

**CLEVELAND SECTION
AMERICAN CHEMICAL SOCIETY
JOB MANUAL**

Last revised: 2002

The objective of this manual is to help officers and committee chairs understand their positions beyond those enumerated in the By-Laws of the Cleveland Section.

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SECTION I ELECTED OFFICERS

A. CHAIR

The Chair leads the Section in the formulation and execution of plans, policies and activities of the section. The Chair serves as the representative of the Section on formal occasions. The Chair is responsible for integrating and supervising the activities of the Section, its committees, and its officers. The Chair insures continuity of the section operations by keeping the Chair-Elect informed of and involved in the activities of the Section.

The Chair presides at the monthly meetings of the Section. The Chair calls and prepares an agenda for the Executive Committee meetings and is a voting member of the Executive Committee. The Chair appoints Committee Chairs, as well as appoints new committees as the need arises. The Chair serves as an ex-officio member of all committees except the Nominating Committee. The Chair maintains the current list of officers and committee chairs.

Monthly duties of the Chair are outlined in the table found in section D.

SECTION I ELECTED OFFICERS

B. CHAIR-ELECT

The Chair-Elect is responsible for the development of the program for the Section for the academic year (September-May) beginning during the term of office. The Chair-Elect works closely with the Chair to insure continuity of Section operations.

The Chair-Elect plans the program that begins in September of his/her term of office and appoints a Program Committee to assist as necessary. The program should be completed in time for publication in the September Isotopics. The Chair-Elect is responsible for determining these elements for each meeting:

- a. speaker
- b. location
- c. time schedule of events, including dinner and social hour
- d. social hour and dinner menu
- e. needs of Speaker, including transportation, reservations, and audio-visual equipment needs, if required
- f. collection of the dinner reservations.

The Chair-Elect must participate in the annual Local Section Officers Training sponsored by the ACS National Office to prepare himself/herself to conduct a strong Section operation and to institute innovative programs to strengthen the Section.

Monthly duties of the Chair-Elect are outlined in the table found in Section D.

SECTION I ELECTED OFFICERS

C. PAST CHAIR

The Past Chair is responsible for preparing the Annual Report for his or her year as chair, guiding the current Chair, and serving as the chair of the Nominating Committee. Failure of the Past Chair to prepare the annual report in time may jeopardize the section's yearly National Allotment (around \$9000).

Monthly duties of the Past Chair are outlined in the table found in Section D.

SECTION I ELECTED OFFICERS**D. MONTHLY DUTIES TABLE OF CHAIR, CHAIR-ELECT AND PAST CHAIR**

MONTH	PAST-CHAIR	CHAIR	CHAIR-ELECT	EXCOM MTG
January	Receives Past Chair's pin from current Chair, passes on plaque to current Chair; writes annual report	Monthly meeting is Past Chair's Night; Recognizes Past Chairs at meeting; Receives plaque; prepares past chair's program booklet; has budget approved at Executive Committee meeting; distributes contact information list of Executive Committee officers; sets three goals for annual report (give to past chair); reminds Awards Chair to nominate Heller and Morley Awardees; donates to NEOSEF		yes
February	Begins nominations search; submits annual report to National; prints out and distributes copies of annual reports to Executive Committee	Monthly meeting is Archive Committee Meeting; often is joint meeting with North East Ohio section; finalizes Meeting in Miniature; reminds treasurer of tax form		yes
March	Finalizes nominations	Monthly meeting is Meeting in Miniature; ensures M in M Program Chair gets student presenters and prepares program book and gets plenary speaker; ensures M in M location chair reserves rooms and dinner; ensures M in M Awards chair has gotten judges and awards; checks on progress of Heller Award; touches base with science fair chair; donates to CTSC scholarship fund; Chemistry Olympiad test	Attends Leadership Conference; begins program planning	no
April	Announces nomination slate at Executive Committee meeting	Monthly meeting is Education and Family Night (location should be family friendly and, depending on program, demonstration friendly); hands out NCW, NEO Science and Engineering Fair, Heller Award (\$1000 and certificate), Chemistry Olympiad awards; checks Morley progress including engraving of award, program, and John Carroll logistics; distributes tickets to CTSC banquet		yes

MONTH	PAST-CHAIR	CHAIR	CHAIR-ELECT	EXCOM MTG
May	Election slate is printed in Isotopics and announced at section meeting	Monthly meeting is Morley Award Meeting; Chair gives award and check for \$2000; receives 50-yr member awards from National; attends CTSC banquet; attends SAS May Meeting banquet		no
June	Gets ballots printed (Colorbar is the current printer)	Organizes 50-yr member dinner or any other summer social event		yes
July				no
August	Mails out ballots	Contacts Isotopics with any news by first week of month	Puts Sept meeting in Isotopics by first week of August	no
September		Starts Executive Committee meetings again; present "Salutes to Excellence" award at monthly meeting	First monthly meeting planned by Chair-Elect; needs to come to Executive Committee Meeting with list of dates and meetings for the next year and publishes schedule in Isotopics	yes
October		Get nameplate with Chair-Elect's name for past-chair's plaque; should attend NCW dress rehearsal. Tallies ballots and announces results at October meeting; National Chemistry Week	Joint Meeting with Akron section, odd years are Cleveland's responsibility to plan; recruits committee chairs; orders Past Chair's pin	yes
November		Executive Committee thank you dinner	Plans Monthly Meeting; selects location and Program Chair for M in M so that M in M can be announced in Dec Isotopics	no
December		Requests information for annual report	No monthly meeting; calls for Budget Committee meeting in early January; sends out budget requests in mid-December; sends letter to Past chairs to invite them to Past Chair's night in January	no

SECTION I ELECTED OFFICERS

E. SECRETARY

The Secretary is responsible for communicating information of Section activities to the members and for maintaining the written record of Section activities. The Secretary is the principal line of communication between the Section and the ACS National Office, corresponding with National as needed. The Secretary is a voting member of the Executive Committee.

The Secretary records the minutes of the Executive Committee Meetings, including a list of attendance, all motions and their fate, unfinished business requiring follow-up action, and summaries of reports presented at the meeting. The Secretary distributes copies of the minutes for approval to the Executive Committee members in advance of the Committee meeting.

The Secretary receives a bi-monthly membership roster from the ACS National Officer. The “New Member” and “Transfers In” are sent to the Membership Chair and the Isotopics Editor *as received*. A copy of the full roster is sent to the Membership Chair, the Chair and the Isotopics Editor in January. In July, a copy of the full roster is sent only to the Membership Chair.

The Secretary handles correspondence as needed, such as thank-you notes to speakers, condolence and get well messages, etc.

The Secretary certifies the credentials of Alternate Councilors and/or temporary substitutes chosen to represent the section in the absence of the elected Councilors. Detailed instructions on the procedures for this certification are sent with the council agenda to the Secretary approximately six weeks prior to each council meeting.

The Secretary is traditionally the Isotopics Business Editor, but this position may be assigned to another person.

Monthly Duties of the Secretary:

January 15 – orders letterhead and envelopes from printer (Genesis Quality Printing at 440-975-5700).

January – sends full membership roster to the Membership Chair, the Chair and the Isotopics Editor

July – sends full membership roster to the Membership Chair

October – Receives ballots, verifies the voters are section members, opens the outer envelopes, and gives sealed ballots to Chair for counting.

November – Completes paperwork to ACS National Office to certify newly elected officers, councilors, and committee chairs

December – Completes paperwork to have membership roster sent to the new Secretary.

SECTION I ELECTED OFFICERS

F. TREASURER

The Treasurer is the financial officer for the Section, who is responsible for keeping accurate records of Section income and expense, requesting transfer of funds from the Trust Fund to the Section checking account, collecting the payment at dinner meetings, and preparing tax forms. The Treasurer is elected for a two-year term, and is a voting member of the Executive Committee. The Treasurer shall be bonded.

In addition, the Treasurer serves as an *ex-officio* member of the Budget Committee, collects Section dues, writes checks, handles deposits from National, section, the trust fund, and all other sources, maintains an accurate set of books for the auditors' approval, prepares an annual report of the Section's monetary transactions, and reports on financial status at Executive Committee meetings.

The treasurer is required to be present at all section meetings to collect dinner receipts and dues, issue receipts if requested, issue check(s) for dinner and rental services if monies are required that evening, and bring name tags for everyone.

The Treasurer is responsible to send (either mail or fax) a Certificate of Exemption as needed to vendors requesting proof of our tax-exempt status. Our tax ID # is 34-6513595.

The Treasurer should receive the *ACS Reimbursement of Councilor Travel Expenses Form* from each Councilor that plans to attend a National ACS meeting **prior** to their departure. Each request should be approved by the Executive Committee before the meeting (4 weeks prior). After each National meeting (Spring and Fall), the Councilor must send the Treasurer forms and associated receipts within 3 weeks. The treasurer should then send these forms to National before the deadline. Failure to return these forms in a timely manner (April-May or October typically) will result in loss of around \$770 per Councilor in the section's budget.

The Treasurer should return each year form to request National ACS to collect local dues on the behalf of the local ACS. We have collected \$7 in past years as voluntary local dues. Failure to return this form in a timely fashion (for 2002, date was May 1) will result in the loss of \$6K in the section's budget. This money will be sent by two checks or wired in two payments (August and February).

The Treasurer maintains the ACS local section checking account. The section's current account is with Fifth Third National Bank, 4065 Mayfield Rd., South Euclid. The treasurer should balance checkbook on a regular basis (at least quarterly). Using the established Quicken spreadsheet is advisable to minimize effort and to ensure the appropriate budget categories are used to track money flow.

On start of job, the new Treasurer should collect all materials from previous Treasurer, visit Bank with past Treasurer to obtain signature authorization cards transferred to new Treasurer, as well as have address changed to new Treasurer for Checking Account Statements.

The Treasurer is expected to keep enough money in the checking account to pay for expected expenses. For example, monthly during academic year, the section is billed for Isotopics. Some larger reoccurring bills for the Cleveland Section include ACS Scholarship (\$1K, March), ACS Councilor travel (twice yearly, \$1-2K), Heller Award (\$1K, April), Morley Award (\$2K, May), Meeting-in-Miniature (MIM, March, dinner and related expenses can run to \$3K, plus, there are many student award checks), CTSC Scholarship and Table (March, \$1.7K). Dinners for monthly meetings can vary in cost, but run as high as \$2.5K for larger meetings. Also, many smaller checks need to be written for NEOSF and NCW essay contest winners in April.

Other Additional Monthly Duties of the Treasurer Include (but not limited to):

January 15 – Submits financial records from previous year to Auditor.

February: Prepare annual financial report by Feb. 1. Submit to Past Chair for inclusion in annual report of Section (due Feb. 15).

April – Contact tax firm to file income taxes. Tax returns for non-profit organizations are due May 15.

The Cleveland Section has used
Kuhns and Associate, Inc.
9700 Rockside Road, Ste. 350
Valley View, OH 44125
phone: 216-573-7395
e-mail for Chris Kuhns: chris@kuhns1040.com

NOTE: The treasurer should file a tax return at the end of each year of office. At this time it would be wise to prepare section annual financial report, since similar information is needed by accountants.

NOTE: ***The failure to file a tax return will result in a substantial penalty***

December – Prepares annual financial report for inclusion in Annual Report. Trains new Treasurer and transfers books/electronic files.

Further information can be found in the HANDBOOK for ACS Local Section Treasurers, available from the previous treasurer or National ACS.

SECTION I ELECTED OFFICERS

G. DIRECTOR

There are three Directors, each of whom serves a three-year term. One Director is elected every year. Directors serve as voting members of the Executive Committee, and provide advice and informed responses to suggestions and ideas to the officers and chairs of committees through their attendance at Executive Committee meetings. Typically, a Director would have served previously in other capacities, and provide historical continuity to the Section.

In addition, one Director shall be named Chair of the Budget Committee. Another Director shall serve as Chair of the Awards Committee. The third Director shall serve as the Chair of the Auditing Committee.

SECTION I ELECTED OFFICERS

H. TRUSTEE

There are three Trustees. One Trustee is elected at each annual election. The Trustees are voting members of the Executive Committee. All Trustees serve on the Budget Committee. The Trustees administer the Permanent Trust Fund by investing in revenue-producing investments. All financial transactions of the Board of Trustees, such as the buying and selling of securities representing the Permanent Trust Fund, shall have the written approval of at least two members of the Board of Trustees.

The Trustees shall elect a chair from its own membership. The chair will serve as the account representative and shall execute all transactions in a manner approved by the Board of Trustees. The chair of the Trustees will provide a verbal or written Trustees' report to the Executive Committee of the Section on the current status of Trust Investments at least on a quarterly basis.

The chair of the Trustees calls for quarterly meetings (if possible) of the Trustees for the purpose of review of Trust Investments held and to discuss and act upon proposed account revisions. Include the Trustee's Account Representative (currently from McDonald and Company) as needed to provide recommendations for current and future investments.

The Trustees prepare a report of their activities in December to submit to the Chair for inclusion in the Annual Report.

SECTION I ELECTED OFFICERS

I. COUNCILOR

Currently, there are three Councilors, each of whom serves a three-year term. (The number of Councilors representing the Cleveland Section is determined by section membership size and ACS National rules and is subject to change). One Councilor is elected every year. Councilors serve as voting members of the Executive Committee.

Councilors, to be effective, should attend both National Meetings each year. The Councilor shall inform the Chair if not able to attend the National Meeting. One is usually early April and the other late August or early September. Councilors are expected, at least, to attend the council meeting on Wednesday morning of the meeting week.

Councilors, to do their part, should be prepared to either be appointed to or volunteer for a committee assignment at the National level. These committees typically meet on the Saturday or Sunday or the whole weekend, just before the national meeting week. Thus, a Councilor may have to be at the meeting city as early as the Saturday morning preceding the meeting and as late as Wednesday afternoon of the meeting week. Some committees meet Wednesday afternoon too. Committee assignments may require sub-committee work, and also as liaison to other committees, thus needing to attend other committee meetings. Between National Meetings, depending on the committee, a Councilor may have outside work to do: read and evaluate annual reports, write bylaws, background reading for assignments of the committee, phone calls to make, etc. If a Councilor does not have a committee assignment, then this outside work will not exist. It is recommended that all Councilors become committee members in order to benefit the ACS, the Section, and all ACS members. The Councilor should attend local Section Executive Committee meetings to report on activities going on at the national level and to help the section get things done which would require Councilor intervention at the national level.

Monthly Duties of the Councilors:

March – Submit request to Treasurer for financial support for National Meeting.

April – Attend National Meeting.

May – Submit request for reimbursement to Treasurer. Report on National meeting at Executive Committee Meeting.

July – Submit request to Treasurer for financial support for National Meeting.

August – Attend National Meeting.

September – Submit request for reimbursement to Treasurer. Report on National Meeting at Executive Committee Meeting.

December – Submit Councilor report activities to Chair for annual report.

SECTION I ELECTED OFFICERS

J. ALTERNATIVE COUNCILOR

There are three Alternate Councilors, each of whom serves a three-year term. One Alternate Councilor is elected every year. Alternate Councilors serve as voting members of the Executive Committee.

In the event a Councilor cannot attend the National Meeting, an Alternate Councilor is sent in his or her place. The Secretary is sent the forms that certify the credentials of the Alternate Councilor before the National meeting.

SECTION II COMMITTEE CHAIRS

A. BUDGET COMMITTEE

The Budget Committee shall consist of the Director who was named Chair of the Budget Committee, the Chair, Chair-Elect, Past-Chair, the other Directors, and the Trustees. The Treasurer is an ex-officio member of this committee.

Monthly Duties of the Budget Committee:

December 1 – Chair of Budget Committee sends out budget requests for the following year to the committee chairs and elected officers.

January 1 – Sets date for Budget Committee meeting to be prior to January Executive Committee meeting.

January Executive Committee Meeting – Budget is submitted to Executive Committee for approval.

February 1 – Send copy of approved budget to Past Chair to include in annual report.

February Executive Committee Meeting – Distribute copies of approved budget to Executive Committee.

SECTION II COMMITTEE CHAIRS

B. AWARDS COMMITTEE

The Awards Committee consists of the Director designated as the Chair of the Awards Committee and the Morley and Heller Jury members. The two awards given by the Cleveland Section are the Morley Medal and the Irene C. Heller Award for High School Teaching.

The Morley Award is given annually by the Cleveland Section to an individual from the area described by a radius of approximately 250 miles from Cleveland. (The Award may be withheld in any year in which the Jury finds that no suitable nominations are available.) The awardee shall have made the contributions for which the award is given while residing in the proscribed area. It is hoped that the award will be made in at least one in three years to an individual who has not attained the age of 48. Members of the Award Jury are ineligible to receive the award while serving on the Jury. The purpose of the award is to “recognize outstanding contributions to chemistry through achievements in research, teaching, engineering, research administration, and public service, outstanding service to humanity or to industrial progress.” The award consists of the Morley Medal and the Edward W. Morley Lectureship as part of the Morley Award Symposium in which additional speakers are invited to deliver lectures on relevant topics in conjunction with the Morley Lecture. The Morley Award also consists of a \$2,000 honorarium. The recipient and guest are reimbursed for travel and incidental expenses incurred in receiving the award and delivering the lecture.

The Irene C. Heller Award for High School Teaching is the Cleveland Section of the American Chemical Society’s annual award to recognize an outstanding high school chemistry teacher who teaches at a school located within the Cleveland Section boundaries. The award consists of an honorarium of \$1,000 and a framed certificate. The winner will also be the Cleveland Section’s nominee for the ACS Central Regional Award for High School Chemistry Teaching. The award is named for Irene Heller of North Olmsted High School in recognition of her contributions as an outstanding high school chemistry teacher and her service to the Cleveland Section.

About Irene C. Heller--Irene Heller taught chemistry at North Olmsted High School from 1967 until her untimely death in 1996. Born in Cleveland in 1944, she graduated from the University of Toledo with degrees in Chemistry and Education. Irene hosted the local Chemistry Olympiad annually at North Olmsted High School from 1985 through 1995. Recognized for her work with the North Olmsted Outstanding Chemistry Teacher award in 1986 and in 1995 with the most Influential Teacher award, Irene was a member of the Board of Directors of the Cleveland Regional Council of Science Teachers, in Who's Who Among American Teachers, and a member of the Energy Education Advisory Council for CEI. She was active in the Cleveland Section of the American Chemical Society, in the High School Affairs committee, and served as Secretary for the Section in 1995 and 1996. In 1993, as part of the Centennial Celebration of the Cleveland Section, Irene was awarded the Outstanding High School Chemistry Teacher Award. In 1996, after her death, the Executive Committee of the Section approved an annual award in her memory.

It is the Award Chair's responsibility to publish the call for nominations, ensure that the Jury meets, communicate the results of the Jury selections to the Section Chair, and ensure that the awards are ready.

The Morley Award Jury consists of eight members, serving terms of four years. Two members should retire each year; the Section Chair will appoint new members. An attempt should be made to obtain balance between the scientific subdisciplines and between academic and industrial members. Nominations for the Morley Award are considered active for three years after submission; if the nominee is not selected after three years, the submitter will be contacted and asked to update the nomination package.

The Heller Award Jury consists of three members. Jurors serve for three years. The Section Chair appoints the new jurors (even years from industry, odd years from academia, if possible.) Nominations for the Heller Award are considered active for three years after submission; if the nominee is not selected after three years, the submitter will be contacted and asked to update the nomination package.

Monthly Duties of the Awards Committee Chair:

October 1 – Call for nominations for Morley Award published in C&EN News, Isotopics, and in a letter to universities within a 250-mile radius of Cleveland.

November 1 – Deadline for Morley Award nominations.

November 15 – Section Chair appoints two members to Morley Jury, one from industry, one from academia.

December 1 – Awards Committee Chair copies, collates, and distributes to jury members nomination packets for Morley Medal candidates.

December or January - Morley Jury convenes.

December 1 – Call for nominations for Heller Award published in the January issue of Isotopics.

January 1 – Call for nominations for Heller Award sent to high schools within the geographic boundaries of the Cleveland Section (Cuyahoga, Lorain, Medina, Huron, and Erie counties).

January – Awards Committee Chair informs Section Chair of winner of Morley Medal. Section Chair informs winner by telephone. Section Chair contacts nominator by telephone or electronically. Awards Chair places announcement of winner in *C&E News*.

February 1 – Section Chair appoints one member to Heller Jury, from industry, in odd-numbered years and from academia in even-numbered years.

February – Nominates last year's Heller Award winner for the Regional High School Teacher's award.

March – Have Morley Medal engraved. If using the last of Morley Medals on hand, order casting of more medals from Gino's Awards, Richmond Road, 216-831-5653.

March 1 – Deadline for Heller Award nominations.

March – Awards Committee Chair copies, collates, and distributes to jury members nomination packets for Heller Award candidates.

March - Heller Jury convenes.

April - Awards Committee Chair informs Section Chair of winner of Heller Award. Section Chair informs winner by telephone. Submit request to Treasurer for Heller Award check (\$1000) payable to award winner. Creates and frames certificate for award winner. Invites past Heller Award winners to April Section Meeting (Education Night) as guests of the Section for dinner.

May – Submit request to Treasurer for Morley Award check (\$2000) payable to award winner.

SECTION II COMMITTEE CHAIRS

C. AUDITOR

The Auditor is the Director appointed by the Chair in December. The Auditor shall audit the books and reports of the Treasurer, the Isotopics business manager, and the Trustees' accounts and shall report to the Section no later than February 1.

SECTION II COMMITTEE CHAIRS

D. PROGRAM COMMITTEE

See Chair Elect.

SECTION II COMMITTEE CHAIRS**E. NATIONAL CHEMISTRY WEEK**

National Chemistry Week (NCW) is typically chaired by two persons. The programs initiated by the Section include a demonstration library program, an essay contest for students K-12, and other events or contests as decided by the NCW committee. The NCW committee chair(s) are nonvoting members of the Executive Committee.

Month	Action Step	Completed?
May	Contact NCW Planning Committee regarding kick-off meeting	
	Schedule meeting for mid/late May (establish topic & write blurb)	
	Contact Barb Barstow (Head Children's Librarian for CCPL) and other librarians (Cleveland Public libraries, Summit County libraries, etc.)	
	Begin contacting demo volunteers for scheduling their programs	
	Schedule additional Planning Committee meetings	
	Plan and start fundraising activities	
June	Deadline for scheduling CCPL library demos with librarians- June 15th	
	Committee members work on developing demo script and contest ideas	
	Contact Mary Zeller at NASA regarding support of contests (as of 2002)	
	Solicit contributions - financial and in-kind	
	Establish contacts with local media (Clev. Section Publicity Chair)	
	Government proclamations? (Mayor, Governor, etc.)	
July	Contact Public Programs Dept. at GLSC regarding NCW program	
	Contact CRCST regarding having a workshop at their Fall Conference	
	Committee members refine demo ideas	
	Determine approximate costs of demos	
	Provide script templates for demo write-ups	
	Draft contest write-up (lab coat, chemistry contest, other?)	
	Contact J.Chem.Ed. to request copies of NCW edition and other materials	
Aug.	Review final contest write-ups	
	Review demos/script for overall storyline and set demo order	
	Committee member to start drafting script	
	Work on web pages (especially contest info)	
	Deliver contest materials to NASA by late Aug./early Sept. for printing and mailing (Return address on mailing MUST be a NASA address.) (as of 2002)	
	Schedule GAK and Dress Rehearsal days (locations & dates)	
	Contact GLSC to review program details	
	Send library demo schedule to Isotopics for inclusion in Oct. issue (due date in first week of Sept.)	
	Create flyers and send to librarians to help advertise NCW demo programs and contests	

Month	Action Step	Completed?
Sept.	Send e-mail (or letter) to volunteers regarding GAK, Rehearsal, & GLSC	
	Review final script	
	Make shopping & GAK task lists from final script	
	Shop for supplies (get form letter & tax exempt # from Treasurer)	
	Begin scheduling volunteers for GLSC event	
	Send MSDS to Barb Barstow for chemicals we will be using in demos	
	Start writing/sending-out news releases	
Oct.	GAK Day	
	Dress Rehearsal	
	Send more news releases	
	NCW! - last week in October!	
	Contest entries due	
	Send summary of events/event updates to National ASAP (with pictures) for C&EN article on NCW	
Nov. - Dec.	Send Thank You's to Volunteers/Student affiliates/Donors/Sponsors	
	Contest winners selected	
	Send "token" prizes for contest entrants	
	Send letters to contest winners and their teachers	
	Start writing NCW Annual Report and Chemluminary Award Nominations (due to Chair/Past Chair around January 15th)	
	Update web pages	
Jan.	Submit Summary Form to National (check date on form)	
March	Invite contest winners, parents, & teachers to ACS Education Night to accept awards	
	Invite NCW volunteers to attend April Meeting	
	Accept RSVPs for winners & teachers and forward to program chair by deadline	
	Make certificates for winners	
	Request Treasurer to write checks for winners	
	Write up notes/acknowledgements for presenting awards	
	Plan "Thank You" dinner for Planning Committee (schedule in April or May) - send invitations, buy gifts, make certificates, etc.	
April	Cleveland Section Education Night Meeting	

SECTION II COMMITTEE CHAIRS

F. ARCHIVE

The Archive Committee Chair maintains two complete bound sets of Isotopics, maintains a complete set of Annual Reports, maintains a listing of Past Chairs of the Cleveland Section, preserves copies of letters and other source material of potential historical interest to the Section, and searches the historical archives on request for desired historical material. The Archives are currently maintained at John Carroll University.

The Archive Committee prepares and updates list of Morley Award, Heller Award, Student Science Award, and other notable people who have been awarded by the Cleveland Section for outstanding achievements. The Archive Committee is instrumental in preparing plaque boards to list Past Chairs, Morley Award winners, and Heller Award winners

The Archive Committee also has the responsibility to identify any potential nominees for Chemical Historical Landmark status or “mini” Landmarks (“mini” meaning acknowledgement of an industry’s accomplishment announced to the general public via Isotopics or other media). The Archive Committee will help the potential landmark site with their application to National, writing of the landmark brochure, and planning the landmark ceremony.

The Archive Committee also sponsors one dinner meeting per year, traditionally held in conjunction with the Past Chair’s night in either January or in February.

Archive Committee members are requested to participate in “Vignettes of Chemical History,” local or other disclosures or recent advances in chemistry in the Cleveland area.

The Archive Committee collects and files other forms of chemical memorabilia such as lab equipment, books, references, meeting minutes, etc. The Committee participates in the promotion of chemical history by displaying archival material at Cleveland Section public events. These materials can be brochures, excerpts of chemical endeavors published by colleges or businesses, old chemical apparatus, etc.

SECTION II COMMITTEE CHAIRS

G. NOMINATING

The Past Chair serves as the chair of the nominating committee. See Past Chair for a list of duties.

SECTION II COMMITTEE CHAIRS

H. CAREER SERVICES

The Career Services Chair is to assist members in activities related to careers. The chair will assist unemployed or dismissed employees in utilizing the services of both the National ACS and the Section, may organize Career Nights for college students, or may organize professional development courses like resume writing or interviewing. It is highly recommended that the chair of this committee attend the workshop for career services sponsored by National. The Career Services Chair is a nonvoting member of the Executive Committee.

SECTION II COMMITTEE CHAIRS

I. CONTINUING EDUCATION

The Continuing Education Chair is responsible for promoting the continuing education of Section members. Duties of the chair include: serving as liaison between Section and National Office on matters relating to continuing education; evaluating local interest in available ACS programs in continuing education and organizes the presentation of such programs to Section members where justified; working cooperatively with educational institutions to evaluate the need for and to assist in organizing short courses in chemistry; and organizing at least one short course per year in a chemistry field.

SECTION II COMMITTEE CHAIRS

J. PUBLICITY

The Publicity Chair is responsible for publicizing Section activities and other events important to the chemical community. The Publicity Chair is a nonvoting member of the Executive Committee.

The Publicity Chair should attend the Public Relations Workshop held by National. The Chair should then maintain a current list of media contacts for science activities including names, addresses, phone numbers, and/or email address: science editors of local newspapers, news directors of local TV and radio stations, ACS news service, and C&EN. The Publicity Chair should consult with committee chair and Section officers to learn of possible news stories and acts to publicize appropriate events through media contacts. Files should be maintained of actual publicity received, and these should be reported to the Section Chair in December for inclusion in the Section's Annual Report.

SECTION II COMMITTEE CHAIRS

K. HIGH SCHOOL AFFAIRS

The Chair of the High School Affairs Committee should be a high school teacher. The chair is a nonvoting member of the Executive Committee. Responsibilities include: planning Spring and Fall workshops, publicizing workshops, and maintaining mailing list of high schools in conjunction with the NCW Committee, Awards Chair, and Chemistry Olympiad.

Monthly Duties of the High School Affairs Committee Chair:

January – Send workshop mailing to schools in section; place announcement of workshop in February Isotopics.

March – Spring Workshop. Submit request for reimbursements to Treasurer.

April – Contact speaker for Fall Workshop

August - Send workshop mailing to schools in section; place announcement of workshop in September Isotopics.

October – Fall Workshop. Submit request for reimbursements to Treasurer.

November – Contact speaker for Spring Workshop

December – Submit report on activities to Chair for annual report. Submit budget request for next fiscal year to Chair of Budget Committee.

SECTION II COMMITTEE CHAIRS

L. YOUNGER CHEMISTS

The role of the Younger Chemists Committee (YCC) is to encourage younger chemists, defined as those under 35 years of age or with less than 5 years of professional experience, to become active in the local and National ACS. The chair of this committee is a nonvoting member of the Executive Committee.

The YCC should sponsor events that cater to the age group and professional experience of their target audience. These events can include, but are not limited to: professional development events such as career nights, social events such as picnics, or industrial tours. The YCC should sponsor at least one of these events per year.

In addition, the YCC should co-sponsor a dinner meeting with the Section, choosing a topic that would be of interest to younger chemists. Traditionally, this meeting is held in the Fall. The YCC can encourage younger chemists to come by offering a less expensive dinner price.

SECTION II COMMITTEE CHAIRS

M. NEOSEF JUDGING COMMITTEE COORDINATOR

The NEOSEF Judging Coordinator coordinates the awards given by the Cleveland Section at the Northeast Ohio Science and Engineering Fair. The Coordinator is a nonvoting member of the Executive Committee.

Monthly Duties of the NEOSEF Judging Coordinator:

February—Make contact with NEOSEF directors regarding the selection of special judges needed to represent the section at the Fair.

March—Judge the NEOSEF and select the Creative Chemistry Award winners. Generally, awards are given to one first place project (\$100), a second place project (\$75), a third place project (\$50) and two to three honorable mention awards (\$25).

April—Prior to Education Night Meeting invite student winners, their parents and a teacher/mentor to be the guests of the section at dinner (in the invitation be certain to include directions to location of dinner). Additional family members can attend the dinner at additional cost. Create, print and frame certificates for winners. Submit check requests (in students' names) and reimbursement request to Treasurer. Send names and school names of winners to Isotopics editor for publication in May issue.

December—Submit report on activities to Chair for annual report.

SECTION II COMMITTEE CHAIRS

N. ISOTOPICS EDITOR

The Isotopics Editor is responsible for receiving Isotopics articles, composing the newsletter, and sending it to the printer on time. Isotopics is published monthly between September and June; there is no need for a December issue if there is no meeting in December. The Isotopics Editor is also responsible to making the changes to the mailing list kept by the printer as new information is sent to him or her. The editor is a nonvoting member of the Executive Committee.

SECTION II COMMITTEE CHAIRS

O. ISOTOPICS BUSINESS EDITOR

The Isotopics Business Editor is traditionally the Secretary, but can be assigned to another person. The Editor handles inquiries about advertisements, confirms advertisers, and sends invoices. The contact information for the Isotopics Business Editor should be published in each issue of Isotopics.

Monthly Duties of the Isotopics Business Editor:

May – Invoices advertisers.

November – Invoices advertisers.

SECTION II COMMITTEE CHAIRS

U. MEETING IN MINIATURE (MIM)

The role of the MIM committee is to arrange and execute the MIM as a regular program of the Section. MIM is traditionally held in March. This committee usually consists of two co-chairs, both of whom are nonvoting members of the Executive Committee. The MIM Program Chair is responsible for publicizing the call for papers, inviting and hosting the plenary speaker, collecting the abstracts into an abstract book, selecting the session chairs, and placing the appropriate speaker into the appropriate section. The MIM Facility Chair is responsible for obtaining the meeting and lecture rooms necessary, ensuring that the proper audio-visual equipment is operational, planning the dinner, and collecting the dinner reservations. A person in charge of awards may assist the MIM Chairs. Companies or individuals in the Section usually sponsor awards for best undergraduate and/or graduate oral presentations. Undergraduate awards are \$250 and a certificate; graduate awards are \$300 and a certificate. The awards person selects the judges, generates the certificates, and ensures that the Treasurer writes the appropriate checks.

Monthly Duties of the MIM Committee Chairs:

November (of the year before) – The Section Chair- Elect chooses the location of the MIM. MIM should rotate between academic institutions in the section. The Program and Facility Chairs should be chosen at this time. The Facility Chair must be an employee of the hosting institution; the Program Chair ideally would be but does not necessarily have to be. Select plenary speaker.

January – Publish a call for papers in *Isotopics* and place call for papers on the web site; arrange rooms and dinner caterer; contact companies and individuals to sponsor student awards.

February – Contact other chemistry departments in the Section to publicize MIM; publish a call for papers in *Isotopics*; select session Chairs.

March (before meeting date) – Collect dinner reservations; organize sessions; publish abstract book; choose judges for awards.

March (meeting date) – Have a reservation table to greet presenters and attendees; judge sessions; write out certificates and have the Treasurer write checks to winners.

December - Submit report on activities to Chair for annual report.

SECTION II COMMITTEE CHAIRS

P. MEMBERSHIP

The role of the Membership Committee is to encourage chemists to join both the National ACS and the Cleveland Section. The Section receives an allotment from the National Office on all new members who apply for national membership through the Section. This can be a significant source of income to the Section. The chair of the membership committee is a nonvoting member of the Executive Committee.

The Membership Chair obtains new membership application forms from the National Office. Also, the chair establishes a contact system with local industrial and academic institutions to insure that prospective members are identified for contact. Also, through the contact system, the chair invites prospective members to join, supplies new membership applications, and invites new members to attend one complimentary dinner meeting at the Section's expense. The chair writes to student affiliate chapters in the area inviting members to join the National ACS. Finally, the chair welcomes new members at meetings.

SECTION II COMMITTEE CHAIRS

Q. WEBMEISTER

The role of the Webmeister is to take care of the Section web pages. The Webmeister is a nonvoting member of the Executive Committee. The Webmeister should place each issue of Isotopics, important announcements (like calls for awards and late-breaking news), descriptions of the Section's programs, and names and contact information for Section officers on the Section website. Also, the Webmeister should facilitate posting of information by NCW, High School Affairs, YCC, and Continuing Education Chairs.

SECTION II COMMITTEE CHAIRS

R. STUDENT AFFILIATES

It is the responsibility of the Chair of the Student Affiliates Committee to plan events to involve students from the Section's colleges and universities as well as to inform both the Student Affiliate advisors of the colleges and the Section of programs of interest to college-age students. The Student Affiliates should plan at least one Section-wide event per academic year. The Student Affiliate Chair is a nonvoting member of the Executive Committee.

SECTION II COMMITTEE CHAIRS

S. CTSC REPRESENTATIVE

The role of the CTSC representative is to actively represent the interests of the ACS in the local technical community. The CTSC representative is a nonvoting member of the Executive Committee.

CTSC ordinarily meets monthly from September through May. The CTSC representative should be an active member of the Section who understands its goals and programs. The representative should attend all CTSC meetings, seek assignment to working committees of the CTSC and participate fully in CTSC activities, and coordinate any activities that mutually benefit both societies. In addition, the Section sponsors four 4-year renewable scholarships of \$1000 each (one new scholarship winner each year). It is the CTSC representative responsibility to make sure that the scholarship recipients meet the qualification for scholarship renewal (appropriate GPA and major) each year.

SECTION II COMMITTEE CHAIRS

T. BY-LAWS

The role of the By-Laws Chair is to coordinate the change in by-laws, as described in By-law XIX Amendments.

The By-Laws Chair maintains the current version of the Bylaws and the Job Handbook and supplies copies on request. Distributes Job Manual to Committee Chairs upon notice by Chair or Chair-Elect.