

Officer Handbook for the Western Carolinas Section of the ACS

January 2006

The Officer's Handbook of the Western Carolinas Section of the American Chemical Society was assembled as a project of the 2004 Executive Committee from information supplied by the incumbent officers, committee chairs, and the ACS Local Section's Officer Resource Manual (2004 edition). Its purpose was to assist newly elected officers and committee chairs in planning and coordinating their jobs. It was further refined by the 2005 Executive Committee.

This manual is the first edition for the WCS-ACS. It must not be used as a substitute for ingenuity and creativity in finding better ways to define, organize, and conduct programs. It is simply a way of passing on prior accumulated experience in a convenient format. This product is a working document and each of us has the responsibility to correct, maintain, and enhance.

The Executive Committee is responsible for reviewing the manual annually. Each person having a job listed in this manual should make it a personal goal to provide the Executive Committee with an updated version of their job description when requested, so that the next manual will be as current and as useful as possible.

A. Officers

1. Chair
2. Chair-Elect
3. Secretary
4. Past-Chair
5. Treasurer
6. Councilors
7. Alternate Councilors

B. Committee Chairs

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2. Career Services Coordinator
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4. Education and Safety
5. Government Relations
6. Long Range Planning
7. Membership
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C. Executive Committee

A. Officers

1. Chair

The Chair presides at all general meetings of the Section. The Chair must be familiar with the duties and responsibilities of all committees and subcommittees. The Chair is responsible for updating this section of the Officer's Handbook.

The Chair's duties and responsibilities include the following:

Summer before taking office (As Chair-Elect):

- Appoint all Chairs for Standing Committees and Subcommittees. Get started early because this requires a lot of time. Recommendations should be obtained from past Chairs, the Executive Committee, and anyone else with suggestions.
- Order the pin from ACS for the Past-Chair. These are not always in stock in the fall. The pin is to be presented in January, at the "change-over" meeting when the term of the new chair begins.

NOVEMBER (As Chair-Elect):

- See that the Chair appoints the audit committee.
- See that budget information is requested from the Treasurer.
- Remind the Awards Chair and Undergraduate Symposium Chair to select and reserve the location for the April meeting.
- Establish calendar for Executive Committee meetings, general meetings, and programs to the extent possible, and get Executive Committee approval.

DECEMBER (As Chair-Elect):

- Confirm plans and information for the January meeting with the host of the meeting. Forward all necessary plans for the January meeting to the Periodic News Editor.

JANUARY:

- See that the annual Treasurer's Report and the Audit Committee Report are prepared. Be certain that your name is on all banking and investment accounts.
- **Complete preparation of budget for the calendar year.**
- Make sure that plans for the April Undergraduate Research Symposium are underway.
- Have Past-Chair pin on hand at the meeting to present to the outgoing chair. Describe a few notable accomplishments of the section or the Chair for the past year, in a thank you statement.
- Confirm that the Secretary has sent a list of officers and the committee roster to the Society.

FEBRUARY

- Past chair serves as Chair of Nominating Committee and needs to be on the lookout for volunteers willing to serve.

MARCH:

- Confirm all preparations for the April Awards night with the Undergraduate Research Symposium Chair, Awards Chair, and High School Olympiad Chair. Assist as needed.

APRIL:

- Preside at the Awards Meeting. Be prepared to hand out awards, shake hands, etc.

JULY (or as soon as plans are known):

- Personally invite each 50-year member and a guest to the 50-year member Recognition Night Banquet as guests of the Section, and obtain their biographies for the program.
- Invite all Past-Chairs of the Section and post-50-year members (To get current list, use section roster from national, sort on year in which they joined).
- Send invitation to any sponsor contact (see Past-chair/December for contact info).
- Ask 50 and post-50 year members if they need assistance with transportation.

- Arrange for a photographer to be present at the Recognition Night Banquet (can be a WCS-ACS member with a digital camera).

AUGUST:

- Follow-up on Preparations for 50-year member awards night.
- Remind Chair-Elect to begin contacting current and potential Committee Chairs.

SEPTEMBER:

- Make sure the Periodic News Editor has candidate bios and ballot for publication in October issue.

OCTOBER:

- Make sure that the incoming Chair-Elect has responded positively to the invitation to attend the Local Section Officers' Conference sponsored by the Society. The Section pays expenses.

NOVEMBER:

- Executive Committee works with the Secretary or Treasurer (which ever is not up for election) on ballot counting and certification. Election results must be certified to Board of Directors by November 15th.
- Remind Chair-Elect to request budget proposals from officers, councilors, and committee chairs.

DECEMBER:

- Appoint Audit Committee. If the incumbent is not re-elected, then the incoming Treasurer should be part of the committee. No Board approval is necessary.
- Send thank-you notes to those people who supported your administration.
- In early December, prepare message from outgoing Chair to be included in the January Periodic News.

2. Chair-Elect

The Chair-Elect is the Vice President of the Section, is a voting member of the Executive Committee, and serves a one-year term as Chair of the Section immediately following the term as Chair-Elect or upon the occurrence of a vacancy in the office of Chair.

Other general duties include: attending all Section and Executive Committee meetings, presiding at the meetings of the Section in the absence of the Chair, and appointing all Committee Chairs who will serve during the coming year. The Chair-Elect is expected to attend the ACS National Leadership Training (section pays travel, national pays all other expenses).

The Chair-Elect should take advantage of Executive Committee meetings to invite members to attend and provide information and guidance for new programs or directions for the future of the Section.

Duties and responsibilities of the Chair-Elect

JANUARY:

- Help treasurer audit previous year's budget in preparation for the Annual Report.

FEBRUARY:

- Attend ACS Leadership conference (conference is held in early February)

MARCH:

- Use ACS speaker service to start coordinating next year's programs (deadline is early March). The Western Carolinas Section is in the Azalea Circuit.

SUMMER:

- Start formalizing local speakers for next year's programs.

SEPTEMBER:

- Consider which members may be interested in serving on Committees, and start asking them.
- Re-read the Officer's Handbook section for Chair.

OCTOBER:

- Establish a calendar of the Section for meetings and program events in conjunction with the Chair. Get approval from Executive Committee for selected dates, and make sure location reservations are made.

NOVEMBER:

- Attend "Advanced Leadership Conference" (may only attend if you have gone to the Leadership Conference in February).
- Send letter to the incoming Chair-Elect to describe duties. Encourage attendance at Annual ACS Local Section Officers' Conference.
- Order Past-Chair's pin for the retiring Chair. Past-Chair pin from the on-line store at <http://www.chemistry.org>, or call 800-227-5558 ext. 4600.
- Notify incoming officers and committee chairs to contact and receive materials from their predecessor.

DECEMBER:

- Provide Periodic News Editor and Webmaster with message from the new Chair before December 15th.

3. Secretary

According to the Bylaws of the Section:

1. The Secretary serves as a member of the Executive Committee.
2. The Secretary is elected to serve a 3-year term, preceding by one year the election of the Treasurer. The term of the Secretary begins on January 1 of the year following the election.
3. The Secretary shall keep a record of the proceedings of the Section and the Executive Committee.
4. The Secretary shall maintain a list of members, National Affiliates, and Local Section Affiliates of the Section.
5. The Secretary of the Section shall serve as the Chair of the Operations Manual Committee and oversee the production and biannual update of the Section's Operations Manual.
6. The Secretary shall carry out the duties of that position as outlined in the Constitution and Bylaws of the Society and elsewhere in the Bylaws of the Section.
7. The Secretary is designated to receive nominations of Officers, Councilors, and Alternate Councilors by mail from the membership in the two weeks following the September meeting at which the Nominating Committee reports to the membership.
8. The Secretary shall submit a ballot bearing the names of all those duly nominated for each office (to the editor of the Periodic News and Webmaster) so that members shall receive this ballot at least three weeks prior to the November meeting.
9. The Secretary is designated to receive ballots cast by mail and in person (as prescribed in the Section Bylaws) unless the Secretary is standing for re-election, in which case all ballots shall be mailed or handed to the Treasurer.
10. The Secretary shall have the duty of checking all ballots received by mail or cast in person against a roll of accredited voters (unless the Secretary is standing for re-election, in which case the provisions of Bylaw VI, Section 10 apply).

In addition to the duties specifically assigned to the Secretary in the Section Bylaws, the Secretary generally assumes or performs the following duties.

11. The Secretary certifies the election results of Officers, Councilors, and Alternate Councilors to the Society in December on forms provided by the Society. If the Secretary is standing for re-election, this duty falls to the Treasurer or to a Councilor.
12. The Secretary certifies duly approved amendments of the Section Bylaws to the ACS Constitution and Bylaws Committee.
13. The Secretary issues minutes of all Executive Committee meetings to members of the Committee and other members as appropriate. Preferably, the minutes are distributed via e-mail in an attachment at least two weeks before the next Executive Committee meeting.

14. The Secretary maintains a hardcopy file and an electronic copy file of approved minutes.
15. The Secretary maintains certain files and permanent records of Section activities.
16. The Secretary has custody of the certified copy of Section Bylaws.
17. All files maintained by the Secretary shall be transferred to the next duly elected Secretary.
18. The Secretary maintains custody of a current Section membership roster (received bimonthly in electronic format from the ACS). The Secretary will make this file available to members of the Executive Committee as needed.

4. Past Chair

JANUARY:

- Begin preparation of the Annual Report. This is a big job!

FEBRUARY:

- Submit Annual Report to the Society by Feb. 15. The Report is submitted with the Treasurer and must be approved by one Councilor.

APRIL:

- The Past-chair heads up the nomination committee to select a slate of officers to stand for election for the next calendar year. Other members of the Executive Committee or of the Section may be asked to serve on this committee.

AUGUST:

- Attend the ACS national meeting in the Fall, if the section is a finalist for the Outstanding Section Award. Section pays expenses.

5. Treasurer

The Treasurer shall have charge of the funds of the Section, keep an accurate record of all receipts and disbursements, receive dues, and pay all reasonable and customary expenses based on an approved Section budget or given approval by the Executive Committee. The Treasurer shall serve as Chair of the Finance Committee, render an account of all transactions and of the financial condition of the Section to the Executive Committee at times set by the Committee, and shall submit such reports as are required by the Constitution and Bylaws of the SOCIETY. The treasurer shall furnish to the Section such bond as may be required by the Executive Committee to guarantee the faithful performance of the above duties, the expense of the bond to be borne by the Section. Specifically, the Treasurer has the following duties:

1. Write all checks
2. Maintain appropriate documentation to support the pay out of funds
3. Maintain a daily debit/credit sheet of all monetary transactions categorized according to the ACS financial handbook.
4. Maintain a checking account and reconcile monthly bank statements with account record
5. Summarize the financial revenues and expenses annually for Part III of the annual report
6. Be present and provide all yearly files to the Chair-Elect and a Councilor annually for an audit (January)
7. Write all required correspondence
8. Provide checking balance at meetings
9. Be sure required ballots are published in the Newsletter
10. Collect meal revenues at all meetings and provide required change and receipts
11. Make all required bank deposits
12. Maintain bank CDs as dictated by Executive Committee
13. Approve all Councilor travel prior to meetings
14. Reimburse Councilors and chairs for approved travel expenses
15. Submit required documentation within allotted time to National for Councilor travel reimbursement
16. Request 10% advance on allotment January of each year
17. Review/submit Annual Report along with required copies by February 15th due date
18. Provide required information to National upon request (name & address) in order to receive allotment check
19. Deposit affiliate dues and provide names and addresses to Newsletter editor (copy checks)
20. Order all newsletter labels annually (~April) via National's label subscription program
21. Provide paperwork to authorize the incoming Chair to write checks on the Section's behalf.

22. In the event that a non-ACS member is giving the meeting presentation, an honorarium should be paid, as well as travel reimbursement. For speakers that are ACS members, honorariums are not paid, however, travel expenses will be reimbursed.

6. COUNCILOR

The Western Carolinas Section elects two Councilors. The term of each Councilor is three years unless the Councilor is serving the unexpired term of a preceding Councilor.

The Council is one of the two deliberative assemblies of the Society. The Council nominates members for the offices of Regional Directors to the ACS Board and ACS President-Elect. The Council elects Directors-at-large to the ACS Board, members of the Council Policy Committee, the Committee on Committees, and the Committee on Nominations and Elections. The Council studies, recommends, and acts on all activities of direct and indirect interest to the members of ACS including the setting of ACS annual dues, advises the ACS Board of Directors on matters concerning the management of the Society, and influences decisions for which the ACS Board has responsibility. The Council charters local sections and divisions and is responsible for amending the Constitution and Bylaws of the Society.

Councilors provide interaction between the Section and the Society. This requires attendance at as many National Meetings as possible (with participation on Council Committees as appointments become available), as well as active participation in the Section.

The Councilor should:

1. Be informed on issues at the Society level with particular attention to those that have implications for the Section.
2. Solicit the opinions of members of the Section on major issues before the Council, especially by consulting the Board of Directors for general guidance and to learn if the Board wishes to adopt a position on an issue.
3. Read the Council Meeting Agenda prior to the National Meetings. Attend meetings of the Council, but, if unable to attend, notify the Secretary well in advance so an Alternate Councilor can be authorized to attend.
4. Be willing to serve on Council Committees and dedicate considerable time and energy to fulfilling the obligation of such membership and complete and return the Committee Preference Form mailed by the ACS National Office in the spring.
5. Attends District IV Councilor Caucus meetings.
6. Communicate the views of the Section to the ACS Staff and the Council Committees.
7. Communicate Society issues and Council decisions to the Section by attending Executive Committee meetings and reporting regularly to the Executive Committee and the members via oral reports and in writing.
8. Obtain brochures and other publications that may be of interest to the Section.
9. Prepare written communications for publication to inform the membership on major issues.
10. Update the Officer Handbook as requested.

7. ALTERNATE COUNCILOR

- Should remain current on all Section affairs.
- Should attend national meetings as section representative as the need arises.
- May serve on special committees or work on special projects (such as the Officer Handbook).

B. COMMITTEE CHAIRS

1. The Awards Committee

Chair responsibilities:

1. To set and request a budget from the Executive Committee. The budget for this committee includes award certificates from ACS, and frames for awards, as well as postage for any awards for recipients who are absent from the ceremony.
2. To contact each college/university in Section with a chemistry degree program, to request that they choose an outstanding senior chemistry major.

A secondary responsibility in this area is to include the announcement of the concurrent Undergraduate Research Poster Session, which occurs on awards night, and includes the outstanding seniors' research, as well as research from other outstanding seniors in the departments. The contact person for this event should be included also, for anyone needing details.

The announcement should state that the Awards Chair should receive names and biographies of award recipients. The list of names and bios will be forwarded to the Section Chair, the Editor of the Periodic News, to the WCS-ACS Webmaster, and to the Research Symposium Organizer, for inclusion in the Program.

The announcement will also state that research abstracts for student participants will go to the Undergraduate Symposium Coordinator. The Undergraduate Symposium Organizer and the Newsletter Editor will make a determination about whether to print abstracts for the poster session in the newsletter. The Undergraduate Symposium Organizer will be responsible for preparing and printing the awards night program, and making the arrangements for the poster session, and the dinner (in the format of a typical WCS-ACS meeting). See the job description for Undergraduate Symposium Organizer for more details and a timeline.

3. To compile the list of outstanding senior college students at each of the 15 colleges in the Western Carolinas local section.

The 13 colleges and universities in the Western Carolinas local section are listed in alphabetical order (current contact included):

Bob Jones University – George Thomas Matzko, gmatzko@bju.edu
Clemson University – Lucy Eubanks, elucy@clemson.edu
Converse College – Dr. Sharon Lambert, sharon.lambert@converse.edu
Erskine College – Howard E. Thomas, HThomas@erskine.edu.
Furman University – Laura Wright, laura.wright@furman.edu
Lander College – Ralph Layland, rlayland@lander.edu; Peter Vahjen, pvahjen@lander.edu
Limestone College –
Mars Hill College – Jerome G. May, jmay@mhc.edu
Newberry College –
Presbyterian College – Ed Gouge, egouge@presby.edu
University of North Carolina-Asheville – Keith Krumpe, kkrumpe@unca.edu
Univ. of South Carolina-Upstate–Alice Claggett, aclaggett@uscupstate.edu; Chris Bender, cbender@uscupstate.edu
Warren Wilson College – Dean Kahl, dkahl@warren-wilson.edu
Western Carolina University – Brian Dinkelmeyer, dinkelmeyer@email.wcu.edu
Wofford College – Kaye B. Castillo, CastilloKB@wofford.edu

4. To obtain a Merck Index engraved with each recipient's name. (current contact at Merck: jeanne_nilsen@merck.com)
5. To obtain and print an ACS award certificate printed with each recipient's name. The award certificates are typically provided to the recipient already framed.
6. To present these awards at the annual spring awards dinner (usually April).

7. To request updated contact information from the colleges and universities in the September Periodic News each Fall.
8. Prepare the annual report for the Awards Committee which is due early in December.
9. If any donated funds are used for an award, send thank-you letters to the donors. In addition, the names of donors should be sent to the Section Chair so that the Chair might send thanks also.
10. Update this section of the Officer's Handbook when requested.

NOVEMBER:

- Executive Committee meeting: Be on the agenda to request that a date be set for the April Awards meeting, to share the contact list for the colleges and universities in our section, and request input from the Executive Committee on changes/updates.
- Award Certificates should be ordered from the ACS website. These often go out of stock, and are usually not available during January through March.

DECEMBER:

- May receive approval for date of Spring Awards Dinner. Use that information in announcements, as available.
- Provide the announcement to the Editor of the Periodic News, for inclusion in the January Periodic News (copy the section Chair), requesting that the colleges and universities begin their process of choosing an outstanding senior. Set a deadline of March 5th or appropriate date close to this

This announcement should include a request for:

- each institution to choose an outstanding seniors, and provide a bio 250 words or less (due to FERPA laws regarding privacy in education, GPAs/GPRs should not be included).
- a faculty advisor who can speak about the recipient's accomplishments to accompany the recipient to the awards ceremony.
- information about the Spring Undergraduate Research Poster Session. If the deadline for this information is different (it is often later, by 2-3 weeks), then that information should be provided.
- Contact information should be given for the Awards Chair, and for the Undergraduate Symposium Chair.

JANUARY:

- Executive Committee should finalize the choice of date/location/time for the Awards ceremony **no later than the January meeting.**
- Final details and information should be forwarded to the Newsletter Editor and Webmaster for publication in the February edition. This information must be very clear about deadlines for receipt of: award winner names, abstracts, biographies and dinner reservations. The Award winner names require a very early deadline, abstracts can be a bit later, and dinner reservations require the usual deadline.
- Email announcement to all contacts at the colleges and universities, requesting that they begin their process for selecting an outstanding senior. The date/location of the awards dinner should be provided at this time, or information given as to when it will be provided. The location has been set as Furman University for several years since this is a centralized location. Other centrally located venues may be considered.
- The contact person at Merck should be emailed to verify contact information, thank them for past support, and to request support for the upcoming awards ceremony.

FEBRUARY

- Email a reminder announcement to all colleges and universities. Provide updates/changes as needed.
- The final details provided by the Executive Committee should appear in the Newsletter in this issue.

MARCH:

- Have completed list of award recipients available to the Chair (and Chair-Elect or Past Chair?) within 24 hours of deadline. Any colleges/universities not responding may be contacted by the chair or designee at this time, via phone or email, as a backup plan. Ask for the Chair to provide an electronic signature, or give consent to have his/her name printed on the award certificates.
- After receiving approval from the Chair (within 48 hours), the Awards chair will provide the names of the Award winners to the contact at Merck.

- The Awards Chair will prepare the ACS Award certificates, by printing the student name, and the current Chair's name, unless the chair has provided an electronic signature. Hand signatures are not recommended because of the logistics of getting the certificates back and forth to the Awards Chair for framing, prior to the Awards Ceremony.

APRIL:

- Attend the Awards meeting.
- Have a final, complete list of the Award recipients.
- Bring the Merck Indices, and the Award Certificates.
- Identify each award recipient prior to the presentation of awards to check attendance, and pronunciation of names.
- Presenting Awards:
 - Call on Faculty advisors to come forward with the Award Recipient to speak of their accomplishments.
 - Call name and college of award recipient, and that of faculty advisor if provided in advance.
 - Section Chair hands out awards.
- **Award Recipients that do not come to the meeting:** At the conclusion of awards presentation, ask for anyone from their institution present, to take their award materials to the college/university.
- If no representative can be found, then the materials should be handed over to the Chair or Secretary for disbursement to the departments.
- **Late information:** Names of award recipients that are received by the Awards Chair after the deadline may still receive an award certificate, but only one order will be sent to Merck; no late names!
- Reimbursement information (receipts and request) can go to the Treasurer at this time.
- Write a thank you note to the Merck contact.

JUNE:

- Follow-up note to Chair and Chair-elect indicating how many certificates are on hand, if more need to be ordered or not, and the disposition of any award materials. Total expenditures should be noted.

2. Career Services Coordinator

The Career Services Chair provides access to the Society's career services to all members and candidates for membership of the Section and provides programs and information to support the Society and Local Section goals of being resources to the membership as members manage their own diverse careers.

Duties and responsibilities of the committee chair could include:

1. Recruiting members to carry out programs.
2. Coordinating between the Section and the Society Career Services.
3. Providing for continuity throughout the year so that members find the resources to be dependable.
4. Organizing career services activities.
5. Preparing a budget request and submitting it to the Treasurer (December).
6. Submitting an annual report to the Chair of the Section based on the activities of the year (December).
7. Updating this section of the Officer's Handbook when requested.
8. Taking advantage of training opportunities from the Society.

Possible programs could include:

- *Employer Directory:* Updating the Section portion of the Society directory. Possibly working with other committee chairs to produce a Local Section directory containing employers, consultants list, etc.
- *Career Resources Promotion:* Writing occasionally for the Periodic News and Local Section homepage to advertise how to obtain various career services through the Society, and to give information about relevant local events and resources.

- *Chemical Careers Corner*: Arranging for a shelf or corner at local libraries, college placement offices, and high school counseling offices, to display ACS brochures introducing careers in chemistry, for career management, ACS membership forms, and ACS career videos (check-out). Re-supply the corner on a regular basis.
- *National ACS Workshops*: Coordinate bringing ACS Career Services Workshops to the Section. Various topics are available. Can combine with resume reviews or mock interviews.
- *Local Workshops*. Coordinate all activities of a Section-sponsored workshop including speaker(s), resume reviews, mock interviews, job fair, etc.

3. Editors, The Periodic News

Writes, coordinates, plans, reviews, edits, copies, addresses, and mails the Periodic News to over 800 addresses of local section members. Obtain information from ACS as available. Works closely with the current Chair and other officers and committee chairs to update members and coordinate announcements, in particular, works closely with the Webmaster to coordinate online content.

This is a huge job and we need to note all that goes into producing this quality publication on which our members rely.

4. Education and Safety

The Education Committee ensures that the Section's educational activities focus on critical chemical education issues across all levels of instruction. The responsibilities include: implementing ACS policies in chemical education; developing reports and recommendations to the Section on policies related to chemical education and on ACS programs for the improvement of chemical education; receiving, reviewing, and making recommendations to the Section on proposals for policies and programs in chemical education; and acting in an advisory capacity on matters relating to chemical education.

The Safety Committee has as its prime responsibility the encouragement of safe practices in chemical activities. The committee serves as a resource to the chemical professional in providing advice and counsel on the handling of chemicals, and seeks to ensure safe facilities, designs, and operations by calling attention to potential hazards and stimulating education in safe chemical practices. The Committee also provides advice to other Section units on matters related to chemical safety and health.

A video library in both education and safety is maintained and can be signed out by Section members.

5. Government Relations

Duties and Responsibilities of Committee Chair

- Relays all pertinent government information to the Chair for review and approval for distribution
- Forwards approved information to the secretary for distribution to WCS-ACS members or offers the information for publication in The Periodic News
- Uses the Society's website to track legislation in Congress impacting chemists in WCS-ACS
- Maintains a link with the "Legislative Action Network" to identify science related issues
- Monitors the "Capitol Connection Newsletter" for articles impacting chemists
- Identifies the members of Congress for both western South Carolina and western North Carolina
- Makes contact information for each Congressman available to WCS-ACS members
- Identifies issues of regional importance and informs members of potential action steps
- Serves as a resource for members to contact Congressional representatives
- Coordinates initial contact between any members of Congress and WCS-ACS members wishing to discuss topics of importance (research funding, K-12 programs, state issues, regional issues and local issues)
- Establishes contact with the National ACS Government Affairs representative, currently Brad Smith (b_smith@acs.org, 1-800-227-5558 x 4479)

6. Long Range Planning

The purpose of the Long Range Planning Committee is to initiate the planning needed to accomplish the Section's long-range goals. Long-range goals are those goals with due dates greater than 12 months in the future. Long range goals will be assigned to the Committee by the Executive Committee. The Long Range Planning Committee shall

consist of a Chair and as many members as deemed necessary by the Executive Committee. It is the duty of the Chair to:

1. convene the members of the Committee as necessary to conduct the business of the Committee.
2. act as chair of the business meetings. The Chair may appoint a member to act in his/her stead in case of the Chair's absence.
3. give timely status reports of the Committee's progress to the Executive Committee.
4. request funding from the Executive Committee as needed to accomplish the Committee's goals.
5. recommend to the Executive Committee, at the appropriate time, that a developed plan be passed to another committee for execution.

7. Membership

The membership chairman is responsible for keeping up with the section affiliate membership. The duties are:

- Maintain and update a list of all section affiliated members.
- At the beginning of each calendar year, send out letters to section affiliate members requesting annual dues.
- Collect annual dues and give to section secretary.
- At the beginning of each calendar year, mail a year's supply of address labels of all section affiliate members to the editor of The Periodic News.
- On an annual basis, place an invitation for section affiliate membership in The Periodic News.

8. Minority Affairs

Develops programs and activities that encourage and support minority participation in the chemical sciences.

9. National Chemistry Olympiad

The Coordinator plans and carries out the Olympiad in the Western Carolina's Section at the Local and National Levels. The purpose of the Olympiad is to foster the study of chemistry in the local high schools and stimulate a positive attitude toward chemistry. A written exam is given across the Section in March, from which the top 10 students will participate in the national exam in April (the latter exam is usually taken at Clemson in our Section).

SEPTEMBER:

- The Coordinator informs the National Office (Cecilia Hernandez) who will be the coordinator for the Local Olympiad.

OCTOBER-DECEMBER:

- The coordinator compiles a list of both public and private high schools in the Section along with the names of the AP chemistry teachers in each school. The AP teachers change often within schools and districts. The Coordinator should compile a list of current District Superintendents and District Coordinators. The National Office supplies a list of schools and teachers but it is for the most part out dated and worthless. Much of the up-to-date information is available on the North and South Carolina Education websites. The compiled information should be supplemented with telephone calls to the major schools.
- An email should be sent to former participating teachers reminding them of the upcoming Olympiad. A similar letter should be sent to District Superintendents and Coordinators.
- Request funds from the Section to order exams. An order for tests, certificates, Scantron answer sheets, and pins should be placed with the national office. At least 200 first class stamps need to be purchased. Purchase about 200 #10 envelopes and enough 10 X 13 Tyvek envelopes (for posters).

JANUARY:

- Fill out insurance form for the National Office.
- Compose and send out letter summarizing the Olympiad program to the teachers in over 100 high schools in the Section. A similar letter should be sent to District Superintendents.
- Begin soliciting \$100 Savings Bond donations for the high scorer in each county (about 9).

FEBRUARY:

- As responses come in from schools, prepare a spreadsheet for student information. The spreadsheet should include a student's name, high school, county, teacher, raw score, % correct answers, and rank.
- Enter each school county and teacher. Leave space for the number of students indicated.
- Set a week in March for the test to be given. The window for giving the test should be small to prevent students from passing questions to another school's students.
- Check high school calendars for SAT tests, exit exams, spring breaks, etc., for conflicts.
- Coordinate with ACS DivCHED Examinations Institute to order secure exams

MARCH:

- Type label sheet with all the teachers' names and addresses. Put number of students on the label.
- Mail tests and Scantron sheets to the teachers the first week in March. Include a letter with detailed rules and requirements. Winners moving to the next round of competition must be US citizens, so be sure to stress this factor to teachers and students.
- Have Chair sign all the certificates given to the students (electronic signature may work best).
- Make a computer template to fill in certificates for participants and finalists.
- Use the answer sheet to fill in a Scantron sheet with the correct answers. Copy to a poster board stock and punch out all the correct answers. Use the template to score the student's answer sheets when they are returned.
- Enter the scores onto the spreadsheets as they come back.
- Fill out the certificates promptly. The schools give the certificates out at awards day at the school. The students will decide if they want a nickname on the certificate or some other changes. Have at least 25 extra certificates. They are an important part of the student's participation.
- Coordinate the National Exam with Clemson or whatever university is administering the test.

APRIL:

- Let the teachers know who the finalists are and make sure they can take the National test (US citizens only) and proceed on to the training session at the Air Force Academy.
- Announce the finalists to all appropriate local and daily newspapers. Telephone calls are necessary for any publication. Also, put the finalists names and pictures on the Section website.
- Send test scores to the teachers.
- Assist with the administration of the National Exam at Clemson. Take pictures of the finalists for use in publications. Make sure the finalists are informed on parking and testing at Clemson. Submits photos and other information to the WCS-ACS Webmaster.
- Buy bonds for the high scorers in each county and send them to the students. Often these are awarded on awards day at the school.
- Make as many awards as possible at Section Awards program and invite finalists and their teachers to the Awards Dinner.
- Send scores on National Exam to the student's teacher - usually after school is out.

Reports annually on Olympiad to ACS via Section Annual Report.

10. National Chemistry Week

National Chemistry Week (NCW) occurs during the week including Mole Day (October 23). Duties of the NCW coordinator are as follows:

AUGUST:

- Receive order form from national ACS; mail or FAX form immediately, requesting the maximum amount of materials.

SEPTEMBER:

- Receives periodicals "ChemMatters" (for high school students) and "Celebrating Chemistry" (for middle and elementary school students).
- Distribute periodicals at the September WCS-ACS meeting.

OCTOBER:

- Distribute periodicals at the October WCS-ACS meeting, send remaining items to the South Carolina Association of Chemistry Teachers (SCACT) to distribute to teachers across the state. (Current contact is Karen Hildebran, khildebran@yahoo.com)
- Contact local high school teachers to distribute remaining periodical materials.
- Coordinate demonstration activities at local libraries or mall locations. May provide workshops for elementary school teachers.

Reports annually on NCW to ACS via Section Annual Report.

11. Public Affairs/Relations

- Maintains a media list and establishes relationships with media outlets.
- Finds ways to get positive media attention
- Writes press releases of regular recognition events
- Can serve as a central repository for stories that go to the media or that we would like to report to ACS National
- Obtain ACS grants as they become available.

Routine functions for which publicity might be generated:

JANUARY:

- Recognition of retiring Chair

FEBRUARY/MARCH:

- Awards night press release about planned event (Story and pictures in April)
- Awards Night* Notice in March-April

APRIL:

- Awards Night -- local press, suburban weeklies, home-town papers of winners
- National Olympiad Contest (Olympiad Committee Chair already does this, so it could be separated, or better coordinated).
- College Students
- H. S. Teaching
- Winners announced in May Publicity

SEPTEMBER:

- 50-year members press release

OCTOBER:

- National Chemistry Week Notice in Sept-Oct.
- Story in November/December Publicity

The WCS-ACS Publicity Chair has also served as SERMACS Publicity jointly and could liaison with other committees, determining from the other committee chairs the publicity needs as situations arise.

Updating this section of the Officer's Handbook when requested.

12. Student Affiliates Coordinator (*need information*)

13. Southeast Region Board of Directors Representative

The Western Carolinas Section Executive Committee appoints a representative to the Board of Directors of the Southeast Region of the ACS. The Representative serves at the pleasure of the Executive Committee and the appointment is renewed annually.

During the SERMACS, and perhaps at other times during the year, there are meetings of the Region's Board of Directors. At this meeting, the various activities of the Region are discussed and debated. Of particular importance is the entertainment of bids and the selection of site for future SERMACS. In addition, decisions are made concerning the collection and distribution of funds controlled by the Board of Directors as well as the election of Board Officials. The Representative casts the Section's vote in these proceedings.

The Board of Directors Representative provides interaction between the Western Carolinas Section and other Sections in the Southeast Region. This requires attendance at each SERMACS and any other Board of Directors meeting (with participation on Region Committees as appropriate), as well as active participation in the Section.

The Representative should:

1. Be informed on issues at the Regional level with particular attention to those that have implications for the Section.
2. Solicit the opinions of members of the Section on major issues before Board of Directors meetings, especially by consulting the Section's Steering Committee for general guidance and to learn if the Committee wishes to adopt a position on an issue.
3. Read the Board of Directors Meeting Agenda prior to the each meeting. Attend meetings of the Board, but, if unable to attend, notify the Secretary well in advance so a representative can be authorized to attend.
4. Be willing to serve on Region Committees and dedicate considerable time and energy to fulfilling the obligation of such membership.
5. Communicate the views of the Section to the Southeast Region Board of Directors.
6. Communicate Regional issues and Region Board decisions to the Section by attending Section Executive Committee meetings and reporting regularly to the Executive Committee and the members via oral reports and in writing.
7. Assist in the preparation and presentation of a bid for hosting an upcoming SERMACS when the Section decides that it wishes to host such a meeting.
8. Obtain brochures and other publications that may be of interest to the Section.
9. Prepare written communications for publication to inform the membership on major issues.
10. Update the Officer's Handbook as requested.

14. Webmaster

- Establishes, maintains, trouble shoots, updates, and upgrades the local section website to provide valuable member information in a timely, web-accessible format; includes lengthier articles and photos where appropriate that may be in addition to the Newsletter.
- Works closely with the Chair and other officers, especially the Newsletter Editor.
- Coordinates content and information with the Newsletter Editor.

C. EXECUTIVE COMMITTEE

It is composed of the Immediate Past Chair, the Chair, the Chair-Elect, the Secretary, the Treasurer, the Councilors and Alternates, and Committee Chairs; but another consideration is to include potential chairs. The Secretary takes minutes.

Duties and responsibilities of this Committee include:

1. Reviewing, at its January meeting, the budget proposed by the Treasurer.
2. Coordinating the activities of the Section.
3. Providing long-range planning for the Section.
4. Considering proposals for actions or new programs.
5. Working specifically on tasks or problems assigned to it by ACS (Bylaws).
6. Reviewing the Section Bylaws regularly.
7. Selecting, in November, a candidate for the Distinguished Service Award. The Committee may elect to recommend that an award not be given.
8. Reviewing and revising the Officer's Handbook, seeking suggestions from all persons holding jobs described therein.