on the performance of each of the Councilors and Alternate Councilors to the Section's Nominating Committee. The Committee Chair is responsible for submitting a written report at the end of each year of the past years activities of the committee for inclusion in the Section's Annual report.

## 5. Finance Committee

This committee collects the budget request forms sent out by the Section Office for consideration at the annual budget meeting. In accordance with distributing guidelines for expenditures, this committee discusses, modifies (if necessary), and makes recommendations to the Board of Directors on budget applications for the committees, topical discussion groups, and subsections of the Section. The committee consists of the Section Chair, Chair-Elect, and immediate Past Chair, the Chair of the Long Range Planning Committee, and the Treasurers of the Section's subsections and topical discussion groups. The committee traditionally meets before the last Board meeting of the year, in order to discuss budget requests for the following year.

## 6. Long Range Planning Committee

This committee considers and proposes long range goals and objectives and suggests programs and activities for implementation by the Board of Directors and other Section committees. The



committee ensures that all Section committees function and remain current and suited to mission, goals and objectives of the Section. The committee can also serve to assist the Section's Chair-Elect in staffing committees for his/her administration by coordinating recommendations from subsection, topical discussion group and committee chairpersons. The committee should also make recommendations, when necessary, concerning the financial health of the Section. The chairperson of this committee is responsible for preparing a written report each year for inclusion in the Section's Annual report.

#### 7. Mid-Atlantic Regional Meeting Delegate and Alternate Delegate

The appointed Delegate serves as the Section's voting representative at meetings of the Mid-Atlantic Regional Meeting (MARM) Steering Committee. The MARM Steering Committee meets at least annually to discuss the planning of future meetings and the performance of past meetings. The Alternate Delegate serves in temporary absence or incapacity of the Delegate until termination of such absence or incapacity.

#### 8. Jury of Award of the William H. Nichols Medal

The Nichols Medal Jury solicits nominations for the William H. Nichols Medal from the Chairs and/or Secretaries of all Sections of the American Chemical Society. The Jury determines the eligibility of the nominees, votes for the award recipient, and the Secretary of the Jury notifies the candidate of selection in writing immediately following selection. The Jury also participates in the organization of the symposium and awards banquet that accompanies the presentation of the award.

The Jury is made-up of five members; the Section Chair, Chair-Elect, and the three most recent and available Past Chairs. The Section Secretary acts as secretary of the Jury, but without vote. Details of the operation and responsibilities of the Jury are fully described in Section XIX of the Section's Bylaws. The Chair of the Jury is responsible for preparing a written report detailing the year's activities, for inclusion in the Section's Annual Report.

#### 9. Nominating Committee

The Nominating Committee solicits candidates for elected offices in the Section, prepares a slate for the Section election, and conducts the Section election. The Committee consists of the Section Chair, the two most recent available Section Past Chairs, the Section Chair-Elect, and the Chairs of the Subsections and the Topical Groups. The Chair-Elect serves as the non-voting chair of the committee. Detailed responsibilities of this committee are listed in the Section VI of the Section's Bylaws. The chair of this committee is responsible for preparing a written report detailing the year's activities for inclusion in the Section's Annual Report.

## 10. Program Committee

The Program Committee, chaired by the Section Chair-Elect, handles arrangements pertaining to the planning and execution of the Section's meeting programs, including selection of speakers. The most immediate concern for the Chair is the assigning of dates for meetings of the Board of Directors, as well as program arrangements for the annual William H. Nichols Medal Award Distinguished Symposium and Banquet (the final symposium program should be submitted to the Board for approval). The committee also assists in the organization of any regional, national, or Section-wide meeting or symposia.

## 11. Site Selection Committee

The Site Selection Committee determines the appropriate site for the William H. Nichols Award Distinguished Symposium and Banquet.

## 12. Eastern Analytical Symposium Delegate and Alternate Delegate

The appointed Delegate serves as the Section's voting representative at meetings of the Eastern Analytical Symposium (EAS) Board of Directors. The EAS Board of Directors meets at least annually to discuss the planning of future meetings and the performance of past meetings. The Alternate Delegate serves in temporary absence or incapacity of the Delegate until termination of such absence or incapacity.

# II EDUCATIONAL ACTIVITIES COMMITTEES

The Chair of the Educational Activities Committee oversees and coordinates the various committees involved with chemical education listed below. The chairperson is responsible for seeing that the committee chairpersons complete the activities for which they are responsible, request funds from the Board of Directors with which to carry out their programs, and submit a final report to the Section Secretary. The chairperson may also initiate programs that are not covered under the purview of the subcommittees, such as those involved with the purpose of networking among the colleges and universities of the area to explore common problems. The chairperson reports the results of any activities not covered by the subcommittee directly to the section secretary for inclusion in the Section's Annual Report.

## 1. Chemical Education Committee

The Chair of the Chemical Education Committee is responsible for developing a program that will serve the needs of high school and community college teachers. This involves directing,

planning, and coordinating the members of the committee in carrying out a special program once or twice a year or in developing a short series of topical talks of interest to the target audience.

## 2. International Chemistry Olympiad Committee

The chair of this committee publicizes, coordinates, and administers the Chemistry Olympiad at the local section level, and serves as a liaison to the ACS International Chemistry Olympiad (ICO) Program Task Force. These duties may commence prior to the start of the term of office of the chair. The Section's Annual Chemistry Olympiad is administered at a number of test centers so as to identify the top students who will then take the National Chemistry Olympiad examination from which the United States team is chosen. The number of students allowed to take the National Chemistry Olympiad examination is determined by the Society based on the number of members in the Section. The Society informs the committee chair of this number. Committee responsibilities include acquiring the two sets of tests from the ACS ICO Task Force, notifying high school chemistry teachers in the New York Metropolitan area (through direct mail and other forms of publicity) as to the testing dates, locations and fees for both tests. Registration forms must be processed, tests distributed and proctors scheduled for each of the two tests, local and national. After the testing, the tests should be graded promptly and the results, and any appropriate statistical information sent to each participating school, along with Certificates of Participation for the students and their teachers. The national nominees should be registered as required by the national office. Appropriate certificates should be sent to each student who takes the national exam and to the teacher of each student who takes the national exam. These certificates can be made by either the chair of the committee or by the national office.

In addition to the publicity before the test, each national nominee should receive some type of public recognition, *e.g.* an article in the *Indicator*, a subsection Student Awards' Night, notification of local media, *etc.*

This committee may coordinate other types of competition in order to serve additional high school students of chemistry.

The chair of this committee must request funds from the Section and must submit an annual report of the programs and finances

## 3. National Chemistry Week Committee

National Chemistry Week is a Society Program designed to encourage chemists and chemistry enthusiasts to build awareness of chemistry at the local level. Each year the Society selects a theme for events to be held in October which include local community events and a national illustrated poem contest. The NCW Committee promotes the value of chemistry in everyday life by organizing the Section's activities during National Chemistry Week including the local community event. The Chair of this committee shall develop an annual report and submit that report in accordance with the deadline of the Section.

#### 4. Chemagination

The Chemagination Coordinator publicizes, coordinates and administers the high school student Chemagination contest. This includes calling for Chemagination entries, organizing the judging of submissions, and selecting the winning entry. The Section winners are invited to participate in the Mid-Atlantic Regional Chemagination contest at MARM. The Chair of this committee shall develop an annual report and submit that report in accordance with the deadline of the Section.

The Chemagination event is usually held sometime between March and May. Approximately six to eight months before the Chemagination event, and perhaps prior to the term of office of the coordinator, a site and date for the event is chosen. A budget request is submitted to the Section in time for the annual Finance Committee meeting. In November or December, postcards advertising the event are sent to area high schools and emails are sent to the high school teachers who had students participate in last year's event. The NYACS webmaster is informed in December or January to update the Chemagination webpage. Updated information includes: the last day for schools to submit a letter of intent to participate (approximately two months before the day of the event), the last day for student submission of their Chemagination articles (approximately two weeks before the event), and payment to participate in the event (usually one to two weeks before the event). Approximately one month before the event, the committee should recruit nine to twelve judges for the day of the event and invite the current Section Chair to offer some opening remarks at Chemagination. About one to two months before the event, first and second place trophies are ordered. Food for the day of the event is also ordered at this time. After the Chemagination articles have been submitted, student participation certificates are made. On the day of the event, the Chemagination Coordinator acts as an emcee and a committee member will act as photographer. At the conclusion of the event, the winners are invited to participate in the regional Chemagination event.

#### 5. Nichols High School Teacher Award Committee

The Chair of the Nichols High School Teacher Award Jury directs and coordinates all activities involved in calling for nominations, selecting the award winner and conveying the information to the Educational Activities Committee and to the Section Office. The awarded individual is to be recognized at an appropriate function, usually one sponsored by the Chemical Education Committee. The awarded person should receive advance publicity in the *Indicator* as well as local and regional news publications. Working with the award recipient, the committee is responsible for forwarding the award winners name to be eligible to receive regional recognition and ultimately, for consideration to receive the J.B. Conant Award, the national award of the American Chemical Society. The Nichols High School Teacher Award Committee will assist the recipient of the award in the preparation of a complete dossier for the teacher being nominated. Finally, the chair of the Nichols High School Teacher Award Committee must submit a budget to the Section for appropriate funds to carry out these activities.

## 6. Project SEED Committee

Project SEED I and II is a Summer Experience for Economically Disadvantaged Students who have completed at least one year of high school chemistry. The purpose of the program is to expose high school students to research experiences at an early age. The program gives the students, who are first generation going to college, the opportunity to spend time in a professional environment working under the mentorship of scientists. The purpose of Project SEED is to help expand the career outlook of students who don't have role models in their immediate surroundings. The objectives of this committee are to stimulate recruitment of preceptors, to aid identify students, and to assist in local fund-raising for student stipend. The Chair of this committee shall develop an annual report and submit that report in accordance with the deadline of the Section.

## 7. American Chemical Society Student Affiliate Committee

The Chair/co-Chairs of the ACS Student Affiliate Committee coordinate(s) and direct(s) the ACS New York Chemistry Students' Association Undergraduate Research Symposium (URS) every Spring at a host college or university in the New York Local Section. This requires raising funds from local industry, governmental, non-profit organizations and/or research programs to subsidize the cost of the symposium for the attendees, sending letters and emails to potential sponsors, sending emails (via a listserv) to chemistry departments in the New York Local Section notifying students doing research and their research advisors of the Spring meeting, calling for abstracts of research to be presented, recruiting and coordinating moderators from different schools to participate in the event, maintaining a symposium website with the help of the Section webmaster, arranging for a photographer for the day of the symposium, organizing the submitted papers into groups for presentation, and printing a program with paper abstracts to be distributed at the meeting and to the sponsors. The chair(s) also arranges for a keynote speaker and coordinates the site requirements with a representative of the host institution. In addition the chair(s) organize(s) the breakfast, luncheon and in recent years, an award reception that includes an ice cream social and a recruitment/information session, exhibition session for sponsors. Certificates of Participation signed by the chair(s) are prepared for all students who presented papers at the symposium. The chair(s) invites to the Spring meeting the e-board of the ACS students' chapters from local NY universities and organize(s) the meeting of those students with representatives of the national ACS. The chair(s) must request funds for running the meeting and must be accountable in a financial report for all income and the dispersal of all funds. An annual report must also be submitted to the Section Secretary.

The Chair also coordinates the efforts of selected students who wish to represent the Section at an ACS Student Affiliate Symposium at an ACS National Meeting. When the ACS meeting is held in New York City, it is the responsibility of the chair to solicit students to work at the national meeting.

The committee should foster the development of student affiliates of the ACS in colleges and universities of the New York Section, and help provide guidance and promotion of dynamic programs with affiliate chapters. It should also develop programs that will interest students in the

chemical profession and in advisement of employment and opportunities for further education.

#### 8. Chemists Celebrate Earth Day Committee

Earth Day is a way to demonstrate support for a healthy environment, raise awareness about environmental issues, and remind the public that we all need to contribute to a sustainable planet. Chemists Celebrate Earth Day is a Society Program designed to promote a better world through chemical technologies by illustrating the positive role that chemistry plays in the world. Each year, the Society selects a CCED theme and topic of focus. The Section's CCED Committee organizes the Section's CCED events, particularly the annual community event. The Chair of this committee shall develop an annual report and submit that report in accordance with the deadline of the Section.

### III MEMBER AFFAIRS COMMITTEES

#### 1. Awards Committee

The Awards Committee informs by direct mail, or other means, teachers in schools in Manhattan and the Bronx that the Section can provide certificates recognizing students for outstanding performance in chemistry. Upon request such certificates are prepared and sent to the teachers who requested them. Additionally, the Award Committee prepares certificates for the students who participate in Chemagination. Each subsection is responsible for recognizing students who attend school in their specific geographic area, and the Awards Committee is only responsible for providing award certificates for students who attend schools in Manhattan and the Bronx or where the local subsection is inactive.

#### 2. Employment and Professional Relations Committee

The general purpose of the Employment and Professional Relations Committee is to plan and implement activities related to members' employer/employee relationships, providing employment aids. The committee handles all inquiries regarding employment. Specifically, it coordinates the *Indicator* employment service, contacting employers within the section for openings (from technician to chemist), and matching the unemployed with available job openings. This committee continually updates lists of companies which employ chemists and chemical engineers, as well as related placement services. The committee supplies information on job hunting methods. Finally, the committee alerts the Professional Relations Committee of the Society in known cases of mass termination.

### 3. History of the New York Section Committee

The History of the New York Section Committee serves as the archivist for the New York Section by attempting to preserve important documents, photographs, and memorabilia of the Section's history. The chair of the committee maintains an affiliation with the Chemical Heritage Foundation in Philadelphia, where many of the Section's archives are stored in an archival environment. The Committee documents the history of the NY Section through articles, talks and symposia at local section, regional and National meetings of the Society. The Committee solicits nominations and designates local section and National Historic Chemical Landmarks within the Section, and oversees an appropriate designation ceremony to recognize this landmark.

The chair of this committee is responsible for providing information about the committee for the Section's website, and, along with committee members, developing an annual report that is submitted in accordance with the deadlines of the Section.

### 4. *Indicator* Advisory Committee

In cooperation with representatives from the North Jersey Section of the ACS, this committee oversees the management of the publication of the *Indicator*. This committee has general supervisory responsibilities over the editorial and financial policies of this joint publication. This committee is also charged with making recommendations regarding the hiring and retention of the advertising manager and the manager/editor of the *Indicator*. This committee is responsible for assuring that all contractual obligations are met by the manager/editor and the advertising manager. In its advisory role, the committee solicits, and makes recommendations to the manager/editor and advertising manager so that the *Indicator* meets the communication needs of the New York and North Jersey Sections.

The *Indicator* Advisory Committee shall meet at least once each year at a mutually acceptable site to discuss and decide upon the above matters. The chair of this committee shall prepare a budget for the next year's operations and New York Local Section shall provide funding for committee members to attend such a meeting and for the Section's pro-rated share of the meeting expenses.

The chair of this committee, along with the committee members shall develop an annual report and submit that report in accordance with the deadlines of the New York Local Section

### 5. Membership Committee

The members of the membership committee are responsible for developing and running a program of services for the members. The committee will be responsible for downloading the New York Local Section membership roster and providing contact information for various authorized groups within the Section such as Subsections, Topical Discussion Groups and Committees. The committee shall report to the Board of Directors any unusual or interesting changes in the roster of the New York Section. The committee shall be responsible for welcoming new members, and members transferring into the Section, alerting the Board of Directors about deceased members and shall look for opportunities to recruit new members. The

committee shall keep the faculty at local colleges aware of the advantages of ACS membership and ask them to transmit that information to their students. Members of this committee shall regularly review issues of importance discussed at the national committees such as the Committee on Economic and Professional Affairs (CEPA), the Member Affairs Committee (MAC) and other committees that they deem relevant to the members of the Section.

The members of this committee shall meet twice during the year. One meeting will be at the Sectionwide conference in January. Members shall communicate member needs to appropriate committees to help members and/or develop programs of interest to members. The committee will prepare a budget annually for funding of the next year's activities.

The chair of this committee, along with the committee members shall develop an annual report and submit that report in accordance with the deadlines of the Section.

#### 6. Outstanding Service Award Committee

This committee, composed of the five most recent winners of the Outstanding Service Award solicits nominations for recognition of a person who has advanced the goals of the Section. The Award is usually presented at the Annual Sectionwide Conference in January.

#### 7. American Chemical Society Fellows Nomination Committee

The ACS Fellows Nomination Committee solicits nominations for the ACS Fellows program from the Section membership. The call for nominations may begin prior to the Chair's term of office. All nominees must have evidence of significant contributions to the science of chemistry and of excellent service to the ACS community. The committee evaluates material submitted for each of the nominees and selects candidates to be presented to the Board of Directors for confirmation. The Chair of the Committee informs the Section nominees and works with them to complete and submit their nominations to the Society in a timely fashion. Final selection of ACS Fellows is made the Selection Committee appointed by the Board Committee on Grants & Awards of the Society.

### IV PROGRAM REVIEW COMMITTEE

The Program Review Committee is comprised of the Chairs and Chairs-Elect of the Section's Subsections and Topical Discussion Groups. The committee serves the Subsections and Topical Groups, reviewing and recommending improvements in operation, membership, and financial management. The Committee facilitates sharing of programmatic successes, encourages exploration and innovation in planning programs that will appeal to current and prospective



members, and works to strengthen development of each group. The committee assists incoming Chairs in learning the scope of their responsibilities, and in defining goals and objectives in conformance with the Society's and New York Local Section's Strategic Plans. It serves as a resource for, and makes recommendations regarding subsections and topical group chairs and programs. The committee meets in person at the annual Section Conference in January, and electronically during the year.

## V PUBLIC AFFAIRS COMMITTEES

### 1. Environmental Chemistry Committee

The Environmental Chemistry committee studies the chemical aspects of some of the major environmental problems indigenous especially to the Metropolitan New York area. The committee also provides assistance to individuals or organizations seeking answers to questions about environmental problems that require a knowledge of chemistry, referrals to appropriate sources if more information is needed, and disseminate scientific information on important environmental issues to the community in the form of symposia, conferences or publications. The chair of this committee, along with the committee members shall develop an annual report and submit that report in accordance with the deadlines of the Section

### 2. Fund Raising

The objectives of the committee are to build relationships and to raise money to fund the activities of the Section. The Fund Raising committee may design, plan and implement fund raising campaigns to meet the special and/or specific ongoing needs of the Section. to to encourage donations to the Section in support of its act. The chair of this committee, along with the committee members shall develop an annual report and submit that report in accordance with the deadlines of the Section

### 3. Information Technology

The Information Technology committee facilitates communication and member engagement in the Section activities via contemporary communication technologies. The committee explores cutting-edge information technologies to assess their suitability for use by the Section Webmaster and Office Administrator. The committee submits recommendations on the use of these technologies and facilitates their use.

### 4. Public Relations

The Public Relations Committee seeks to establish/maintain working relationships with local, regional and national media so as to highlight the activities of the Section. The chair of this

committee, along with the committee members shall develop an annual report and submit that report in accordance with the deadlines of the Section

#### 5. Government Affairs Committee

The Government Affairs Committee seeks to establish/maintain working relationships with national, state and local legislators, and their legislative staffs so as to make them accessible to expert balanced presentation on technological and educational issues in chemical sciences and engineering which impact on public policy. The committee disseminates American Chemical Society technical reports and public policy statements to legislators, directs questions and inquiries from legislators to the appropriate technical personnel within the Society with expertise to respond appropriately. The chair of this committee, along with the committee members shall develop an annual report and submit that report in accordance with the deadlines of the Section

#### 6. Speakers Bureau

The Speakers Bureau Committee promotes the understanding of chemistry, progress in research and development of new chemicals by promoting lectures to interested bodies. The Committee maintains a list of speakers for chemistry-related events in our area available to present seminars in order to promote the public understanding of chemistry. A notice seeking individuals interested in serving as speakers should appear on the NY-ACS website and in the *Indicator*.

The committee shall forward the name and data on any new speaker to the Section's Webmaster to be included in the list on the Section's website. The chair of this committee shall develop an annual report and submit that report in accordance with the deadlines of the Section