

ACS Petroleum Chemistry Division

Procedure Manuals

1. Chair

Term of Office: One year. The chair-elect, elected by full and affiliate members of the Division, automatically succeeds to the office of chair on January 1 of the calendar year immediately following his/her year as chair-elect.

Responsibilities: The primary responsibility of a Division chair is to ensure that the business of the Division is carried out properly and expeditiously. The chair is the leader of the Division and must ensure that all Division officers, as well as the nonelected leaders, are performing their assigned duties and meeting deadlines. The chair fulfills his/her responsibilities through exemplary performance of the following activities:

Chair meetings of the Executive Committee and the Division business meeting. Execute the decisions (resulting from majority vote) of the Executive Committee and the Division Membership.

Remain in ongoing contact with all Division officers and committee chairs to determine the status of activities.

Replace (as dictated by Division bylaws) leadership positions that are vacant or that are not being properly filled by incumbents.

Review Division correspondence to ensure compliance with Division (and ACS) policies.

Forward copies of correspondence to the chair-elect (for continuity) and, as appropriate, to the Division secretary and archivist/historian.

Communicate to Division members throughout the year via appropriate channels, such as the Division Web site, the newsletter, etc.

Serve as the official contact between the Division, ACS Headquarters, and other ACS bodies except where specifically provided for by ACS regulations or other provisions. Ensure that the Division's activities are in compliance with ACS policies and that requests from ACS Governance, other ACS Divisions and committees, etc., are fulfilled.

Following meetings or as otherwise appropriate, send thank-you notes, congratulatory messages, etc., on behalf of the Division.

Schedule meetings, prepare agendas, request reports for, and preside at the Division Executive Committee meetings and business meetings. Invite all those expected to attend such meetings (be specific). In the absence of an Executive Committee member, be prepared to present his/her report. Executive Committee meetings will be held at each national meeting of the Society.

Obtain memoranda of agreement for meetings being cosponsored, cohosted, or held jointly with other organizations. Submit such memoranda to the ACS Office of Divisional Activities six months or more in advance of any such meeting.

Obtain and present the past chair pin and/or plaque.

Ensure that the Division is represented during an ACS national meeting at all sessions related to the interests of Divisions (Division officers' caucus, open meetings of the Committee on Divisional Activities, secretary/treasurer/Membership chair forums, newsletter editors' meetings, etc.).

Ensure Division councilor representation at each Council meeting.

Approve travel expenses submitted by councilors.

Review secretary and treasurer annual reports for accuracy and comprehensiveness prior to submission to the Office of Divisional Activities and Division members.

Ensure that the treasurer and other appropriate Division members (e.g., Investment Committee) are bonded.

Review, along with the Executive Committee, the Division's mission statement, goals and objectives, and the overall planning process. If such a plan/process is not in place, the chair should initiate the activity.

Review the Division's procedures manual annually for the section(s) relevant to the office of Division chair and submit changes to the Bylaws Committee.

Ensure that the Division's activities are in alignment with the Society's plans and objectives.

Appoint committee chairs and committee members as directed by the Division bylaws. Complete all appointments prior to the fall national meeting of the Society prior to the calendar year in which they will assume office.

Establish a strong working relationship with the Office of Divisional Activities.

Establish ad hoc committees or taskforces (in accordance with Division bylaws) to address specific topics/issues.

Monitor the financial health of the Division through budget reviews and analyses of other financial reports.

Upon completion of term of office, ensure that all relevant files have been transferred to the incoming chair, and that key documents of potential long-term value that are not needed by the incoming chair are sent to the Division archivist/historian.

Timetable:

January: Ensure that all arrangements for Division meetings/events at the spring national ACS meeting have been arranged. Order past chair pin and/or plaque, if presented in the spring. Prepare chair's messages to members for Web site, newsletter, etc., and submit to the Newsletter Editor, who is responsible for the dissemination of such information. Work with Division secretary in the preparation of the Division annual report. Send reminders to Division officers and committee chairs regarding the submission of reports for the Executive

Committee meeting scheduled for the spring national meeting of the Society and request agenda items for the meeting.

February: Review the Division annual reports prepared by the Division secretary and treasurer. Promptly forward changes, corrections, etc. Review revised report and approve prior to submission to the Office of Divisional Activities on or before March 15. Ensure that memoranda of agreement have been signed for all cosponsored (joint, cohosted) Division meetings that are scheduled for the spring national meeting of the Society. Work with the Division secretary to prepare and mail the agenda for the spring Executive Committee and Division business meetings. Remind all Division officers and committee chairs to prepare and submit reports for review at the spring Executive Committee meeting. Schedule a Long-Range Planning Committee meeting in the spring prior to the Division Executive Committee meeting.

March/April: Chair Division Executive Committee meeting at the spring national meeting of the Society and Division business meeting.. Fulfill other responsibilities at the national meeting as prescribed in the duties of Division chair (each Division's manual should spell these out in detail). Attend or ensure Division representation at the Division officers' caucus and Division officers' dinner. Raise specific Division issues, if any, at the open meetings of the Committee on Divisional Activities. Remind secretary, treasurer, Membership chair, and newsletter editor to either attend or ensure that there is Division representation at relevant meetings scheduled by the Committee on Divisional Activities. Present past chair pin and/or plaque (otherwise present in fall).

April: Complete follow-up activities from the spring national ACS meeting (thank-you notes, send list of action items to Executive Committee members, reports on technical sessions to ACS Headquarters, if not assigned to another Division leader, etc.).

June: Prepare chair's message to members for Web site, newsletter, etc., and forward to the Newsletter Editor. Issue call for following year budget submissions. Request agenda items for the Executive Committee meeting from Division officers and committee chairs. Remind them to submit reports for review at the Executive Committee meeting.

July: In cooperation with the Division secretary, prepare and distribute the agenda and requisite reports for the Division Executive Committee meeting to be held at the fall national meeting of the Society .

July/August: Appoint new committee chairs for those committees where the current chair is finishing his/her term of office. Upon receipt of recommendations from committee chairs, confirm appointments for new committee members who will assume office in the following calendar year. All appointments are to be made prior to the fall national meeting of the Society. Ensure that memoranda of agreement have been signed for all joint, cosponsored, and cohosted meetings scheduled for the fall meeting.

August/September: Chair the Division Executive Committee and Business meetings at the fall national meeting of the Society. Recognize and thank all members who are completing their terms of office in the current calendar year. Review draft budget for the following calendar year with the Division Executive

Committee, adjust as necessary, and obtain formal Executive Committee approval of the budget. Attend or ensure Division representation at the Division officers' caucus and Division officers' dinner. Raise specific Division issues, if any, at the open meetings of the Committee on Divisional Activities. Remind secretary, treasurer, Membership chair, and newsletter editor either to attend or to ensure that there is Division representation at any relevant meeting scheduled by the Committee on Divisional Activities. Present past chair pin and/or plaque, if not done at the spring meeting. Review the Division procedures manual for the section(s) relevant to the Office of Division chair. Submit changes to the Division Bylaws Committee in September.

September: Complete follow-up activities from fall national ACS meeting .

December: Send thank-you notes to Executive Committee members, committee chairs, etc., for support during your year as Division chair and to all Executive Committee members and committee chairs who have completed their terms of office. Weed files. Forward all original documents of potential long-term value to the Division archivist/historian, make a copy, if needed, for fulfillment of the chair's duties and responsibilities. Coordinate transfer of office to incoming chair. Begin to work with Division secretary on the Division annual report.

2. Chair-Elect

Term of Office: One year. The chair-elect is elected by full and affiliate members of the Division, and will automatically succeed to the office of chair on January 1 of the calendar year immediately following his/her year as chair-elect.

Responsibilities:

The primary responsibility of the chair-elect is to become familiar with the responsibilities associated with the office of Division chair in order to effectively fulfill those responsibilities when assuming the role of chair the following year.

- Assume the responsibilities of the Division chair at the latter's request or in the event that the chair is absent or unable to fulfill his/her responsibilities.
- Attend Division Executive Committee and business meetings; attend any other meetings at the request of the Division chair.
- Become familiar with the current Division activities through review of all reports, correspondence, etc.
- Attend the ACS Division Officers' Training Conference in the calendar year immediately following election to the chair-elect position.
- Perform other duties as requested by the Division chair. (e.g., update the procedure manuals.)

Timetable:

- *January:* Attend ACS Division Officers' Training Conference.
- *February:* Submit items to the Division chair for inclusion on the spring Executive Committee agenda.
- *March/April:* Attend the Division Executive Committee meeting and business meeting at the spring national meeting of the Society.
- *July:* Submit items to the Division chair for inclusion on the fall Executive Committee agenda.
- *August/September:* Attend Division Executive Committee meeting and business meeting at the fall national meeting of the Society. Review the Division's procedures manual for the section(s) relevant to the office of Division chair-elect. Submit changes to the Division Bylaws Committee in September.
- *December:* Prepare new chair's message for Division members to be distributed via newsletter. Submit copy to the newsletter editor.

3. Past Chair

Term of Office: One year. The office is assumed on January 1 of the calendar year immediately following the term of office as Division chair.

Responsibilities: The principal responsibility of the immediate past chair is that of advisor to ensure continuity of Division plans, activities, etc., The immediate past chair also serves as chair of the Nominations Committee, a role that takes advantage of his/her Division experience and knowledge of Division members. The immediate past chair fulfills his/her responsibilities through exemplary performance of the following activities:

- Serve as chair of the Nominations Committee.
- Assist the Division secretary in the preparation of the annual report covering the year of his/her term of office as Division chair.
- Attend Division Executive Committee and business meetings; attend any other Division meeting at the request of the Division chair.
- Upon completion of term of office, transfer all relevant files to the incoming immediate past chair.

Timetable:

- *January:* Submit highlights of the prior year's activities to the Division secretary to assist in the preparation of the Division annual report.
- *February:* Recruit nominees and suggestions for Division officer slots to be elected. Submit items to the Division chair for inclusion on the spring Executive Committee agenda.

- *March/April:* Discuss potential election slate at Division's Executive Committee meeting; solicit nominations from the floor of the Division's Spring business meeting held at the Spring national meeting of the Society; and indicate positions to be elected in the following calendar year to encourage Division members to submit nominations. Assist secretary in obtaining candidates' biographies in preparation of mail ballots.
- *July:* Submit items to the Division chair for inclusion on the fall Executive Committee agenda.
- *August/September:* Attend Division's Executive Committee meeting at fall national meeting of the Society; attend business meeting at fall meeting.
- *December:* Prepare files for transfer to the incoming immediate past chair by January 1. Forward all original documents of potential long-term value that are not needed in the fulfillment of the responsibilities of the immediate past chair to the Division archivist/historian. Begin preparation of the immediate past chair's annual report to assist the Division secretary in the preparation of the Division annual report

4. Secretary

Term of Office: : Two years. The office is assumed on January 1 of the calendar year immediately following election by the full and affiliate members of the Division.

Responsibilities: The primary responsibility of a Division secretary is to record the official business of the Division and to ensure that such business is carried out in accordance to the Division bylaws. The secretary fulfills his/her responsibilities through exemplary performance of the following activities:

- Attend and record the minutes of all Executive Committee meetings and Division business meetings, plus any other official Division meetings at the request of the Division chair. Distribute minutes in a timely manner to Division officers, committees, and Division members, as appropriate.
- Attend Division officers' training conference in the year that Division secretaries are invited.
- Attend Division secretaries' forum scheduled at national meetings of the Society by the ACS Committee on Divisional Activities.
- Handle correspondence as directed by the Division chair. Maintain correspondence file.
- Maintain the official current files of the Division. Files of current correspondence should be kept for at least one year. At the end of each year, forward original documents of potential long-term value, including all Division

annual reports and meeting minutes, to the Division archivist/historian for further evaluation and storage in the Division archive.

- Verify the attendance of councilors at national meetings of the Society, arrange for the attendance of alternate councilors, if necessary, and accredit councilors or alternate councilors for Council meetings in the manner and at the time specified by the Society.
- Prepare the Division annual report and circulate to all Division officers and committee chairs, allowing sufficient time for review and changes prior to *ontime* (March 15) submission of the report to the ACS Office of Divisional Activities. The report should be written in collaboration with those who served as Division chair and Division treasurer for the year covered by the report. (*Note: The Division annual report is written by the secretary who served during the year that the report covers.*)
- Prepare and distribute interim reports, as well as reports and agendas for the Executive Committee and business meetings, as directed by the Division chair.
- Create an annual Division calendar with specific dates for the following year's Division operations and activities. *Refer to annual Division milestone calendar in the Division procedures manual.*
- In cooperation with the ACS Office of Divisional Activities, ensure that the Division election ballots, including candidate biographies, are prepared and mailed to Division members on time.
- Notify all candidates of the election results immediately after the ballots are tallied, unless this responsibility is designated to another Division leader (chair, past chair, etc.).
- Notify the executive director of the Society of new Division officers, councilors, and alternate councilors on the forms provided by ACS Headquarters.
- Certify and forward the biographies for newly elected and/or re-elected councilors to ACS Headquarters.
- Upon completion of term of office, transfer all relevant files to the incoming Division secretary.
- Refer to the "Duties of the Division Chair" to ensure coordination of activities.

Timetable:

JANUARY

- Complete and send annual reports to the ACS and to the District of Columbia.
- Continue collecting names and addresses of Members requesting emeritus status.

FEBRUARY

- Begin preparation for the spring ACS Meeting.

- Prepare sales table posters and price list (obtain sales tax rate from ACS Finance Office).
- Prepare Division dinner program if requested.
- Phone Chairman to establish an agenda for the Executive Committee meeting.
- Have Past-Chairman pin engraved (initials and year, as XXX 00-00) for presentation at the Division dinner at the spring ACS Meeting.
- Purchase a (relatively inexpensive, but not "cheap") frame for the citation for the Past-Chairman, for presentation at the Division dinner at the spring ACS Meeting.
- Send list of New Emeritus Members to Chem Abstracts Member and Subscriber Services.
- Send a copy of pre-registration forms for the spring ACS Meeting to the foreign Area Representatives by air mail or fax.

MARCH

- Remove the labels of emeritus Members who decline the *Preprints*, and send the set of mailing labels to Jim Bunger at 1131 Iris Lane.
- Send nominations received by mail to Past Chairman (*ex officio* chairman of the Nominating Committee).
- Prepare citations for symposium organizers (obtain correct spelling of names and symposia from Program Secretary).
- Send agenda to Executive Committee; include schedule and location of other administrative committee meetings and Division business meeting.

APRIL

- Attend the Executive Committee meeting, and take minutes.
 - Bring attendance sign-in sheet.
 - Bring a few extra copies of minutes of previous meeting of Executive Committee and Division business meeting.
 - Bring sign-up sheet for Division sales table.
- Attend the Division business meeting and take minutes. May also give summary report from Executive Committee meeting.

MAY

- Publish and distribute minutes of Executive Committee meeting.
- Write letters of acknowledgement to nominees in Division election.

JUNE

- Send a copy of pre-registration forms for the spring ACS Meeting to the foreign Area Representatives by air mail or fax.

JULY

- With the Chairman, appoint a Tellers Committee and begin to count ballots.
- Begin preparation for the fall ACS Meeting.
 - Prepare sales table posters and price list (obtain sales tax rate from ACS Finance Office).
 - Prepare Division dinner program if requested.
- Prepare citations for symposium organizers (obtain correct spelling of names and symposia from Program Secretary).
- Remove the labels of emeritus Members who decline the *Preprints*, and send the set of mailing labels to Jim Bunger at 1131 Iris Lane.

AUGUST

- Inform the Chairman and nominees of the results of the Division election.
- Prepare letters to all nominees for Chairman's signature, informing whether or not each nominee was elected.
- Attend the Executive Committee meeting and take minutes.
 - Bring attendance sign-in sheet.
 - Bring a few extra copies of minutes of previous meeting of Executive Committee and Division business meeting.
 - Bring sign-up sheet for Division sales table.
- Attend Division business meeting and take minutes. May also give summary report from Executive Committee meeting.

SEPTEMBER

- Publish and distribute minutes of Executive Committee meeting.
- Prepare and verify a new address and phone list of all Division officers.
 - Include e-mail addresses and fax numbers in published list.
 - Maintain home phone numbers and secretaries' phone numbers in notebook, but do not publish.
- Confirm the new Division officers to the ACS office in Washington.
- Prepare new letterheads and information sheet.

OCTOBER

- Circulate the citation for the retiring Chairman.
- Distribute new letterheads, information sheets, and membership applications to the Executive Committee.
 - Include one "vertical" and one "horizontal" memo pad until the supply is exhausted.

NOVEMBER

- Begin preparation of annual report of Division activities for the ACS.
- Begin preparation of the annual Report of Non-Profit Organization for the District of Columbia Franchise Board.
- Request sets of mailing labels for next year.(More about this later)
- Collect names and addresses of Members requesting emeritus status.

DECEMBER

- Complete reports for the ACS and for the District of Columbia.
- Continue collecting names and addresses of Members requesting emeritus status.

5. Treasurer

Term of Office: for two years (or until a successor is provided)

Responsibilities:

1. Maintain the financial accounts (RMA)
 - a. Deposit checks (ACS, Preprints, Symposium support, Advertising, etc.)
 - b. Issue checks (Preprint production, Meeting needs, etc.)
 - c. Balance account
 - d. Keep Preprints manager in the loop as checks are received.
2. Issue reports
 - a. Spring financial report with a short summary update in the Fall.
 - b. File tax return by May 15
 - c. File the D.C. Treasurer report to maintain corporate status

Timetable:

The financial reports are due at the national meetings and the accounts are maintained constantly.

6. Program Secretary

Term of Office: Appointed by the Executive Committee. (Unspecified term; or until a successor is provided).

Responsibilities:

- Schedule committee meetings to be held at the spring and fall national meetings of the Society. Additional meetings may be scheduled at the discretion of the committee chair.

- Identify topics for future Division symposia. Topics should be selected with due consideration given to the various interests represented by Division members, to the timeliness of the topic, to recent past symposia held on the topic by any ACS Division, and to the availability—and willingness—of a symposium chair to organize the symposium.
- Identify symposia topics at least two years in advance in order to secure the best possible participants, to raise funds if necessary, to make travel arrangements, etc.
- Coordinate sponsored and co-listed symposia with other ACS Divisions, secretariats, and committees.
- Pursue cooperative programming ventures with related scientific societies following established ACS procedures.
- Pursue Division participation in regional meetings of the Society.
- Pursue Division participation in the Pacific Rim conferences and other intersociety meetings in which the ACS participates.
- Ensure the quality of presentations at Division technical programs with respect to content and presentation. Carefully review abstract prior to acceptance, invite proven, high quality speakers, provide guidance to speakers with regard to the use and creation of visual aids, etc.
- Ensure that all speakers and symposia chairs are fully aware of their duties and obligations.
- Provide symposia chairs with the *ACS Guidelines for Symposium Organizers*.
- Acknowledge potential speakers, either directly or through symposia chairs, of receipt of their papers, of acceptance or rejection, of the date, time, and location of their presentation, if accepted, and the amount of time allotted to them in the program.
- Manage all operational details at the Division program technical sessions, e.g., that the meeting rooms are suitable, that adequate seating is provided, and that all audiovisual equipment is available and working properly.
- Send thank-you letters to all symposia chairs after every meeting. Send similar letters to all symposia speakers, either directly or through the symposia chairs.
- Onsite or after each national meeting ensure that all symposia attendance reports are promptly submitted to ACS Headquarters staff.
- Establish and maintain a working relationship with the ACS Office of Meetings, Expositions, and Divisional Activities.
- Provide, as requested, the semiannual information regarding future Division symposia that is published in *C&EN* under “Call for Papers for National Meets and the ACS Meetings Calendar.”
- Submit a preliminary program for each national meeting of the Society.
- Submit the final program, with a complete set of abstracts, for each national meeting of the Society in which the Division participates.
- Provide the Division Executive Committee with reports on the committee’s activities.

- Establish liaison relationships with the Division's committees on Awards, Education, Public Relations, and Publications in order to coordinate activities.
- Attend the annual Program, Planning, and Coordination conference (P²C²).
- Attend the Program chairs' luncheon sponsored at each national meeting of the Society by the Committee on Meetings and Expositions.
- Establish working relationships with other Division Program chairs.

Timetable:

- *January:* Submit final program for the Division technical sessions to be held at the spring national meeting of the Society. The call for papers is published in *C&EN* and on the ACS Web site. The committee annual report is submitted to the Division secretary to assist in the preparation of the Division annual report.
- *January/February:* Preliminary program for the spring national meeting of the Society is published in *C&EN* and on the Web.
- *February:* The committee chair distributes an agenda to all committee members for the meeting scheduled to be held at the spring national meeting of the Society. A committee report is submitted for review at the Division Executive Committee meeting. Submit items to the Division chair for inclusion on the spring Executive Committee agenda.
- *February/March:* The final program for the spring national meeting of the Society is published in *C&EN* and on the Web.
- *March/April:* The committee meets at the spring national meeting of the Society. Those designated manage all operational details at the Division technical sessions held at the spring meeting (the suitability of the meeting rooms, adequate seating, that the audiovisual equipment is adequate and functioning, etc.). The committee chair, if a member, or at the request of the Division chair, attends the Division Executive Committee meeting. The committee chair or a representative attends the Program chairs' luncheon sponsored by the Committee on Meetings and Expositions.
- *April:* The committee secretary distributes the minutes and action items of the spring meeting to all committee members. The committee chair sends thank-you letters to all symposia chairs and to all speakers.
- *May:* Submit to ACS Headquarters the symposia highlights for the Division's technical sessions planned for the fall national meeting of the Society, along with the full preliminary program. Submit request for location preference, meeting rooms, poster sessions, Sci-Mix, and all other forms necessary for the fall meeting. Contact the ACS media group regarding potential newsworthy Division symposia.
- *May/June:* Submit to ACS Headquarters the final program for the Division technical sessions to be held at the fall national meeting of the Society.
- *June:* The preliminary program for the fall national meeting of the Society is published in *C&EN*.

- *July:* The final program for the fall national meeting of the Society is published in *C&EN* and on the ACS Web site. The call for papers is published in *C&EN*. Submit items to the Division chair for inclusion on the fall Executive Committee agenda. Distribute the agenda and schedule for the committee meeting to all committee members, if scheduled for the fall national meeting of the Society.
- *July/August:* Submit committee report for review at the Executive Committee meeting to be held at the fall national meeting of the Society. Submit budget requests for the following calendar year. The committee chair submits to the Division chair a list of candidates for committee membership to replace those who are completing their terms of office in the current calendar year. All appointments are to be made prior to the fall national meeting. If scheduled, all new appointees are to be invited to the fall committee meeting.
- *August/September:* The committee meets at the fall national meeting of the Society. Committee members who are completing their terms of office in the current calendar year are recognized and thanked. Those designated manage all operational details at the Division technical sessions held at the fall meeting (the suitability of the meeting rooms, seating arrangements, that the audiovisual equipment is adequate and functioning, etc.). The committee chair, if a member, or at the request of the Division chair, attends the Division Executive Committee meeting. The committee chair or a representative attends the Program chairs' luncheon sponsored by the Committee on Meetings and Expositions.
- *September:* The committee secretary distributes minutes and action items from the fall committee meeting to all committee members. Thank-you letters are sent to all symposia chairs and to all speakers. Update the Division's input to the ACS call for papers and submit to ACS Headquarters. Promptly submit symposia attendance forms for the Division's fall technical sessions to ACS Headquarters.
- *October:* Submit label requests to the Division secretary for Division mailings scheduled for the following calendar year.
- *October/November:* Attend the Program, Planning, and Coordination conference (P²C²).
- *December:* Submit symposia highlights, along with the preliminary program for the Division's technical sessions planned for the spring national meeting of the Society. Submit request for location preference, meeting rooms, poster sessions, Sci-Mix, and all other forms necessary for the spring meeting. Contact the ACS media group regarding potential newsworthy Division symposia. The chair sends thank-you letters to all committee members who have completed their terms of office. If the chair is completing his/her term of office, the files are prepared to be transferred to the incoming chair by January 1. Documents of potential long-term value that are not needed by the chair in the fulfillment of his/her duties are transferred to the Division archivist/historian. The committee chair begins the draft of the committee annual report.

7. Newsletter Editor

Term of Office: appointed by the Executive Committee. He/She shall serve as a member of the Executive Committee.

Responsibilities:

- Provide the Division officers and committee chairs with a calendar year publication schedule in the fourth quarter of the preceding calendar year.
- Identify and solicit material to be included in each issue of the newsletters (call for nominations, call for papers, chair's message, councilor reports, the Division's annual events calendar, news, articles, etc.).
- Order ACS mailing labels for Division newsletters, bulletins, etc., via the Division secretary, at least 45 days in advance of each mailing date.
- Maintain the appropriate postal registration and a postal account. Ensure that the postal account has sufficient funds for each mailing. Provide (and get reimbursed later by Division treasurer) or request funds in advance from the Division treasurer at least one month before the account needs to be replenished. Keep current with postal regulations for nonprofit mailings.
- Solicit advertising, invoice advertisers, collect payment, and forward to the Division treasurer, with the supporting documentation.
- Provide the Division Executive Committee with recommendations on changes to publication frequency, format, advertising rates, etc.
- Establish liaison relationships with the Awards, Nominating, Membership, and Program Committees of the Division in order to coordinate and report activities.
- Ensure that all publications meet their publication deadlines.
- Attend meetings for Division and Local Section newsletter editors when scheduled at national meetings of the Society.
- Ensure that each advertiser receives a copy of the publication in which their advertisement appears.
- Provide copies of each Division newsletter to the Division membership committee chair for use in recruitment activities, i.e., National Meetings.
- Forward one copy of each Division newsletter to the ACS Office of Divisional Activities.

Timetable:

- *January:* Send \$225 (or submit request to Division treasurer for funds) to update the postal account for the spring mailing of the Division newsletter and \$85 for renewal of permit fee. Order ACS mailing labels.
- *February/March:* Mail spring issue of the Division newsletter. Send the appropriate number of copies to the Division membership chair, and to all those who advertised in the issue. Invoice advertisers, if necessary. Submit any items to the Division chair for inclusion on the spring Executive Committee agenda.
- *March/April:* Attend the Division Executive Committee meeting. Attend the meeting for Division and Local Section newsletter editors, if held.
- *June:* Send \$225 (or submit request to Division treasurer for funds) to update the postal account for the fall mailing of the Division newsletter. Order ACS mailing labels.
- *July:* Submit items to the Division chair for inclusion on the fall Executive Committee agenda.
- *July/August:* Mail fall issue of the Division newsletter. Send the appropriate number (be specific) of copies to the Division membership chair, and to all those who advertised in the issue. Invoice advertisers, if necessary.
- *August/September:* Attend the Division Executive Committee meeting. Attend the Division and Local Section newsletter editors' meeting, if held.
- *October:* Send \$225 (or submit request to Division treasurer for funds) to update the postal account for the mailing of the winter Division newsletter. Order ACS mailing labels.
- *November:* Mail winter edition of the Division newsletter. Send the appropriate number (be specific) of copies to the Division Membership chair, and to all those who advertised in the issue. Invoice advertisers, if necessary.

8. Managing Editor

Term of Office: appointed by the Executive Committee. He/She shall serve as a member of the Executive Committee.

Responsibilities/Timetable:

- 1) Set deadlines for Preprints for each meeting. Normally the preprints are due to the Managing Editor on the first Friday of November for the following

meeting in the Spring. For the Fall meeting, the preprints are due by the first Friday in May. These dates are set so that the Preprints can be sent to the Business Editor by Thanksgiving and by Memorial Day, for the spring and fall meetings, respectively.

2) Communicate with the chairs of each symposium approximately one month before the Preprint deadline to remind them of the deadline and to obtain an estimate of the number of papers that will be in each symposium.

3) Each author is to submit to the symposium chair, three copies of the each paper along with a electronic copy on a 3.5" floppy disk. The disk and one copy are sent to the Business Manager after being organized in the proper order for the symposium. One copy is sent to an Associate Editor for his/her review of the English and format. The remaining copy is maintained with the Managing Editor.

4) Each symposium is finalized by the organizer who is responsible for forwarding the copies and disk for each paper to the Managing Editor by the Preprint deadline along with a listing of the order the papers will be presented at the symposium. Note that the Abstract deadline and Preprint deadline are not the same.

5) The Managing Editor assigns a unique number to each paper. The format I currently use is ACS (yr) (symposium number)-(paper number). For example ACS 99 4-12 is the twelfth paper in the fourth symposium in the year 1999. This number is written on each copy of the preprint and the disk. If a preprint is not submitted, the paper can be presented at the meeting but the abstract is not published in the Preprints. The minimum that is accepted is an extended abstract (2-3 pages).

6) One copy of each preprint and the 3.5" floppy disk is forwarded to the Business Editor before Thanksgiving and Memorial Day. Note that each paper has the unique ACS number assigned to it.

7) One copy is sent to an associate editor for proofreading and grammatical corrections.

8) Invoices are sent to authors whose papers are longer than four (4) pages in the Preprints for \$50/page in excess of four pages. The four page limit includes figures and tables.

9) The process repeats for each meeting.

9. Business Manager

Term of Office: As appointed by Division chairperson.

Responsibilities: Oversee the production of PREPRINTS and advertising copy. Advise the Executive Committee relative to policies with PREPRINT cost-revenue implications. Responsibilities include:

- Receive edited PREPRINTS from editor in hard copy and electronic form.
- Publish papers in consistent format.
- Assemble ad copy from advertisers and include in publication.
- Arrange for and contract for printing and binding.
- Obtain mailing labels for membership from ACS. Obtain mailing labels for libraries from Subscriptions Manager.
- Arrange for collating and labeling of PREPRINTS.
- Assure compliance with USPS Periodicals mailing permit.
- Advise executive and program committees relative to programming and policy decisions that have financial implications.

10. Membership Committee Chair

Term of Office: three years or until a successor is provided. The committee consists of a chair, appointed by the Division chair and subject to the approval of the Division Executive Committee, and six area representatives in the U.S. , and three foreign area representatives. The Committee Chair also serves as a member of the Executive Committee. Each area representative is elected by the members in that specific area. The term of office for each area representative is for two years. The purpose of the Membership Committee is to develop programs and activities for the recruitment of new members to the Division and to the Society, as well as to develop activities and programs for the retention of existing members.

Responsibilities:

- Recruit new full, affiliate, and student Division members.
- Process membership applications that are sent directly to the Division Treasurer.
- Communicate to new members via a welcoming letter and include other Division information (Division bylaws, recent publications, membership directory, Web site information, etc.).

- Submit the names, addresses, and membership status of all new members to the editors of Division Newsletter for publication in newsletter.
- Follow-up with those who have canceled Division membership to determine the cause of the cancellation and to attempt to renew their membership.
- Communicate to all those whose names are provided by ACS Headquarters as being interested in the Division; send copies of the Division recruitment brochure.
- Work with the Division treasurer and ACS Headquarters in order to maintain current and accurate membership records.
- Develop and maintain an inventory of a Division recruitment brochure that contains a membership application; review annually for possible updating.
- Operate a Division recruitment table at each national meeting of the Society. Coordinate the rotational duty assignments among the Area Representatives.
- Utilize the monthly membership rosters received from ACS Member and Subscriber Services as a resource to identify new and canceled members.
- Ensure the accuracy of membership lists used for Division directory purposes.
- Report to the Executive Committee on the status of Division membership.
- Write articles for Division publications to highlight Division membership; use as potential recruitment tools.
- Attend forums for Division membership chairs that are scheduled at national meetings of the Society by the Committee on Divisional Activities.

Timetable:

- *January:* Submit committee annual report to the Division secretary to assist in the preparation of the Division annual report. *Remember: The committee annual report is the responsibility of the chair who served during the year covered by the report. The report should include an accounting of the past year's planned goals and objectives, as well as those planned for the coming year. The outgoing chair drafts that portion of the report covering the past year, and the incoming chair drafts the plans for the coming year.*
- *February:* Submit committee report for review at the Executive Committee meeting to be held at the spring national meeting of the Society. Distribute agenda for the spring committee meeting to all committee members. Submit items to the Division chair for inclusion on the spring Executive Committee agenda.
- *March/April:* Committee meets at the spring national meeting of the Society. The committee chair attends the Division Executive Committee meeting. The committee chair or representative attends any Membership chair forum scheduled by the Committee on Divisional Activities. The Committee Chair will coordinate the rotational assignments (to be in charge of the membership/preprint sales table) among the Area Representatives.
- *April:* The committee secretary distributes minutes and action items of the committee's spring meeting.
- *July:* Submit items to the Division chair for inclusion on the fall Executive Committee agenda. Distribute the agenda and schedule for the committee

meeting to all committee members, if scheduled for the fall national meeting of the Society.

- *July/August:* Submit committee report for review at the Executive Committee meeting to be held at the fall national meeting of the Society.
- *August/September:* Committee meets at the fall national meeting of the Society. The committee chair attends the Division Executive Committee meeting. The committee chair or representative attends any Membership chair forum that is scheduled by the Committee on Divisional Activities. The committee operates a membership table outside the room(s) housing the Division's technical program. The Committee Chair will coordinate the rotational assignments (to be in charge of the membership/preprint sales table) among the Area Representatives. The Division membership recruitment brochure is reviewed for possible updating.
- *September:* The committee secretary distributes the minutes and action items of the committee's fall meeting.
- *October:* Submit label requests to the Division secretary for Division mailings scheduled for the following calendar year.
- *December:* If completing his/her term of office, the chair prepares the files for transfer to the incoming chair by January 1. All original documents of potential long-term value, if not needed by the chair in the fulfillment of his/her duties, are forwarded to the Division archivist/historian. The committee chair begins the draft of the committee annual report.

11. Website Committee Chair

Term of Office: for three years, as appointed by the Executive Committee. (or until a successor is provided.). He/She shall serve as a member of the Executive Committee.

Responsibilities:

- To provide the membership and petroleum chemistry community the technical and organizational information on the division.
- To maintain and update the information on division activities, current and future symposia, and contact information for the symposium organizers, division preprints and division officers.
- To reduce the burden of paperwork on the members and contributors by providing the on-line access of information.

Timetable:

- *January:* The website committee updates the information on the fall national symposium call-for-papers, division officers, new area representatives, and new upcoming events. **The Symposium Organizers for the upcoming Fall National Meeting send their call-for-papers to website committee chair by January 15.**
- *February:* Submit items to the Division chair for inclusion on the spring Executive Committee agenda. Distribute to all committee members the agenda for the spring committee meeting, if planned. **The Division Program Secretary sends the Spring National Meeting Program to the website committee chair in early February or as soon as it becomes available.**
- *March/April:* The committee chair drafts the committee report for review at the Executive Committee meeting to be held at the spring national meeting of the Society. Committee meets at the spring national meeting of the Society.
- *April:* The committee chair circulates the committee meeting minutes and action items to all members of the committee.
- *May:* Continue routine updates of division information on the website. **The Symposium Organizers for the next Spring National Meeting sends their call-for-papers to website committee by May 15. The Program Secretary shall encourage all symposia organizers to do so.**
- *June/July:* **The Division Program Secretary sends the complete National Meeting Program for the Division to the website committee chair. The committee uploads it along with Fall National Meeting information to the division website.**
- *July:* Submit items to the Division chair for inclusion on the fall Executive Committee agenda. Distribute the agenda and schedule for the committee meeting to all committee members, if scheduled for the fall national meeting of the Society.
- *July/August:* The committee chair drafts the committee report for review at the Executive Committee meeting to be held at the fall national meeting of the Society. The committee chair submits to the Division chair a list of candidates for committee membership to replace the members completing their terms of office in the current calendar year. All appointments should be made prior to the fall national meeting of the Society, and all new appointees should be invited to the fall meeting of the committee.
- *August/September:* Committee meets at the fall national meeting of the Society. Committee chair attends and reports the committee activities at the

Division Executive Committee meeting. The committee chair also attends the Division business meeting, if held. **Committee representative attends the Division Program Committee to coordinate future symposia announcement in the division webpage by the organizers.**

- *September:* The committee chair circulates the committee meeting minutes to all members of the committee. Updates the information in the website for on-line submission of abstracts for the upcoming Spring National Meeting.
- *October:* **Division Secretary sends the updated list of division officers for the upcoming year to the website committee chair.**
- *November:* *Continue routine updates of division information.*
- *December:* Send thank-you letters to all committee members who have completed their terms of office. The committee chair summarizes annual committee activities.

12. Councilor

Term of Office: : Three years. The office is assumed on January 1 of the calendar year immediately following election by the full members (*not* affiliate members) of the Division. *Note: A councilor is an officer of the Society; the term of office is set by the ACS bylaws, as is the number of councilors for each Division;*

Responsibilities: The primary responsibility of a councilor (and the alternate councilor who is the substitute representative in the absence of the councilor) is to serve as a Division representative to the Society through active participation in the decisions and activities of Council. The councilor fulfills his/her responsibilities through exemplary performance of the following activities:

- Maintain an awareness and understanding of all issues brought to Council for consideration and/or vote.
- Read the pertinent parts of the Council booklet (green and yellow pages, and any other sections of particular interest to the individual councilor)
- Inform the Division Executive Committee of all issues to be discussed or voted upon by Council and the potential impact of those issues upon the Division.

- Represent the Division through attendance at Council meetings held at national meetings of the Society.
- Vote on Council issues as directed by the Division Executive Committee.
- Report to the Division Executive Committee and Division members on all issues discussed at Council meetings that may be of interest.
- Division councilors should share the responsibility of writing summaries of each Council meeting and determine in advance of each meeting who will assume the responsibility for the first draft; however, this draft should be circulated to all of the Division councilors to ensure the accuracy and comprehensiveness of the final report.
- Attend the Division Executive Committee meetings and business meeting to report on Council activities; attend other official Division meetings upon the request of the Division chair.
- Seek appointments to, and actively participate in, committees of the Society.
- Serve on Division committees and taskforces at the request of the Division chair.
- Represent the Division at the Division officers' caucus held at national meetings of the Society.

Note: Newly elected councilors and alternate councilors should familiarize themselves with the *Handbook for Councilors* that they will receive from ACS Headquarters after confirmation of their election by the Division secretary.

Timetable:

- *February:* Review Council agenda book for the meeting to be held at the spring national meeting of the Society in order to understand all of the issues that will be discussed and/or voted upon. Confirm attendance at the spring Council meeting with the Division secretary. (If unable to attend the Council meeting, ensure that the alternate councilor is prepared to represent the Division.) Submit items to the Division chair for inclusion on the spring Executive Committee agenda.
- *March:* Prepare councilor's report for presentation at the Division's Executive Committee meeting to be held at the spring national meeting of the Society.
- *March/April:* Present councilor's report at Division Executive Committee meeting (and Division business meeting, if held in the spring). Optionally, attend the Division officers' caucus. If appointed to serve on a Division or Society committee, attend their meetings scheduled to take place at the national meeting. Represent the Division's interests at the Council meeting.
- *April:* The councilor, designated in advance to do so, will draft within 2–4 weeks after the spring Council meeting a written summary of the issues discussed and/or voted upon at Council that may be of interest to Division members. The draft is to be circulated to all of the Division's councilors in order to ensure the accuracy and comprehensiveness of the report. The final

report should be submitted to the Division chair, who is responsible for the dissemination of such information to Division members.

- *July*: Submit items to the Division chair for inclusion on the fall Executive Committee agenda.
- *July/August*: Review Council agenda book for the meeting to be held at the fall national meeting of the Society in order to understand all of the issues that will be discussed and/or voted upon. Confirm attendance at the fall Council meeting with the Division secretary. (If unable to attend the Council meeting, ensure that the alternate councilor is prepared to represent the Division.) Prepare councilor's report for presentation at the Division Executive Committee meeting to be held in the fall.
- *August/September*: Present councilor's report at the Division Executive Committee meeting (and Division business meeting, if held in the fall). Optionally, attend the Division officers' caucus. If appointed to serve on a Division or Society Committee, attend their meetings scheduled at the national meeting. Represent the Division's interests at the Council meeting. Within 2–4 weeks after the meeting, the councilor designated in advance to do so will draft a written summary of the issues discussed and/or voted upon at Council that may be of interest to Division members. The draft is to be circulated to all of the Division's councilors in order to ensure the accuracy and comprehensiveness of the report. The final report should be submitted to the Division chair, who is responsible for the dissemination of such information to Division members.
- *December*: Review the files. Forward any documents of potential long-term significance to the Division that are not needed by the councilor or alternate councilor in the fulfillment of his/her duties to the Division archivist/historian. If not continuing in the office of councilor or alternate councilor, prepare the files for transfer to the incoming councilor/alternate councilor by January 1.

13. Alternate Councilor

Term of Office: Three years. The office is assumed on January 1 of the calendar year immediately following election by the full members of the Division.

Responsibilities: The primary responsibility of alternate councilor is to substitute for a councilor who is unable to attend a Council meeting. This is to ensure that the Division is fully represented at each Council meeting. The Division secretary

authorizes the substitution and informs the ACS of the planned attendance of the designated alternate councilor at the Council meeting.

The alternate councilor must stay abreast of Council activities as well as current business before the Division. When asked to perform the duties of councilor, the alternate councilor will

- communicate Council matters at the Division Executive Committee meetings and to Division members through the newsletter,
- seek input from Division officers and members on issues before Council that may impact the Division,
- propose initiatives to Council for consideration that are of importance to the Division and communicate progress and arguments with the Division Executive Committee and to Division members,
- solicit input and instructions from the Division Executive Committee regarding upcoming Council votes when possible,
- vote on matters before Council reflecting as much as is reasonable the wishes of the Division Executive Committee and Division members.

Timetable:

- *February:* If requested and agreed to substitute for councilor at March/April Council meeting, follow timeline for Division councilor.
- *July/August:* If requested and agreed to substitute for councilor at August/September Council meeting, follow timeline for Division councilor.

14. Long-Range Planning Committee Chair

Term of Office: One year (or until a successor is provided.). The Long-Range Planning Committee is composed of those three of the most recent Past Chairs of the Division who are available for service as members of the Committee. The member who has the longest period of service on the Long-Range Planning Committee serves as its Chair and is an ex officio member of the Executive Committee.

Responsibilities: The Long-Range Planning Committee is a standing committee of the Petroleum Chemistry Division, established by the bylaws of the Division. The Long-Range Planning Committee is assigned the responsibility for developing and continuously updating recommendations for the welfare and

efficient functioning of the Division in future years. Special areas of oversight assigned to the Long-Range Planning Committee are finance, organization, meetings, membership, programs, publications, and any other topics that the Executive Committee should consider likely to have a major effect on Division affairs.

1. The Chair of the Long-Range Planning Committee serves ex officio as a member of the Executive Committee, and is entitled to voice and vote. The Chair of the Long-Range Planning Committee should make every reasonable effort to be present at meetings of the Executive Committee in order to report on progress of the activities of the Committee.

2. The Long-Range Planning Committee usually conducts most of its business between meetings of the Executive Committee, by phone, mail, or e-mail. The Chair of the Long-Range Planning Committee should ensure that communication among members of the Committee is prompt.

3. The bylaws of the Division list many areas of activity for which the Long-Range Planning Committee is responsible. Nevertheless, a specific, short-term focus of activity for the Long-Range Planning Committee may be assigned from time to time by the Executive Committee. In order to provide prompt, credible response to the Executive Committee, the chair of the Long-Range Planning Committee may call for advice upon persons knowledgeable in the assigned field, who may not be members of the Long-Range Planning Committee.

4. In the absence of an assigned, specific, short-term focus for the activity of the Long-Range Planning Committee the Chair of the Committee should consider the next possible future need of the Division, and begin, with the advice of the other members of the Committee, to prepare recommendation(s) for review by the Executive Committee. In so doing, the Long-Range Planning Committee will function in a pro-active manner for the benefit of the Division.

15. Subscriptions Manager

Term of Office: The term of office for this appointed position is one year but is often renewed for several terms.

Responsibilities: The major responsibilities of the Subscriptions Manager are to maintain a the database of libraries that subscribe to the Division Preprints, invoice these libraries annually, maintain records of paid invoices, provide mailing labels for these libraries for mailing of the Division Preprints to the

Preprints Manager twice a year before National ACS meetings, supply back copies of the Division Preprints when they are requested and invoice for these shipments, store the back issues of the Division Preprints, and solicit new subscriptions.

Timetable:

February/March: Provide Business Manager with mailing labels for library subscribers to the Division Preprints.

July/August: Provide Business Manager with mailing labels for library subscribers to the Division Preprints.

August/September: Supply subscription services with subscription rates for the coming year as requested.

November: Prepare and send invoices to library subscribers.

As needed: Send back issues of Division Preprints along with invoice upon request, maintain records of paid invoices as information is provided from the Division Treasurer, update mailing list so that only those paying for Division Preprints receive them.