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Environmental Division Executive Committee

Peney Patton has prepared a list of current administrative duties, as requested. I won't be at the Denver Meeting so I would like to make a few comments.

1. The interface between the Division and the ACS National has grown more complicated over time as the ACS information system has expanded and replaced a lot of personal contact. The system is sometimes buggy. Having a business office that maintains this interface has become an important ingredient in doing the Division's business. My recollection is that the office was started in the early 1990's and I was one of the beneficiaries while I was program chair.
2. A number of things handled by individuals and/or subcommittees are now done in the business office. For example, we used to have a subcommittee or one of the individual Division members handle the Division dinner.
3. The Business Office originally handled programming and a few other items. In the last 10 years or so this has expanded greatly, and, I think, we have fewer sub-committees now.

I think that the business office has become a necessity, but it's up to the Executive Committee to decide if sub-committees should handle some of the activities of the Business Office unrelated to the interface with the National information system.

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Member at Large

Business Office

Archives

- Collect archival material.
- Inventory the material.
- Forward to the Chemical Heritage Foundation.
- Sign paperwork acknowledging receipt and storage.
- Maintain business records in accordance with ACS and division guidelines.

Awards

- Certificate of merit, undergraduate student and SETAC exchange awards:
 - Announce award application deadline by email to various mailing lists.
 - Collect applications for certificate of merit for each national meeting and annual undergraduate and SETAC exchange awards; compile and forward to awards committee for decision.
 - Print certificates and cover letters; collate packets and mail as instructed by awards committee.
- Graduate student and C.E. Gonter Awards:
 - Receive awardee list from award committee chair.
 - Print certificates and cover letters; collate packets for presentation.
 - Coordinate with Treasurer to issue checks.
 - Mail certificates if needed.
- All awards:
 - Forward awardee names and addresses to set up complimentary membership.
 - Send press release to ES&T and/or C&EN
 - Forward names to newsletter editor.
 - Update appropriate award archival file and send to webmaster.

Elections

- Gather information required for the ballot from the nominations committee.
- Assemble bios and ballot and send to secretary for electronic distribution.
- Print and mail paper ballots, if needed, to members who do not provide email or opt out of email notifications.
- Mail ballots to new members who join between the mailing and August 1
- Receive, validate and count paper ballots
- Send paper balloting results to Secretary.

Membership

- Monthly
 - ✓ Download monthly e-roster; convert to .xls format and prepare mailing lists.
 - ✓ Send welcome letters to new members
 - ✓ Send renewal letters to reinstated members
 - ✓ Send emails to resigned members
 - ✓ Forward any new members, bad addresses or corrections to Member Services
 - ✓ Answer any correspondence from membership or forward to appropriate executive committee or ACS staff member

- ✓ Resend returned mail, when new address is given
- ✓ Send email announcements to membership, as needed; send paper versions to members who do not provide email or opt out of email notifications.
- For each national meeting
 - ✓ Invite symposium organizers to join division
 - ✓ Invite presenters to join division
 - ✓ Update membership application (if needed) and print for distribution at meetings and sponsored conferences.
 - ✓ Download demographics reports and send to Secretary for agenda book.
 - ✓ Request contact information for presenters in the CHED Undergraduate Research Posters – Environmental Chemistry symposium; print certificates of appreciation; collate packets (certificate, cover letter, membership application, division promotional items) for distribution at the poster session.
- Quarterly
 - ✓ Send members' demographics reports to executive committee.
 - ✓ Gather articles/events and send to newsletter editor.
 - ✓ Distribute newsletter through ACS mass mailing vendor.
- Yearly
 - ✓ Print 5-year increment membership certificates and congratulatory letters.
 - ✓ Mail certificates and letters in June.
 - ✓ Send list to webmaster.
 - ✓ Send list to Secretary for inclusion in fall meeting agenda book.

Executive Committee

- Write Business Office report (activities and expenses) for the agenda book.
- Provide other reports to Secretary for the agenda book:
 - ✓ Demographics
 - ✓ Awards lists
 - ✓ Program summary (Meeting-at-a-Glance)/call for papers
 - ✓ Social/Dinner advertisement
 - ✓ Copies of newsletters
- Assist in compiling the agenda book, if requested by Secretary.
- Reserve meeting rooms through ACS for the Long Range Planning Committee Meeting, Program Planning Committee Meeting, Executive Committee Meeting, Open Business Meeting, and other meetings if requested.
- Review each venue contract (confirmation) and sign (make corrections if needed)
- Receive checks and bank them. Forward copies and deposit slips to the Treasurer.
- Maintain an inventory of letterhead, certificates, paper, printing supplies, and envelopes.
- Forward letterhead and/or envelopes to exec members as requested.

Programming

- Organizers
 - ✓ Send organizer packet to symposium organizers when notified by the program chair.

- ✓ Compile list of organizers' names and emails, symposia titles, cosponsors; update as needed.
- ✓ Gather Call for Papers fliers from organizers; compile into a cross-referenced .pdf file and send to webmaster. Update file as needed.
- ✓ Draft and send email Call for Papers to AEESP, past organizers, past presenters and cosponsors to advertise symposia.
- ✓ Print Call for Papers fliers for distribution at welcome table.
- ✓ Request cosponsorships from CEI, AEESP, technical divisions, and other organizations if requested by program chair. Follow up with agreement for cooperative (financial) cosponsorships or email confirmations for nominal cosponsorships.
- ✓ If other requests are made for cosponsorship, with program chair's approval, initiate the agreement and forward to the appropriate people or confirm through email.
- ✓ Answer questions from organizers, cosponsors, presenters and program chairs.
- ✓ Throughout program planning, instruct and inform symposium organizers about their responsibilities, deadlines, abstract management system (MAPS), ACS procedures, financial support for symposia, etc.
- ✓ Supply organizers with head count sheets and standard power point slides before the meeting.
- ✓ Notify the ENVR Speaker Expense Committee Chair of the number of sessions for each symposium so the chair can determine and approve the amount of money available from the speaker fund for each symposium; notify symposium organizers.
- ✓ Request refreshment orders from symposium organizers and forward to ACS.
- ✓ Provide program chair with symposium organizers' emails to send thank you notes to organizers.
- ✓ Print organizer certificates and letters of appreciation; mail after each meeting.
- ✓ If requested, assist symposium organizers with resources for planning non-sanctioned social events (e.g., dinner for session speakers).
- Abstract Management System (MAPS)
 - ✓ Submit Call for Papers to ACS Staff in prescribed format.
 - ✓ Working with the program chair, establish deadline for receipt of abstracts and deadline for organizers.
 - ✓ Working with program chair, submit Location Preference Report.
 - ✓ Make sure all symposium organizers join the ACS Communities group for access to their sessions, accept/reject abstracts, download symposium workbooks, notify presenters if abstract is rejected, upload late abstracts, upload edited abstracts, schedule all abstracts and complete symposium workbooks.
 - ✓ Work with symposium organizers to submit and tag completed symposium workbooks (preliminary program).
 - ✓ Prepare Even Programming Worksheet for program chair.
 - ✓ Working with the program chair and ACS MAPS liaison, schedule all sessions in accordance with even programming rules.
 - ✓ Notify organizers of session schedule; cancel sessions with too few abstracts.
 - ✓ Review all submitted abstracts for completion, making minor edits as necessary.

- ✓ Work with presenters and symposium organizers to correct problems with abstracts, move abstracts between symposia, and resolve duplication and scheduling conflicts.
- ✓ Submit late (approved) abstracts, if any, after organizer deadline.
- ✓ Download all sci-mix posters and send to program chair for decisions.
- ✓ Create sci-mix session and add approved posters.
- ✓ Notify sci-mix presenters of their inclusion in sci-mix.
- ✓ Send email to poster presenters with instructions for poster presentations.
- ✓ Send welcome email to all presenters, inviting them to attend division events and join division.
- ✓ After meeting, enter head count numbers and absent speakers for each session
- Website
 - ✓ Create meeting-at-a-glance and forward to webmaster and organizers.
 - ✓ Create final program file and forward to webmaster.
 - ✓ Update cumulative program files for website.
- On-Site – National Meetings
 - ✓ Order division welcome table on technical program confirmation.
 - ✓ Pick up ACS books shipment from on-site ACS Operations Office and set up display at welcome table; return books to secure location when table is unattended.
 - ✓ Bring all forms, handouts and supplies needed for welcome table; store excess in trunk or return to Business Office after meeting.
 - ✓ On Saturday before meeting, meet with ACS liaison to review technical program, confirm food orders, and approve location of division table.
 - ✓ Preview all session and meeting rooms.
 - ✓ Preview social event venue.
 - ✓ Set up the table prior to program beginning.
 - ✓ Attend Executive Committee and Open Business meetings.
 - ✓ Greet session moderators before each session to distribute division promotional items, make sure meeting rooms are comfortable and AV equipment is functional, confirm delivery of food/beverage service, remind organizers to make applicable announcements and complete session headcount sheets.
 - ✓ Sit at table (or arrange for volunteers to sit at table) during entire meeting to greet visitors, promote division membership, recruit volunteers, answer questions, sell social event tickets, network with existing and potential volunteers, assist organizers if needed.
 - ✓ Transfer attendance numbers from headcount sheets to MAPS.
 - ✓ Gather a sample of each handout for archives.
 - ✓ At the end of the meeting, close the table, pack and lock trunk for shipment.
- Other
 - ✓ Maintain the list of those who failed to present (no-show list).
 - ✓ Working with program chair, Treasurer and symposium organizers, manage allocation of thematic funding and other contributions to division programming.
 - ✓ If there are guest registrations, upon program chair's approval, enter them into the registration system.

- ✓ Review technical program confirmation for accuracy, making changes and adding food/beverage requests as needed; sign and return to ACS staff.
- ✓ If there are special requests for AV or set-up for a technical session, upon program chair's approval, submit paperwork to ACS.
- ✓ Work with Treasurer to track receipt and disbursement of outside funding, preparing invoices as necessary.
- ✓ Track symposium expenses and report to Speaker Expense Chair.
- ✓ Thank cosponsors.
- ✓ Working with international activities chair and appropriations committee on cosponsored symposia at international and non-ACS meetings, maintain office files:
 - Document executive committee approval.
 - Initiate cosponsor agreements.
 - Submit signed agreements to ACS for approval.
 - Distribute approval to stakeholders.
 - Provide logos to other organizations.
 - Notify Treasurer of financial arrangements.
 - Invoice contributors.
 - Advertise cosponsorship on website and in newsletter.
- ✓ [Optional] Promote division membership and programming when attending ACS regional meetings or non-ACS scientific conferences and other events.

Social Events

- Search for venues for division dinner or reception and symposium organizers' luncheon.
- Select dinner/reception venue based on terms of rental agreement, proximity to technical sessions, pricing, and menu.
- Make menu selections within budget.
- Sign venue and food service contracts.
- Submit ACS Social Event Request form to ACS meetings staff by deadline.
- Coordinate with Treasurer and event planners to arrange payment.
- On-site, preview venues and meet with event planners.
- Greet attendees, collect tickets, and sell extra tickets (if any) at door.

Other

- Maintain long-term affiliation agreements with other scientific organizations.
- Ship promotional materials to other meetings (Regional Meetings, Pacifichem, etc.) that the Division has partnered with.
- Periodically attend ACS training sessions, online or in person.
- Provide feedback to ACS staff as requested.
- Any other reasonable duties as assigned by an officer or exec committee of the Division.