

ACS Division of Fluorine Chemistry Operations Manual (2005)

Duties and Responsibilities of Officers and Members of the Executive Committee

A. Executive Committee

The purpose of the Executive Committee of the Division of Fluorine Chemistry of the American Chemical Society (hereafter named Division) is to serve as the Senior Management Team responsible for ensuring the overall growth and financial health of the Division.

Composition:

<u>Title</u>	<u>Term of Office*</u>
Chair	1 yr.
Vice-Chair Secretary	3 yr.
Vice-Chair Membership	3 yr.
Vice-Chair Programs	3 yr.
Treasurer	3 yr.
Past Chair	1 yr.
Councilor	3 yr.
Alternate Councilor	3 yr.
Executive Committee Members (at least 6)	3 yr.

*All terms of office commence on January 1 of the calendar year immediately following election.

Each of the three Vice-Chairs will serve a three-year term of office, having been elected by the Division's membership. A Vice-Chair then succeeds to Chair of the Division and, finally, to Past Chair of the Division. The five-year commitment to the Division is designed to ensure continuity of the Division's elected officers.

Responsibilities:

1. Develop, implement and monitor the Division strategic plan; review annually and revise as needed.

2. Ensure that the Division's administrative framework supports the Division's current goals.
3. Appoint an auditing committee to oversee the finances of the Division and ensure the Division's overall financial health.
4. Provide management guidance to the Division's committees to ensure that their activities are in alignment with the Division's mission, goals and objectives, as well as those of the ACS. The Chair, with the advice of the Executive Committee shall appoint as needed the following standing committees:
 - (a) Auditing Committee
 - (b) Nominating Committee
 - (c) Moissan Summer Undergraduate Research Fellowship Proposal Evaluation Committee
 - (d) Distinguished Service Award in Fluorine Chemistry Selection Committee
 - (e) Bylaws Committee
5. Maintain an awareness and understanding of the current needs and expectations of Division members.
6. Ensure that the meetings sponsored by the Division (Winter Fluorine Conferences, Fluorine Division – sponsored symposia at ACS meetings) meet member's needs.
7. Ensure that the Division's educational outreach activities (Moissan Summer Undergraduate Research Fellowship, ACS short courses) meet member's needs.
8. Ensure that the Division's recruitment efforts maintain a membership level adequate to meet member's needs.
9. Ensure that the Division adapts to meet the changing needs of its members as the science of fluorine chemistry evolves.
10. Encourage cooperative ventures within ACS and with other societies at the local, regional, national and international levels.
11. Ensure through the Bylaws Committee that the Division operates in accordance with the Division and Society bylaws.
12. Communicate with Division members through a newsletter, published in the Spring and Fall.

13. Communicate and work in cooperation with ACS headquarters and ACS Governance.
14. Encourage and recognize member participation in ACS Governance.
15. Recognize and reward member contributions to the Division by way of the Distinguished Service Award in Fluorine Chemistry.
16. Ensure that succession planning is in place for all key Division leadership roles.

Executive Meeting Timetable: The Executive Committee shall meet at least once a year at the Winter Fluorine Conference and/or National ACS Meetings

B. Chair

Prior to assuming this position, the Chair will have spent three years either as Vice-Chair/Secretary, Vice-Chair/Programs, or Vice-Chair/Membership. In any of these positions, the Chair will have been exposed to the workings of the Division from a first hand experience of responsibility and will have already had numerous occasions to interact with other members of the Executive Committee, and officers of other Divisions at meetings and workshops which are sponsored by the ACS. This person will be at least somewhat familiar with procedures and policies of the ACS in general as well as those of the Division of Fluorine Chemistry in particular. The Chair should also be fully aware of the Bylaws of the Division of Fluorine Chemistry. After fulfilling his/her term as Chair, the person will have a one year term as Past Chair, remaining as a member of the Executive Committee.

Although not intended to be inclusive of every possibility that may confront a newly elected Chair, the following list highlights some of the more important functions of the Chair:

1. The Chair will set up an agenda for each Executive Committee Meeting held during the year (usually two), which are usually held at a Winter Fluorine Conference and/or ACS National Meeting.
2. If a Dinner or Lunch Meeting is considered, the Chair will arrange the meeting room and a menu at a convenient site for members of the Executive Committee to conduct the Division's business without undue interruption from outside influences. Consultation with the Treasurer is required to coordinate payment of expected costs incurred as a result of the Meeting.
3. The Chair will preside over the Executive Committee Meetings and conduct the normal business of the Division in an orderly and expeditious manner.

4. The Chair will assign an ad hoc Nominating Committee to present to the Chair a slate of candidates for Officers, Councilors and/or Committee Members of the Division from the current roster of Full Members of the Division of Fluorine Chemistry for positions to be held for the succeeding year.
5. The Chair will preside over at least one annual Business Meeting of the Division of Fluorine Chemistry before the general membership of the Division to report on the activities of the Division (finances, programming, candidates for the next election, etc.) and to conduct items of business.
6. The Chair has the duty of notifying all successful and unsuccessful candidates of the annual election after results have been communicated by the Vice-Chair/Secretary-Treasurer.
7. The Chair has the responsibility of publicizing the notice for submission of proposals for the Moissan Undergraduate Summer Research Fellowships and receiving all proposals for consideration.
8. The Chair must assign an ad hoc Evaluation Committee consisting of the Chair, a person from academia, and one from industry to evaluate the proposals and to select the winners of the Moissan Undergraduate Summer Research Fellowships.
9. The Chair has the duty of notifying all successful and unsuccessful applicants for the Moissan Undergraduate Summer Research Fellowships of the results of the Evaluation Committee in sufficient time (normally by the end the month of January prior to the Summer of tenure) so that the winners can choose highly qualified and motivated undergraduates for the Summer Research project proposed by the winning candidates.
10. The Chair at the end of the summer must collect Reports from both the professors and the undergraduates of the Moissan Undergraduate Summer Research Fellowships for submission to the Division's archives, which are held under the supervision of the Vice-Chair/Secretary.
11. The Chair has a responsibility of engaging each Member-at-Large of the Executive Committee to serve the Division in a capacity which will advance the interests of the Division of Fluorine Chemistry.
12. The Chair, in collaboration with the Vice-Chair/Programs, will ensure that a Symposium is organized for the newly selected winner of the ACS Award for Creative Work in Fluorine Chemistry to be held either at the Winter Fluorine Conference or at an ACS National Meeting.
13. The Chair will preside at the Award Banquet on the dais with Executive Committee Officers, Award Sponsor Spokesman and Awardee of the ACS Award for Creative Work in Fluorine Chemistry.

14. The Chair will attend the Division Officers Caucus at ACS National Meetings to represent the Division of Fluorine Chemistry on issues which pertain to the Division.
15. The Chair will represent the Division of Fluorine Chemistry in contacts with the ACS National Headquarters in Washington, D.C., and with other Divisions within the ACS. The Chair will also be the point of contact with other professional entities should any business be conducted with them (e.g., Elsevier, C & E News, etc.).
16. The Chair will supply a "Message from the Chair" for the Division's Newsletter, and will have final approval of the contents of the Newsletters produced by the office of the Vice-Chair/Secretary.
17. The Chair will oversee and advise the Vice-Chairs in their various capacities as appropriate for the general benefit of the Division of Fluorine Chemistry. Principally, the Chair will direct the Division of Fluorine Chemistry in innovative programs that will provide for the advancement for the members of the Division, both individually and collectively.

C. Vice-Chair Membership

The purpose of the Vice-Chairman for Membership is to develop programs and activities for the recruitments of new members to the Fluorine Division and to the Society as well as to develop activities and programs for the retention of existing members.

Responsibilities:

1. Ensure the accuracy of the Division's membership list for the Society and for the Division's Directory.
2. Provide for the publishing, printing and mailing of a Divisional Directory every two calendar years.
3. Write articles for Divisional publications that highlight Division membership status; use the publication as a potential recruitment tool at ACS national meetings.
4. Recruit new full, affiliate and student Divisional members.
5. Process membership applications and route directly to the ACS member and subscriber services department for further processing.
6. Communicate to new members via a welcoming letter or postcard.

7. Submit new members' names to the Vice-chairman secretary-treasurer or Vice-Chairman secretary for publication in the triennial Divisional newsletter.
8. Communicate directly with those new names provided by the ACS national headquarters as those interested in the Fluorine division.
9. Maintain a tight security of the ACS membership diskette.
10. Work closely with the ACS national office to update and distribute divisional recruitment brochures and applications at the national ACS meetings.
11. Work co-operatively with the Vice-Chairman Secretary and ACS headquarters to maintain current and accurate membership records.
12. Attend forums for divisional membership chairs that are scheduled at the national meetings of the Society by the Committee on Divisional Activities.
13. Attend the divisional officers' training conference in the year prior to taking office as Chairman of the Division.
14. Work with the national ACS office and use the established ACS programs for membership retention.
15. Operate and equip a Divisional recruitment table at each national ACS meeting where the Fluorine Division has a presence.
16. Operate and equip the recruitment table at the biannual Winter Fluorine Conference.
17. Utilize the bi-monthly membership rosters as a resource to identify new and canceled members and update the Treasurer of members whose dues are in arrears.
18. Verify current Divisional and ACS status of any nominee for elected positions on the Executive committee, Vice-Chair or/and Treasurer.

D. Vice-Chair Programs

The position of the Program Chair is to plan, develop, and implement the Division's technical programs at ACS national meetings. The Program Chair also has oversight responsibility for the biennial Winter Fluorine Conference (WFC), although the primary responsibility for organizing and running this meeting is shared by two other Division members who are appointed as WFC Co-Chairs. The Program Chair is not responsible for any other meetings in which the ACS participates, such as Pacifichem Meetings and other intersociety meetings. However, the Program Chair should be

willing to advise other Division members who have volunteered to plan and implement the technical programs for these other meetings.

The Program Chair must be familiar with the bylaws of the Division and of the ACS, especially those bylaws pertaining to meetings, symposia, etc. Upon assuming the position of Program Chair, this person must become familiar with the plans and commitments made by the outgoing Program Chair as far as upcoming meetings are concerned. Similarly, at the end of his/her three-year term, the outgoing Program Chair must assist the new Program Chair so that contacts with future symposia organizers or funding agencies are not broken.

Responsibilities:

1. Establish and maintain a working relationship with the ACS Office of National Meetings Operations. Establish and maintain working relationships with other Division Program Chairs.
2. Identify topics for future Division symposia (this should be done two years in advance whenever possible to secure the best possible participants and to provide sufficient time for symposia organizers to raise funds). The formal approval of symposia topics and symposia organizers is made by the Executive Committee (EC). The Program Chair should assume a leadership role in suggesting topics and possible organizers at EC meetings.
3. Serve as an advisor to symposia organizers for their fundraising activities. Make them aware of the possibility of obtaining funds from the PRF.
4. Coordinate co-sponsored and/or co-listed symposia with other ACS Divisions, Secretariats, and Committees.
5. Set up the technical program (online *via* OASYS) in accordance with published deadlines and procedures. Carefully review abstracts prior to acceptance. Assist speakers and poster presenters in using OASYS properly.
6. Ensure that all speakers, poster presenters, and session chairs are aware of their duties and obligations. Provide symposia organizers with the *ACS Guidelines for Symposium Organizers*.
7. Acknowledge speakers and poster presenters of receipt and acceptance of their abstracts, of the date, time, and location of their presentations and the amount of time allotted to them in the program. *At this point in time, much of this is done automatically by OASYS once the Program Chair submits the final program online to ACS Headquarters.*
8. Manage all operational details at the Division program technical sessions. Make sure that meeting rooms are suitable, that adequate seating is provided, and that

all audiovisual equipment is working properly. For those symposia with special audiovisual needs, the Program Chair is responsible for ordering the special equipment well ahead of time.

9. At those national meetings where the ACS Award for Creative Work in Fluorine Chemistry is presented, the Program Chair has the responsibility for organizing an Awards Symposium (half-day or full-day) and the Fluorine Division Award Banquet if no one else has volunteered to assume these responsibilities. The responsibilities for organizing the Award Banquet include choosing a date and venue, choosing a menu, setting the ticket price for the banquet, and ordering audiovisual equipment for the banquet venue for the awardee's after-dinner lecture. The ACS Office of National Meetings Operations will assist in arranging the banquet, but only if the arrangements are made well in advance of the meeting.
10. Make sure that all symposia attendance reports are promptly submitted to ACS Headquarters.
11. Provide, as requested, the semiannual information regarding future Division symposia that is published in *C&EN* under "Call for Papers for National Meetings and the ACS Meetings Calendar".
12. Submit (online *via* OASYS) the preliminary program for each national meeting in which the Division participates.
13. Submit (online *via* OASYS) the final program, with a complete set of abstracts, for each national meeting in which the Division participates.
14. Provide the EC with reports on programming for future meetings.
15. Attend the annual Program Planning and Coordination Conference (P²C²). The ACS Committee on Meetings and Expositions provides Program Chairs with a very specific manual which serves as THE reference tool for Program Chairs. ACS Headquarters staff is very helpful in all aspects of organizing technical programs for national meetings. It pays to get to know these people as soon as possible.

E. Vice-Chair Secretary

The Vice-Chair/Secretary of the Division of Fluorine Chemistry is the person who is responsible for the day-to-day administration of the Division. The duties pertaining to this function are outlined below:

Responsibilities:

1. The Secretary is currently responsible for compiling, writing, editing, printing and distribution (mail) of the Divisional newsletter. The Divisional newsletter is

published twice annually - Spring and Fall. As part of this responsibility, the Secretary solicits input for the newsletter from the Division Officers including the Chair, Vice-Chair/Programming, Vice-Chair/Membership and Treasurer as well as from the Division Councilor. The Secretary compiles and edits the individual reports, including one for Office of Secretary, as well as other information relevant to the Division, e.g., future conferences and programming, and then sends the newsletter for printing and mail distribution. It has been general practice for a printing company to be used which both prints and distributes the newsletters.

2. The Secretary is responsible for the day-to-day correspondence which occurs between the ACS National Office and its Technical Divisions. This includes receiving and dissemination of information (to Division Officers and Executive Committee) pertinent to operation of the Division, e.g., announcing dates and information relating to the annual Divisional Officers Training Conference (DOTC), annual election results, Councilor expense reimbursement forms, etc.
3. The Secretary has typically been a main point of contact for people trying to contact the Division or its members either through e-mail or written correspondence. It is therefore the responsibility of the Secretary-Treasurer to channel this correspondence to the appropriate person(s).
4. The Secretary is responsible for having Divisional stationery printed for the upcoming calendar year, e.g. year 2003 stationery was printed in December of 2002. Typically, the Secretary will edit the stationery from the current year once the results of the Division elections are known (usually by October), and will determine how much stationery needs to be printed, taking into account that one piece of stationery is used as the first page of each Division newsletter, and that extra stationery needs to be available for correspondence by Officers of the Division.
5. The Secretary is responsible for the compilation of the Executive Committee roster information and distribution of this to each of the Executive Committee members in January of each year.
6. The Secretary is responsible for administration of the Division's annual election of Executive and Officers. Responsibilities include incorporating the list of candidates (available from the Nominating Committee) and their biographical statements for the annual Division election into the summer newsletter, preparing and including the appropriate ballot in the newsletter, and collection and tabulation of the completed ballots (the Secretary is responsible for validating each of the completed ballots which are received). Once the results are tabulated, the Secretary transmits the results to the current Chair of the Division who then contacts each of the nominees with the results. The Secretary also notifies the National ACS Office in Washington, D.C. and prepares a summary of the election results for inclusion in the fall newsletter of the Division.

7. The Secretary is responsible for completion and filing, with the ACS National Office, of the Division's annual report. This responsibility begins very early in the new year when the ACS National Office of Divisional Activities sends out an information packet for preparation of the Division's annual report. Specific responsibilities of the Secretary include compiling information relating to administrative, demographic, and financial activities of the Division, summarizing this information in the appropriate manner, and filing the completed report with the ACS Office of Divisional Activities, usually prior to April of the current year. This is a very important responsibility since annual assessments from the ACS National Office are not sent out to Divisions until receipt of their annual report.
8. The Secretary is responsible for completing and returning a variety of surveys and requests for information that are sent to each Division throughout the year.
9. The Secretary is responsible for preparing and filing a written record of all business and Executive Committee meetings held by the Division. For Divisional business meetings, generally held once annually, this means preparing a written summary of the events and issues that were addressed during the meeting. For Executive Committee meetings, this responsibility includes documenting the items of business, motions, and resolutions which occurred during the meeting, preparing a written record of these items, and then sending a copy, either by e-mail or regular mail, to each of the Division's officers and Executive Committee members prior to the next scheduled Executive Committee meeting. Extra copies are to be made available at the next meeting of the Executive Committee.
10. The Secretary is responsible for maintaining the records of the Division except for the financial records which are the province of the Treasurer. These records include, but are not limited to Executive Committee and business meeting minutes, annual reports, Divisional Archives, and general Divisional correspondence.

F. Treasurer

The Treasurer of the Division of Fluorine Chemistry is the person who is responsible for the financial well being of the Division. The duties pertaining to this function are outlined below:

1. The Treasurer is responsible for maintaining the financial records of the Division. These records include, but are not limited to bank statements, investment statements and tax records.
2. The Treasurer is responsible for the day-to-day financial transactions of the Division. This includes receiving and payment of invoices, Divisional expenses, and other Division related costs.

3. The Treasurer is responsible for establishing and maintaining a bank account for Divisional business transactions. Responsibilities include depositing various sources of income received on behalf of the Division (e.g., interest income from bank accounts, earnings from the ACS Investment Pool, donations to the Division, and other sources of income), maintaining an appropriate level of liquid assets, and payment of invoices and Division related expenses.
4. The Treasurer is responsible for administration of the Division's investments. Currently, the Division has assets invested with the ACS Investment Pool and with American Express Financial Advisors. At American Express, the Division has specific assets allocated to investment vehicles that are intended to grow the Moissan Summer Undergraduate Research Fellowship in Fluorine Chemistry Fund to a self-sustaining level. It is the responsibility of the Treasurer to ensure that these investments are administered properly and judiciously, given the "level of risk" that the Executive Committee is willing to tolerate. If the Treasurer does not feel comfortable in making unilateral decisions concerning the Division's investment assets, he/she is expected to seek the advice of other Division Officers or Executive Committee members. The Treasurer must at all times try to do the best for the Division in terms of financial return, but must at the same time keep a proper balance of liquid and fixed assets so as to meet the financial responsibilities and day-to-day operating expenses of the Division.
5. The Treasurer is responsible for preparing and filing appropriate income tax returns on behalf of the Division. As a non-profit organization, the Division is responsible to file a form 990 income tax document as prescribed by the United States Internal Revenue Service. This report is due by the 15th day of the fifth month following the end of the fiscal year reporting, May 15th.
6. The Treasurer is responsible for completing and submitting an annual detailed financial report to the American Chemical Society.
7. The Treasurer is responsible for preparing a financial report for each Executive Committee meeting of the Division and for each annual business meeting of the Division.
8. The Treasurer is responsible for the endorsement and filing of PRF grant forms on behalf of the Division and for the proper disbursement of the grant funds to the appropriate recipients.
9. The Treasurer is responsible for payment of Moissan Summer Undergraduate Research Fellowships in Fluorine Chemistry to the designated recipients.
10. The Treasurer is responsible for the payment of expenses to Division Officers as appropriate, and in particular to the Division Councilor for travel expenses to ACS National Meetings. Furthermore, the Treasurer is responsible for filing with the ACS National Office for partial reimbursement of Councilor travel expenses.

G. Division Councilor & Alternate Councilor

Responsibilities of the Councilor:

1. To serve as the Division Representative to the ACS *via* participation in the decisions and activities of the ACS Council.
2. Inform the Division Executive Committee of issues discussed or voted upon by the ACS Council and the potential impact of those issues upon the Division. The membership of the Division is also informed of Council activities in the Councilor's Report in the Division Newsletter.
3. Represent the Division through attendance at Council Meetings held at the National Meeting of the ACS.
4. Attend Division Executive Committee Meetings and business meetings to report on Council activities.
5. Serve on ACS Committees and Task Forces as appointed by the ACS President.
6. Serve on Division Committee at the request of the Division Chair.
7. Serve as a liaison between the ACS and the Division at the request of the Division Chair.
8. Provide the Executive Committee of the Division with historical perspective of ACS Council or Society decisions.

Responsibilities of the Alternate Councilor:

In the event that the Division Councilor is unable to attend to one or more of the above duties, the elected Alternate Councilor shall assume the duty or duties.