

NORTHEASTERN SECTION  
AMERICAN CHEMICAL SOCIETY  
**HANDBOOK**

2006 EDITION



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THE NORTHEASTERN SECTION OF THE  
AMERICAN CHEMICAL SOCIETY, INC.

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**NORTHEASTERN SECTION OF THE AMERICAN CHEMICAL SOCIETY  
SECTION HANDBOOK**

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## CHAIR

### **General Monthly duties:**

Organize monthly executive committee meetings, as a lunch or dinner. Meet with the elected Secretary, immediate past Chair, and Chair-elect, treasurer, and anyone else you see fit on a monthly basis. This is an informal meeting, and is generally held to give the executive committee a heads up on what's going on, before it reaches the formal board meeting. The Chair is responsible for turning in the receipt for these meetings. The receipt is sent to the treasurer. These meetings are probably the most useful of all other meetings, as it allows you to learn how the section is run from the past-Chair, secretary, and anyone else you invite.

Set agenda for each board meeting and transmit to administrative secretary in time for e-mailing. At least one week prior to the monthly meeting, coordinate with the Chair-elect or the Chair of the award committee to ensure that all arrangements at the facility, including meals, AV, parking, etc. are in order.

Chair the monthly section board meetings. The monthly NESACS meetings are usually held on the second Thursday of the month between 4:30 – 5:30 PM immediately preceding the social hour at 5:30 and the monthly dinner at 6:30. Arrive early to board meetings, because there are usually several items that will be passed on to you at the last minute. The administrative secretary will pass along the agenda that is typically followed. Make every effort to keep the board meeting to 1 hour. It is critical that the board members attend the social hour. This is the best time for interaction with new members and those who are not currently active on NESACS committees.

Preside over the monthly section dinner meetings. During the social hour, meet the speakers, get photo-ops, and if there is a head table, be sure that all the seats are filled. The head table usually seats the speaker and any guests, the Chair, and anyone else you might want to include. At the awards meetings, check with the Chair of the award committee to see who they would like at the head table. Watch the time, and move people to the dining room at the appropriate time. Check with the caterer to see when the best time to do this is. At the dinner, make sure that the speaker knows when the lecture/presentation will start. Make an announcement to all the dinner guests when the lecture/presentation will start. At the lecture/presentation, welcome members/non-members/new members. Introduce the speaker, and at the end of the lecture/presentation, ask for questions for the speaker, as time permits. Close out the meeting with a short farewell.

Obtain pictures from each of the section meetings. You will not have time to take pictures during the meetings, so be sure you appoint someone who can. NESACS currently has a permanent photographer (a chemistry student). This has worked well as the student's meal is paid for in return for the service. However, student help can be unreliable, so someone has to supervise and make sure they will actually show up. The Chair ensures that the pictures will then be passed on to *The Nucleus* and also saved for the annual report. Photos should also be sent to the administrative secretary. The awards meetings usually will have a photographer at the event as arranged by the awards committee, but having two photographers is helpful to get your own

pictures. Pictures at other events will usually be arranged by the Chair of the event, but it is good to double check on this. This would be an appropriate assignment for a Public Relations Chair.

As Chair of the section, you will receive a large portion of the Section's mail, e-mail, and phone calls. These must all be handled as needed, or passed on to someone who can. You will also get several requests to attend various activities of the Section besides the monthly meetings to give a short welcoming address. These requests should be honored as much as possible.

## **DUTIES BY MONTH**

### **December: Pre-Chair duties**

Before you are actually Chair, you must attend the budget committee meeting in December to plan out the section budget. You should review the events below and past budgets to determine what you might need budgeted for yourself as Chair.

Before you are actually Chair, you must also present a list of committee chairs for the coming year. Contact with all the local section committees should be made to see what the status of the committee is, and to see if current committee chairs will serve again (if you want them to). Fill vacant positions as they present themselves. A final list must be presented to *The Nucleus* editor in January, and also to the elected secretary for presentation to the National office.

Identify goals for the Section for the year. These should be submitted to the current Chair for inclusion in the Section's annual report. The Annual Report calls for the Chair-elect to include at least three goals for the section and at least three goals for the Chair of the section.

### **January**

Chair the January board meeting (see above). The Budget is presented and discussed. Past Chair's pin and plaque may be presented to the outgoing Chair either at the Board meeting or at the Section meeting. Preside over the January dinner meeting (see above). Over the past several years, this meeting has been held jointly with BAGIM (Boston Area Group for Informatics and Modeling).

Chair should have received information from ACS National concerning arrangements for the presentation of the James Flack Norris Award (Achievement in Physical Organic Chemistry) at the Spring National ACS Meeting. The Chair normally presents this award at the meeting.

### **February**

Chair the February board meeting (see above). Budget discussed and voted. By the Feb. meeting the Nominating committee must present the list of candidates for the May election. The list may be ready by the January meeting (preferable). The list must be read at the February section meeting and published in the March *Nucleus*. Remind the administrative secretary to send out letters requesting election information. Preside over the February dinner meeting (see above). Make plans to attend the ACS National meeting in the spring, to give out the Norris award (Achievement in Physical Organic Chemistry). Formal attire is required. If you cannot make this meeting, an appropriate substitute should be found.

The February meeting has been joint with YCC and NOBCCChE. There is usually a networking/career development symposium in the afternoon that is organized by YCC.

### **March**

Chair the March board meeting (see above). Petition candidates for election: nomination petitions must be received no later than 10 days following the March meeting. Therefore, such announcement must be made at the March section meeting (and could also be done in February)

Preside over the March dinner meeting, Richards award every other year in even-numbered years (see above).

### **April**

Chair the April board meeting (see above). No later than April meeting, the Nominating committee presents a slate of four Board members as candidates for nominating committee, two to be elected (Bylaw III 6b). Remind the Chair of the Nominating committee to have this ready. Paper ballots for the election, with candidates names printed, are helpful.

Discuss issues to be voted on at the Spring National Meeting (could also be done in March). Councilors may be asked to meet beforehand and be prepared to present the issues. Preside over the April dinner meeting, Esselen Award (see above). Attend the ACS National meeting. Pass out the tickets for the awards banquet. Attend the awards banquet on Tuesday night of the meeting, and present the award to the Norris award winner.

Make plans to have a long range planning committee meeting sometime in June. Announce the planned date to the board at the April and May meetings. The long range planning meeting is to be reported on in the annual report. The meeting can be held anytime you like, but June seems to be a convenient time to have it.

### **May**

Chair the May board meeting (see above). Arrange for tellers for counting ballots for the June election. This is a responsibility of the Chair, but can be looked after by the Past Chair (who is the Chair of the Nominating committee). Preside over the May dinner meeting, Education night (see above). Coordinate with the Chair of the education committee as to when you need to speak. There may be an award or two that needs to be signed before the meeting. Again check with the education committee Chair.

### **June**

Ballots must be counted before the Nucleus deadline, which is usually about June 15<sup>th</sup> but varies depending on summer activities. Ballots are delivered to the Chair or the Chair's designee following the closing of voting on June 1 by the Administrative Secretary. Hold a long-range planning meeting. Light refreshments should be arranged.

### **July-August**

Attend Summerthing. Arrange for pictures to be taken.

The Chemluminary awards are held at the fall ACS National Meeting. You will receive requests

for information for any awards for which the NESACS is a finalist. The information is a picture, who will accept the award (if won), and an abstract for which the award is given. The Chemluminary Awards are held Tuesday at the National meeting.

### **September**

Chair the September board meeting,

Preside over the September dinner meeting (see above). This meeting has typically been joint with the Medicinal chemistry group. Coordinate with the Chair of the Medicinal chemistry group as to when you will be speaking. In 2004 and 2006 a fund raising Vendor Fair has been held at this meeting.

### **October**

Chair the October board meeting (see above). Preside over the October dinner meeting (see above).

Professional Relations night. The Hill Award is presented at this meeting. The awards to 50 year members are also handed out at this time. Find out in advance which of these members will be at the meeting to accept the awards. 50-Year certificates are mailed from the National Office to the Local Section around February of each year. For the past two years, they have been mailed to the Chair of the Awards Committee; prior to that, they were mailed to the Section Chair.

### **November**

Chair the November board meeting, Norris Award for Teaching (see above). Query administrative secretary regarding status of committee annual reports. Begin work on the Section's annual report. The Section Chair receives information from the National relating to the Annual Report. This information includes a set of passwords that should be given to the Administrative Secretary for distribution to specific individuals who have extensive reports to submit; e.g., the YCC Chair.

Preside over the November dinner meeting (see above).

### **December**

Chair the December board meeting (see above). Preside over the December dinner meeting (see above). This meeting has typically been joint with the Medicinal Chemistry Group. Coordinate with the Chair of the Medicinal Group as to when you will be speaking.

### **January**

The January Section meeting is the official annual meeting. Fifty members constitute a quorum.

The outgoing Chair chairs the Annual Board Meeting. The meeting can't be adjourned until the Trustee's and auditor's reports are presented. In the absence of these reports, the meeting must be recessed to February. The annual report is due in Washington on Feb. 15th.

Start to pull together reports for the annual report. Make a request at the board meeting for annual reports to be turned in as soon as possible. The actual report is not due until mid-

February. The administrative secretary will compile and organize the reports sufficiently so that there is actually time to put it together in January. There are some extensive narrative sections that must be filled out by the Chair. Any awards nominations must also be filled out by the Chair, or someone appointed by the Chair. The Chair completes the self-nomination for the “Outstanding Section” award; other awards are completed by various committee chairs.

**Nominating Committee** (see also the Nominating Committee section, page 33)

As Past-Chair, you are also Chair of the nominating committee for the year following your year as Chair. Contact with other nominating committee members should be made at this time, and names for the various offices up for election should be solicited. The final list is not due until mid to late January, but it is useful to start in December. Contact should be made with the nominating committee members to get them thinking about this as well.

Final words of wisdom: Are you having fun yet? (as quoted from Doris Lewis, Chair, 2000)

Prepared by Amy Tapper, 2006.

**CONSTITUTION & BYLAWS**

Article VI Section 2. The Chair of the Northeastern Section shall preside at the meetings of the Board of Directors. In the absence of the Chair and the Chair-Elect, the Board of Directors shall elect a presiding officer *pro-tempore*.

Section 4. The meetings of the Board of Directors shall ordinarily be held monthly except during June, July and August and may be held at the call of its Presiding Officer or of three Directors. Notices of meetings shall be sent by the Secretary to each member of the Board at least one week previous to the date of said meeting, and the principal items of business to be presented shall be stated in the notice. Fifteen members shall constitute a quorum.

Article VII Section 2. In the event that a Councilor is unable to attend a specified meeting of the Council of the SOCIETY, the Chair of the Northeastern Section shall appoint one of the Alternate Councilors to attend and to serve as Councilor at the specified meeting...

Section 3. In the event that no Councilor or Alternate Councilor is able to attend a specified meeting of the Council of the SOCIETY, the Chair of the Northeastern Section shall appoint a MEMBER of the Section as a fully accredited Temporary Substitute Councilor, as provided for in the SOCIETY Bylaws...

Article VIII Section 5. ...Three members not candidates for an office and appointed by the Chair of the Northeastern Section shall be the Tellers.

**Bylaw I - Order of Business**

Section 1. At the regular meetings of the Northeastern Section the order of business shall be as follows:

- (a) Reports of officers, directors, or councilors,
- (b) Miscellaneous business,
- (c) Reading of papers,
- (d) Adjournment.

Section 2. At the regular meetings of the Board of Directors the order of business shall be as follows:

- (a) Reading of the minutes of the previous meeting,
- (b) Reports of officers and other members of the Board of Directors,
- (c) Reports of standing committees,
- (d) Reports of special committees,
- (e) Unfinished business,
- (f) New business,
- (g) Adjournment.



Section 3. The rules contained in the latest edition of Robert's "Rules of Order" shall govern the parliamentary procedure of the meetings of the Northeastern Section and of the Board of Directors in all cases to which they are applicable.

#### Bylaw III - Boards and Committees

Section 1. ...The chairs and members of these committees, except as hereinafter provided, shall be appointed by the Chair of the Northeastern Section during the month of January; these appointments shall be subject to the approval of the Board of Directors... The Chair of the Northeastern Section shall be a voting member, ex officio, of all Standing Committees, except for the Nominating Committee.

Section 6. The Nominating Committee... (a) One member shall be the immediate past Chair, who shall act as chair of the Nominating Committee, unless such a person shall not be able to serve. In such an event, the Chair of the Nominating Committee shall be appointed by the Chair of the Board of Directors no later than the April meeting of the Section.

Section 11. The Hospitality Committee... The Chair of the Northeastern Section may, with the approval of the Board of Directors, appoint subcommittees to be known as the Preprandial Committee, the Dinner Committee, and the like, which subcommittees shall be responsible to the Hospitality Committee.

#### Bylaw V - Awarding the Theodore William Richards Medal

Section 9. The Chair of the Northeastern Section with the approval of the Board of Directors shall, upon request of the Committee on the Awarding of the Medal, appoint a temporary committee to act in conjunction with the Committee on the awarding of the Medal in arranging the details of the meeting at which the Award is to be made.

Bylaw VI - Awarding the James Flack Norris Award: Section 9 as above.

## CHAIR-ELECT

The Chair-Elect has two major responsibilities: learn about NESACS operations in preparation for his/her year as Chair; and to organize and administer the monthly meetings (programming committee) for the section. As such, the Chair-Elect should plan to attend the monthly Board meetings being prepared to report monthly on his/her activities, attend social hours, dinners, and evening talks each month (September through May). Specific obligations are outlined below.

### Chair-Elect's Budget

During the month of December preceding the beginning of the Chair-Elect's term, he/she is required to submit a budget request to support the activities he/she plans to carry out during their year of service as Chair-Elect. Some of the activities for which the Chair-Elect might wish to budget include travel (airfare and registration costs) to/from the annual ACS Leadership Conference (vide infra), a small fund to support travel costs of monthly speakers, and some funds for networking meetings, and miscellaneous activities. A sample budget for 2005 is shown below:

Leadership Conference – registration/hotel and travel	\$575
Registration/hotel (\$275)	
Airfare (\$300)	
Advanced Leadership Conference – registration/hotel and travel	\$600
Networking meetings	\$500
Speaker's Fund	\$500

### Meeting Arrangements

The Chair Elect is responsible for handling the meeting arrangements for the meetings held the year (begins in January) before he/she is Chair. Meeting arrangements including identifying the speaker for the meeting (unless it is an award meeting), booking a place to hold the meeting (award meetings are usually at Harvard University's Faculty Club and the Mallinckrodt Bldg), contracting catering for the dinner for the meeting, making A/V arrangements for the meeting, submitting meeting announcements to *the Nucleus* for timely announcement of meetings (obtain a copy of the Production Schedule for the *Nucleus* from the Editor), etc. A useful timeline and suggestions regarding how to carry out each of these duties is outlined below. When in doubt don't be afraid to ask the Chair for help/advice! After all, he/she was Chair-Elect last year and knows exactly what you need to do.

### Award Meetings

A number of the NESACS meetings are award meetings. These include the Norris, Esselen, and Richards award meetings. The Norris and Esselen awards are made annually during the November and April meetings, respectively. The Richards award is made every two years during the March meeting. The Chair of the relevant award committee not the Chair-Elect is

responsible for handling the meeting arrangements associated with that particular award. May is Education Night. As of 2005, arrangements for this meeting are the responsibility of the Chair of the Education Committee.

### Joint Meetings

Historically, September and December are joint meetings with the local medicinal chemistry group. MedChem is responsible for making arrangements for these meetings. For the past two years, January has been a joint meeting with the local bioinformatics group called BAGIM. Some precedent also exists for the February meeting arrangements to be handled jointly with the National Organization of Black Chemists and Chemical Engineers. (NoBCChe). March is a joint meeting with the New England Section of the Younger Chemists Committee (NSYCC) in odd years (in even years, the March meeting is an award meeting for the T.W.Richards Medal). A list of names and contact information for these local groups is provided in Table 1.

Table 1. Contact Information for Local Professional Organizations with Which NESACS Has Held Joint Meetings

Name of Local Group	Month of Joint Meeting with this Group	URL for Website, if available	Name of Local Contact	e-mail, if available
BAGIM	January	<a href="http://www.bagim.org/">http://www.bagim.org/</a>	Lee Herman	chariman@bagim.org <chariman@bagim.org>
NoBCChe	February		Patrick Gordon	pgordon@quixnet.net
NSYCC	March	<a href="http://www.nsycc.org/">http://www.nsycc.org/</a>	Ivan Korendovych	korendovych@nsycc.org
Medicinal Chemistry	September, December			

### Monthly Meeting Locations and Timing

Meetings are usually held the second Thursday of each month between the months of September through May. Traditionally, the Board of Directors meets before the local section meeting from 4:30 – 5:30 pm. Meetings usually begin with a networking/social hour (5:30 pm – 6:30 pm), followed by dinner (6:30 – 7:45 pm), and an early evening talk (8 – 9 pm).

A number of the monthly meetings are set aside for award dinners (see above). Award meetings are usually held at the Harvard Faculty Club located on the campus at Harvard University in Cambridge, MA. It is up to the Chair-Elect to handle all of the arrangements for the remaining meetings – this includes identifying a meeting location, making all the meeting arrangements (reserving room for the board meeting, making dinner arrangements, identifying the speaker and obtaining his/her meeting materials (photo, abstract, brief bio) in advance for publication in *The Nucleus*, securing the appropriate A/V equipment and support, etc.

In order to properly publicize the monthly meetings in the *Nucleus*, the Editor of the *Nucleus* will need to know in advance in accord with the Edit Deadlines for the relevant monthly issue (1) the location of the monthly meeting including information on travel to/from the meeting site; (2) the name of the dinner speaker, his/her professional affiliation, and the title of his/her talk; and (3) a

brief abstract for the talk. Note that for some meetings such as the award meetings, the Editor may require additional information from the speaker.

### Meeting Locations

Contact information for meeting locations that have been used during 2004-2005 are listed in Table 2. As mentioned above award meetings are typically held at Harvard University – the award dinner at the Harvard Faculty Club and the award presentation and address in Pfizer Lecture Hall in the Mallinckrodt Chemistry Building.

Non-award meetings have generally been held in Boston at hotels and colleges/universities. Planning a meeting at a college or university usually requires that someone from the NESACS who is a faculty member at that institution facilitate the meeting arrangements.

Table 2. Contact Information for Meeting Locations Used During 2004-2005

#### Harvard Faculty Club

Directions: [www.hfac.harvard.edu/directions.html](http://www.hfac.harvard.edu/directions.html)

Parking: Broadway Street garage (arrangements need to be made through Harvard Chemistry Department)

20 Quincy Street

Cambridge, MA 02138

Telephone: 617-495-5758

Fax: 617-496-8754

Contact person: Elise Ehrlich

**e-mail:** [Elise Ehrlich <eehrlich@camail1.harvard.edu>](mailto:eehrlich@camail1.harvard.edu)

#### Contact at Harvard Chemistry Department

Helen L. Schwickrath

Seminar and Events Coordinator

Harvard University

Department of Chemistry and Chemical Biology

12 Oxford Street

Cambridge, MA 02138

(617) 496-8190 (Voice)

(617) 496-5618 (Fax)

[helen@chemistry.harvard.edu](mailto:helen@chemistry.harvard.edu)

#### Northeastern University

Possible building and room locations: Egan Amphitheater, Curry Student Center Ballroom

Directions: [www.neu.edu](http://www.neu.edu)

Parking: Gainsborough Garage

Parking tickets good for 24 hours can be purchased in sheets of 10 tickets for \$70 from the Cashiers Office located at 248 Richards Hall

The tickets can't be turned back in if you don't use all of them but they don't have an expiration date nor are they only good for a specific time period and you can purchase them as late as the date of the event. The person purchasing them must show an NU ID card

Catering: Chartwells Dining Services

106 St. Stephens Street  
Boston, MA 02115  
Telephone: 617-373-2479  
Fax: 617-373-3572  
Contact person: Nicole Roberts

Holiday Inn Brookline  
Directions:  
Parking: at the hotel  
1200 Beacon Street  
Brookline, MA 02446  
Telephone: 617-277-1200  
Fax: 617-734-6991  
Contact person: Susan Murphy  
Telephone: 617-598-7638  
e-mail: "Susan Murphy" <SMurphy@fine-hotels.com>

#### Arrangements – Format and Schedule

Traditionally the Board of Directors for NESACS meets at 4:30 pm the second Thursday of each month between September and May each year. Arrangements that must be made for the Board meeting include obtaining a room that holds 20 people. Food and refreshments are not normally part of the Board meetings. It is a nice idea to make sure that water is available for Board members. The Board meeting is scheduled to last one hour.

It is important to work closely with the Chair of Hospitality and Membership who usually staff the registration table. If at all possible try to identify one or more people to staff the registration table. Students usually enjoy this so consider offering them a free dinner in exchange for their services at the registration table. If you are from industry simply ask an academic colleague to recommend some college students. If you cannot identify anyone to assist in registration, it is always a very nice gesture to offer your own services and this is a good way to get to know everyone in the section by name.

A social hour usually follows the Board Meeting at 5:30 pm. Arrangements which must be made for the social hour include arranging for hors d'oeuvres and/or light refreshments. Provisions should be made for a cash bar for those members who wish to have alcoholic beverages for every meeting except Education Night (students in attendance so we have agreed to keep this meeting "dry"). The Chair-Elect as Program Chair is expected to accept receipt of the cash accepted by the Arrangements Committee in payment of the dinners and to deposit this money in the bank and write a check to the Treasurer of NESACS (Jim Piper) for the amount deposited as soon as possible after the meeting.

Dinner follows the social hour at 6:30 pm. As a general rule a minimum of two dinner selections should be identified one of which should be vegetarian. The other entrée is usually something which includes chicken in some form. If you choose to offer fish be sure to let everyone know this as some people don't like/eat fish. A head table should be set aside for the speaker, his/her guests, and the Chair of the Section.

When the speaker arrives, it is a good idea to work with him/her to ensure that the A/V works. Get the speaker a glass of water for the podium and make sure that they are comfortable with the

podium setup. In advance of the meeting, provide the Chair with a brief biography of the speaker that he/she can use in introducing the speaker.

#### Typical Meeting Costs

It is useful when making arrangements to have some background information regarding what typical meeting costs have been in the past for various items at different meeting locations.

Bartenders \$100 - \$200

Social hour food \$100 - \$450

Beverage \$100 - \$300

Dinner \$1000-\$2000

A/V \$200 - \$450

Meeting room for board meeting \$200

Most important is to remember that you have a budget for programming. Keep to it. If you want to have extra things, then you need to think about raising money by obtaining industrial sponsorship.

#### ACS Leadership Conference

The chair-elect is expected to attend special training provided by the American Chemical Society; there are usually two such meetings each year. The duties and responsibilities associated with being Program Chair constitute the largest investment of time and “personal capital”. The annual meeting, usually held at the end of January, provides local section Chairs, Chair-Elects and others with training and information regarding the governance of their local sections. It also provides local section leadership with a chance to network with other local sections and with the national ACS leadership. In 2005 the meeting was held in Baltimore, MD. The meeting begins Friday afternoon at around 4 pm and runs through Sunday morning. It is well worth the time to attend, you will have an opportunity to meet a number of national level officials who can be helpful to you and to meet other incoming chair-elects and chairs.

Prepared by P. A Mabrouk, 2006

Article V. Section 1. The...Chair-Elect [shall serve] for one year.

Section 3. The Chair-Elect shall perform the usual duties of Vice-Chair and shall succeed to the position of Chair at the expiration of the Chair's term of office. In the case of a vacancy in the office of Chair, the Chair-Elect shall assume the added duties of the Chair for the unexpired term.

Bylaw III. Sec. 4. The Chair-Elect of the Northeastern Section shall be chair [of the Program Committee].

## **ELECTED SECRETARY**

The elected Secretary is responsible for seeing that notices of each business meeting are mailed to each official member of the Board of Directors and to each unofficial member (chairs of subcommittees, ad hoc committees, etc. who have no vote but can contribute substantial information to the meetings).

The Secretary is responsible for the formulation and correction of the minutes of each meeting. The Minutes should be mailed if possible with the meeting notice and Agenda for the next Board meeting. Such notices should be mailed at least one week before the business meeting of the Board of Directors. The Elected Secretary shall make available on the Section Website all copies of the Board of Director's meetings immediately after the Board of Directors approves them. Section Minutes can also be distributed to Board members by electronic mail prior to the regularly scheduled Board Meeting.

Each Spring and Fall the Secretary causes a call to Councilors and Alternate Councilors to be made concerning attendance at the National Meeting of the Society. A poll of those Councilors planning to attend is kept, and the necessary Alternate Councilors who are planning to go or able to go are selected to represent the Section at the Council Meeting. The Alternate Councilors to attend the National Meeting of the Society are selected by the NESACS Chair. Consideration is generally given to Alternate Councilors who serve on National ACS committees. These Alternate Councilors are given the official yellow card signed by the Elected Secretary to obtain admission to the Council Meeting. Generally, a letter is sent to the Councilors and Alternates at this time pointing out when the Council Meeting is, when the Region 1 (Northeast Area) Caucus takes place, and when the open meeting and reception of the Local Section Activities Committee takes place.

After the election has been held for officers for the next year, it is the duty of the Elected Secretary to transmit the official copy of the election results using the special form from the SOCIETY to the Records Office of the SOCIETY. This should be done as soon as practicable, but in all cases, should be done so as to arrive at the Society's office before October 31.

From time to time, the Elected Secretary receives communications from members of the Section and from members of other Sections of the Society. The Secretary gives preliminary answers to the inquirers, and refers the inquirers to the Section Office or to the Chair of the appropriate committee for further action.

In December, the Secretary causes a call to the Committee and Subcommittee Chairs to be sent out asking them to prepare for the Annual Meeting of the Board which occurs just before the January meeting of the new Board. The Chairs of each committee should have ready a written report which will be used to construct the Annual Report, and should be prepared to give a brief oral report to elucidate the activities of their committee for the Board of Directors and for the general membership of the Section. This oral report will be included in the Minutes of the Annual Meeting.

In mid-January the Elected Secretary calls together a special committee which is in charge of constructing the non-financial sections of the Annual Report. The Administrative Secretary is an ex officio member of that committee. The financial sections of the report are supervised by the Treasurer of the Section and include not only data under the Treasurer's supervision but also pertinent financial information from the Trustees, Board of Publications, and Topical Groups. The construction of the Annual Report follows from the questions asked on the official form provided by the Society, together with whatever appendices are appropriate. The Annual Report is due at the National office of the Society, 1155 Sixteenth St., N.W., Washington, D.C. 20036, by the end of January. Copies of the Annual Report are kept in the Section Office, with the Past Chair, the Present Chair, and the Elected Secretary. Any member of the Section may inspect the Annual Report.

The Elected Secretary is indirectly responsible for the operation of the Administrative Secretary's office. With the advice of the Administrative Secretary, the Elected Secretary makes the budget recommendations for the Administrative Secretary's salary and the amount of funds required for supplies and secretarial activities.

Prepared by David M. Howell, May 18, 1987  
Modified by Michael Singer, June 24, 2002.

Article V. the...Secretary [shall serve] for a term of two years.

Bylaw II. Sec. 1. (a) The Secretary shall keep a record of the proceedings of the Northeastern Section and of the Board of Directors, shall, in cooperation with the Chair and Chair-Elect, make such reports to the Secretary of the SOCIETY as are required by its Constitution and Bylaws, shall provide for issuing notices of the meetings of the Northeastern Section, shall make an annual report at the annual business meeting of the Board of Directors, and shall perform all other duties usual to the office of Secretary.

(b) The Secretary shall keep a record of all Standing Votes taken by the Board of Directors and shall publish each vote as passed in the next issue of the Official Publication.

(c) The Secretary shall report amendments to this Constitution and these Bylaws made in accordance with Article XIX of the Constitution or Bylaw IX to the appropriate officer of the SOCIETY for approval by the Council in accordance with the Bylaws of the SOCIETY.

See also Bylaw III. Section 13b.



## TREASURER

The Treasurer receives all monies and pays all bills for the Section except those excluded in the Bylaws (Bylaw II, Section 2). The account used for these transactions is referred to as the operating account. All income and expenses must be adequately documented with expenses approved by the relevant committee chairs. At present, the Treasurer is responsible for the Nucleus revenue and expenditures. All Trustee expenses flow through the operating account except payment for the National Norris Award in Physical Organic Chemistry which, by tradition, is paid directly from the Norris Income Account.

The Bylaw specification that expenditures cannot exceed the budget (II, 2b) should be followed as closely as possible. The difficulty with strict adherence to this arises when budgets are kept as small as possible and expenses occur in the June-September period when the Board does not meet. Small overages are presumably permitted provided the source of additional funds is clear, but the Treasurer must be aware of the liability incurred in this Bylaw. The Treasurer must also be alert at Board meetings, when special expenditures are voted, that they get incorporated into the Budget.

Bonding (II, 2c) is presumably covered under the insurance which National carries for itself and all local sections.

The requirement imposed by the Commonwealth of Massachusetts for an annual CPA review of the books places considerable record-keeping responsibility on the Treasurer. Not only must documentation and reconciliation be complete for the operating account, but also auxiliary operations such as the Topical Groups must be able to provide similar records. (For this reason, it is advisable to maintain the operations of new Topical Groups within the operating account until such time as they become well organized and capable of maintaining a complete set of books.) Further, the Trustee accounts must meet accounting standards in order to facilitate the CPA review process.

The following is a summary of specific tasks:

### **Reports:**

- a) Monthly to the Board of Directors.
- b) An annual summary is not required but is particularly useful for the CPA review and for preparation of the report to National.
- c) Annual report to National. This requires complete books for all accounts. The income and expenses must be sorted into categories (meals, awards, administrative expense, etc.) which do not automatically fall out of the Section's categories. Since this report is part of the Section Annual Report, it is due by February 15. Topical groups issue financial reports separately in the Annual Report.
- d) Federal Forms 990, 990T, and Mass. Form PC are due May 15. Form PC must be accompanied by the CPA review. Since the PC cannot be completed until the CPA review is finished, the May 15 deadline is usually not met. Form 2758 must be filed with the IRS to request an extension of time for filing. Form PC originates in the Mass. Attorney General's

office and no form exists for requesting an extension. A letter is normally sent informing them of a delay in filing. Forms 990 and 990T may be submitted before the review is completed in order to meet the IRS deadline (the IRS will impose a \$10 per day penalty for late filing of forms). If necessary, amended returns may be filed when the review is complete. The 990 is a reasonably complex form, made more difficult by the fact that it has to be filed using accrual accounting. The annual report to National is the starting point for this form since National's categories fit the 990 definitions. National ACS wants copies of the 990 and 990T, and copies of all forms should be sent to the Section office.

e) 1099 and W-2 Forms. Federal 1099 forms must be issued for any unincorporated payee who receives more than \$600 in the year. This includes awardees, the Editor, Advertising Manager, and Business Manager of The Nucleus, and (at present) the Administrative Secretary. Payments to unincorporated vendors, such as photographers, must be tracked to see whether the \$600 limit is exceeded.

f) Annual Report to the Commonwealth of Mass. filed with the Secretary of State. The report for the current year is due November 1 of the current year. This is an easy report to miss since no form is sent from the Commonwealth.

Budget: See the Section on the Budget Committee.

Payments not requiring a bill: These are encountered only where the Section has a contractual obligation. At present three instances of this exist. The Editor of The Nucleus and the Business Manager are paid a fixed amount quarterly. The Secretary to the Trustees is paid a fixed amount quarterly. In the first two cases, a contract exists with the Board of Publications. In the third case, the Budget constitutes the document which fixes the monthly payment.

Internal Audit. The Section Auditor audits the books as soon as they are closed in early January so that the Auditor's report can be included in the Annual Report. The Bylaws also assigns to the Auditor the task of monitoring the timeliness of reports to the IRS or State.

Awards. All checks for awards in excess of \$600 should be accompanied by a form requesting the awardee's social security number and address so that a 1099 form can be issued. Awardees are usually faithful in returning these forms, the exception being student awardees. If an award in excess of \$600 is made to a student, it is recommended that a portion of the award be transmitted with the request for a social security number, and the full award not be paid until the information has been received back. At present, the Administrative Secretary acquires social security numbers for most of the May awards.

Travel Grants. Deadlines for submitting forms for reimbursement of Councilor Travel are stated in a letter from National issued before each meeting. Generally, Councilors must submit copies of travel receipts within three weeks following a meeting and the Treasurer must submit expenses within four weeks after the meeting. Currently, the Section reimburses Councilors who send requests for only the maximum amount specified by National. When Councilors do not submit receipts for out-of-pocket expenses, National will not reimburse us for them. Therefore the practice has been to pay Councilors 25% of such expenses, this being the Section's share.

Reimbursement from Trust Funds. Requests from the Treasurer for reimbursements (or advances) from Trust funds are made in writing to the Chair (or designated member) of the Board of Trustees with a copy to the Trustee's Secretary. Timing of requests should take into account the fact that two Trustees must sign each check. The Treasurer should keep the Trustees informed as to approximately when such requests will be made so that sufficient cash will be available in the income accounts to meet the requests.

Payroll. If the Administrative Secretary (or anyone else) is on a payroll, a payroll system will have to be instituted. The last payroll occurred in 1987, so that accounts exist with the IRS, state, and Mass. Division of Employment Training. (The Section is exempt from Federal Unemployment Taxes.) The relevant ID numbers are: Federal 04-6037800

Mass. 351661.0000.09

Mass. DET 72-42036-0

Payroll adds the additional responsibility of filing quarterly 941, M941, WR1 and unemployment forms. Each employee must submit a W-4 form and the Section must complete form I9 (Dept. of Justice Immigration & Naturalization Service).

Other ACS Forms. The form requesting National collection of Section dues is due around May 1. As of February, 2003, dues had been set at 13% of the National dues in effect in the current year (i.e. 2006 Section dues are based on 2005 National dues), rounded to the nearest dollar. (From 1989-2002 the percentage had been 10%.) However, at the October, 2006 meeting the Board voted to raise the 2008 dues to \$20, somewhat above the 13% figure which would have been \$17.68. The voucher for receiving the National Allotment will be received from National in late November or early December. The Treasurer may request that 10% of the allotment be sent before National receives the Annual Report. This is usually a good idea, since there is generally a large drain on funds this time of year, and the Annual Report may be delayed.

Prepared by J. Piper, 2006

Article V. the...Treasurer [shall serve] for two years. Article IX. The fiscal year ... shall close on December 31. Bylaw II. Sec. 2. (a) With the exception of the Trust Funds and the operating funds of the Official Publication (now called THE NUCLEUS) the Treasurer shall have charge of all monies belonging to the Northeastern Section and shall make all disbursements from them. The Treasurer shall make an annual report at the annual meeting of the Board of Directors and shall present interim reports at each meeting of the Board.

(b) All expenditures of money to be paid by the Northeastern Section shall be in accord with appropriations made by the Board of Directors. Bills submitted to the Treasurer for payment shall bear the written approval of that officer of the Northeastern Section or that Chair of the Committee responsible for the expenditure. No bill exceeding the amount allotted in the aforesaid budget shall be paid by the Treasurer.

(c) The Treasurer shall be bonded for an amount as voted by the Board of Directors. The Treasurer shall make expenditures only in accord with the provisions of the Constitution and Bylaws of the SOCIETY and of the Northeastern Section. Expenditures shall be subject to the approval of the Board of Directors of the Northeastern Section.

See also Auditor, Budget Committee

## **AUDITOR**

The Auditor audits the Northeastern Section financial records of the Treasurer, Trustees, and NUCLEUS. The audit is usually performed the first week of January for the prior year to be presented at the January Board of Directors meeting.

A. Rosner, 2006

Bylaw II Section 3. The auditor shall audit or have audited, with the approval of the Board of Directors, the books and accounts of the Treasurer, the Board of Trustees, the Board of Publications, and the books or accounts of any other officer, business manager, or committee of the Northeastern Section. The Auditor shall review all reports submitted by the Treasurer or the Trustees to local, state, or federal governmental organizations to ensure accuracy and timeliness of filing. The Auditor shall make an annual report at the Annual Meeting of the Board of Directors and shall make a report at any meeting of the Board of Directors when so requested in advance by the Board.

## ARCHIVIST

The duties of the archivist are set forth clearly in the Bylaws of the Section: “The duties of the Archivist shall be to see that the records, documents, copies of publications of every sort, and any other historic memorabilia pertaining to and of interest to the Northeastern Section shall be preserved and protected, and kept in a systematic manner in a centrally located place available by appointment with the Archivist to members of the Northeastern Section.”

The Archivist should have a particular interest in the history of the Section, and may be called upon to write and present papers on such history on infrequent occasions. Interaction with the Editor of the Nucleus and the Board of Publications has proven fruitful.

Prepared by M. Simon, 2006

Bylaw II Section 4. An Archivist for the Northeastern Section shall be appointed by the Chair with the approval of the Board of Directors from among the MEMBERS and ASSOCIATE MEMBERS of the Northeastern Section. The duties of the Archivist shall be to see that the records, documents, copies of publications, of every sort, and any other historical memorabilia pertaining to and of interest to the Northeastern Section shall be preserved and protected, and kept in a systematic manner in a centrally located place available by appointment with the Archivist to members of the Northeastern Section.

## **COUNCILOR**

### **ALTERNATE COUNCILOR**

#### ACS National Meeting Councilor Activities

Several months in advance of the National ACS meeting, the NESACS administrative secretary will contact all councilors to inquire concerning their participation in the upcoming National Meeting. Councilors are expected to attend the national meetings and participate in the Council's activities which are outlined below. In return, ACS reimburses Councilors for their travel to/from the national meeting in accord with the standard councilor reimbursement policy. Upon return from the meeting, councilors should prepare and submit a report of their activities at the meeting to the Administrative Secretary.

#### Fall National Meeting - Town Hall Meeting

At the Fall National Meeting, there is usually a Sunday evening Town Hall meeting where Councilors have a chance to meet and hear from the Presidential nominees. Councilors should plan to attend this meeting. No advance preparation is required, come and listen.

#### District I Caucus

Councilor should attend the District I Caucus, which is a meeting of all of the Councilors/Alternates representing the states of Pennsylvania (Susquehanna Valley, Lehigh Valley, and Central Pennsylvania Sections), from Connecticut, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont. The meeting is usually an hour long meeting the purpose of which is to inform Councilors and alternates concerning the issues that will be presented/discussed at Council Meeting on Wednesday morning. The date, time, and location of the caucus and the caucus agenda are usually emailed to councilors in advance of the National Meeting by the District I Director.

#### Spring National Meeting – ACS Award Banquet

Councilors usually attend the ACS award banquet held on Tuesday evening (6 pm – 9:30 pm) at the spring National Meeting. Formal dress is expected.

#### Council Meeting

The most important activity is the Wednesday morning Council meeting. The meeting begins promptly at 8 am (continental-style breakfast is provided) and usually runs until 12 pm. You need to bring your councilor's credential card with you to gain admittance and you need to arrive early to sign in. When you present your card at the desk, you will be given a sheet for registering any votes that will be taken at the meeting. The upper numbered corner is your identification so if you leave the meeting for any reason be sure to bring your card with you or you will not be permitted to re-enter the meeting. We, the Northeastern Section generally sit together as a group at the center front of the Council meeting.

#### Travel Reimbursement

The section will reimburse Councilors according to the standard Councilor reimbursement policy after the meeting so be sure to keep your travel receipts and to obtain and complete a Councilor Travel reimbursement form at the meeting. *See the addendum below for specific instructions.*

### Committee Service

Each spring the Council Committee on Committees (ConC) sends out a request for Councilor's to identify any preferences they may have regarding committee service. Appointments are made for the following calendar year and are normally annual. Initial appointments are usually made as "associates" which may ultimately lead to service as members. The only real difference between associate and member status is that associates are non-voting members and may not hold official committee positions such as "Chair." Most committees meet twice a year at the ACS National meetings on the Saturday preceding the meeting. Meetings often last the full day. Today most committees perform the bulk of their work at home and correspond via email or telephone conference.

Prepared by P. A. Mabrouk, 2006

Addendum on travel reimbursements:

The ACS provides a form for requesting reimbursement of councilor travel expenses. You should use this form, but in place of the "Instructions for Councilors" on the form, please use the following:

"No later than three weeks following the meeting, the Councilor or Alternate should complete Part A and Part C of the form and submit the original and at least one copy to the Treasurer. The form must be accompanied by all receipts. Expenses eligible for reimbursement include all travel expenses, hotel bills, meals, and registration fees that are not reimbursed by other agencies."

The National ACS reimburses the Northeastern Section for 75% of travel expenses up to a certain limit. This limit on the dollar amount of expenses that will be reimbursed is determined by National and changes each year. The Section's budget includes the other 25%. National ACS only reimburses expenses for which receipts are enclosed.

The Northeastern Section does not require any submissions prior to the meeting. Eligibility for reimbursement is determined by Article VII, Sections 2 and 3 of the Northeastern Section's Constitution.

Article VII - Councilors and Alternate Councilors.

Section 1. There shall be elected to represent the Northeastern Section in the Council of the SOCIETY that number of Councilors and Alternate Councilors which may from time to time be authorized by the Constitution and Bylaws of the SOCIETY. This shall be done in such a manner as to provide as nearly as possible an equal number of Councilors and Alternate Councilors elected each year. In the event that the number of Councilors and Alternate Councilors changes, the Board of Directors may authorize the election of Councilors and Alternate Councilors with differing terms. (Mar. 1976; Apr. 1985)

Sec. 2. In the event that a Councilor is unable to attend a specified meeting of the Council of the SOCIETY, the Chair of the Northeastern Section shall appoint one of the Alternate Councilors to attend and to serve as Councilor at the specified meeting. Such appointment of an Alternate Councilor shall be for one meeting only.

Sec. 3. In the event that no Councilor or Alternate Councilor is able to attend a specified meeting of the Council of the SOCIETY, the Chair of the Northeastern Section shall appoint a MEMBER of the Section as a fully accredited Temporary Substitute Councilor, as provided for in the SOCIETY Bylaws. Such appointment shall be for one meeting only.



## BOARD OF TRUSTEES

The Board of Trustees consists of three members who make rules for its business procedure and the election of its officers including a Treasurer. All financial matters of the NESACS Board, such as the buying and selling of securities and banking shall have the approval of at least two trustees. All checks shall be signed by at least two trustees and double supervision of the safety deposit boxes shall be maintained. Vacancies on the Board of Trustees shall be filled as provided in Article VIII of the Constitution and Bylaws of NESACS. In the event of the inability of the Northeastern Section to elect a Board of Trustees, as herein provided, the appointment shall be made by a Massachusetts Court having jurisdiction. Such appointment shall not otherwise affect the operation of the Board of Trustees under the NESACS Constitution. The Board of Trustees shall have custody of and administer the Permanent Trust Fund, the Richards Medal Fund, the Norris Award Fund, the Publications Trust Fund, and any other special funds which may be established by the Northeastern Section according to the provisions of its Constitution. The Board of Trustees shall make a financial report of each Fund at the annual business meeting of the Board of Directors and at any other meeting when so requested in advance by the Presiding Officer of the NESACS Board of Directors. The Board of Trustees shall be allowed such sums of money to carry on its activities as may be recommended by the Budget Committee and approved by the Board of Directors.

Duties of the Secretary to the Board. The secretary maintains a record of income, expenses, distributions, and purchase/sale transactions for each account. A report is distributed to the Trustees quarterly. Monthly brokerage account statements are mailed to each Trustee. The summary page is sent to the Section Secretary for inclusion in the monthly written reports.

Prepared by M. Strem, 2006

Article X. Board of Trustees.

Section 1. The Board of Trustees shall consist of three MEMBERS.

Section 2. The Board of Trustees shall be responsible to the Board of Directors.

Section 3. The Board of Trustees shall make rules for its business procedure and the election of its officers including a Treasurer. All financial matters of the Board, such as the buying and selling of securities and banking shall have the approval of at least two members. All checks shall be signed by two members of the Board and double supervision of the safety deposit boxes shall be maintained.

Section 4. Vacancies on the Board of Trustees shall be filled as provided in Article VIII.

Section 5. In the event of the inability of the Northeastern Section to elect a Board of Trustees, as herein provided, the appointment shall be made by a Massachusetts Court having jurisdiction. Such appointment shall not otherwise affect the operation of this Constitution.

Section 6. The Board of Trustees shall have custody of and administer the Permanent Trust Fund, the Richards Medal Fund, the Norris Award Fund, the Publications Trust Fund, and any other special funds which may be established by the Northeastern Section according to the provisions of this Constitution.

Section 7. The Board of Trustees shall make a financial report of each Fund at the annual business meeting of the Board of Directors and at any other meeting when so requested in advance by the Presiding Officer of the Board of Directors.

Section 8. The Board of Trustees shall be allowed such sums of money to carry on its activities as may be recommended by the Budget Committee and approved by the Board of Directors.

## BOARD OF PUBLICATIONS

The Board of Publications (BOP) advises on and sets policy for all publications of the Northeastern Section of the American Chemical Society (NESACS), including the website. The BOP meets with the Editor and Business Manager to set policy. The tasks of the BOP are:

- to appoint the Nucleus Editor, Webmaster, Business Manager, and Advertising Manager (subject to approval by the Section Board of Directors)
- to agree on contracts with the Business Manager, and Advertising Manager
- to propose the annual budget
- to select contractors ( i.e. Printer, Graphic Service )
- to provide assistance and guidance to the Editor and staff of the NUCLEUS and any other occasional publications of the Northeastern Section.

The BOP consists of three appointed members and the Section Chair *ex officio*. The Board meets monthly or as needed, usually together with members of the NUCLEUS editorial staff, the Business and Advertising Managers, and the Webmaster or a representative of the Web Team. A copy of the minutes is furnished to each of the above and to the elected Section Secretary. The Section Chair appoints one member each year for a three-year term. The longest-standing member usually chairs the BOP, makes the meeting arrangements, keeps the minutes and other BOP records and prepares a summary of the BOP's activities for the monthly Section Board of Directors meeting and for the Annual Report of the Section. The first-year member usually acts as BOP Secretary, taking minutes and providing them to the BOP Chair for distribution. Interaction with other committees takes place primarily at the Section Board of Directors meetings.

Article XI - Board of Publications.

Section 1. The Board of Publications shall be a Standing Committee and shall consist of three members, one member to be appointed each year for a term of three years, the appointment to be made as provided in the Bylaws. Officers of publications and members of any committee charged with publicity or publications of the Northeastern Section shall not be eligible for membership on the Board of Publications

Section 2. The Board of Publications shall be allowed such sums of money to carry on its activities as may be recommended by the Budget Committee and approved and appropriated by the Board of Directors.

Section 3. The Board of Publications shall have charge of all publications issued by the Northeastern Section.

Bylaw III. Sec. 2. (a) The Board of Publications shall have charge of the official Publication of the Northeastern Section now called THE NUCLEUS and may issue, or sponsor, subject to the approval of the Board of Directors, such publications as in its judgment will best carry out the aims and objectives of the Northeastern Section, as defined in Article II of the Constitution. (b) It shall be the duty of the Board of Publications to appoint annually, subject to the approval of the Board of Directors and not later than the May meeting of the Board of Directors, the Editor and the Business Manager of the Official Publication of the Northeastern Section and any committee required for publication services. Appointees shall take office on July first in each year.

### Editor

NESACS Constitution

Article VI: Board of Directors

**Section 1.** The Board of Directors shall consist of . . . , the Editor of the Official Publication of the Northeastern Section ex officio, . . .

**Article XI: Board of Publications**

**Section 3.** The Board of Publications shall have charge of all publications issued by the Northeastern Section.

**NESACS Bylaws**

**Bylaw III: Boards and Committees**

**Section 2.** (a) The Board of Publications shall have charge of the Official Publication of the Northeastern Section now called THE NUCLEUS and may issue, or sponsor, subject to the approval of the Board of Directors, such publications as in its judgment will best carry out the aims and objectives of the Northeastern Section, as defined in Article II of the constitution.

(b) It shall be the duty of the Board of Publications to appoint annually, subject to the approval of the Board of Directors and not later than the May meeting of the Board of Directors, the Editor and . . . and any committee required for publication services. Appointees shall take office on July first in each year.

According to these provisions, an Editor is to be appointed annually, to be approved by the Board of Directors no later than its May meeting, such Editor to have charge of the Official Publication, i.e. the NUCLEUS under the supervision of the Board of Publications. It has been customary that the Board of Publications, on recommendation of the Editor, appoint Associate Editors and such Contributing Editors as may be appropriate at the time.

**Duties of the Editor**

The Editor has wide authority over the Official Publication, subject to review by the Board of Publications. Specifically, the Board of Publications must approve any increase in expenses over those allowed in the budget. In 1986 the previous Editor, with approval of the Board, initiated a redesign of the issues of The NUCLEUS, which is still being followed currently: 8 1/2" x 11" size, on 24# paper, 2-color printing (black on white type, top of page stripe and 50% screened boxes – monthly meeting and such- in color). Text is either 2 or 3 columns per page, 9 pt. Times New Roman font with headings in 30 pt. Franklin Gothic Condensed Bold font. (Name of fonts varies, depending on supplier of font software). Ads are offered in full page, 1/2 page horizontal, 1/3 page in either vertical or square, or 1/6 page vertical. Smaller ads are offered in the Services Directory and Business Directory, usually in the last 2 inside pages. In most issues there is a calendar of seminars, lectures, etc. on the back page.

**1. Planning.** The Editor is responsible for planning the production schedule which is to be planned sufficiently long in advance so that nobody will be in doubt as to when they should have materials available for upcoming issues of *The NUCLEUS*. Usually this means that the production schedule for the following publication year of September-Summer be set and distributed by the fall for the following calendar year plus one or two months. The distribution list of the Production Schedule should include those members of the Section Board of Directors who are likely to have copy for issues of the publication and any others who may be involved with meetings or awards who would submit copy, such as requests for award nominations, announcement of special meetings or functions, etc.

**2. Coordination with the Advertising Manager.** The Editor and the Advertising Manager must communicate with each other in a timely manner so that proper allowance is made for the

advertising for each issue. As a general principle, advertising should occupy no more than 1/3 of the total space in an issue. This is an overall target, but there may be *small* variations from issue to issue. In addition, the Editor should, as far as possible, comply with requests for special placement of ads.

**3. Manuscripts.** The Editor has the ultimate responsibility for the contents of the issue, and therefore for all manuscripts. Currently, most manuscripts are reviewed both by the Editor and the Associate Editor. Manuscripts on technical topics may be sent to anyone competent to review and edit the technical material. The Editor is well advised to keep a backup of manuscripts on hand for later use in order to have some flexibility in setting up issues.

**4. Setting up of Issues.** It is the duty of the Editor to supervise the setup of each issue so that it conforms, in general, to the design specifications, that the articles are placed in a reasonable sequence, and that continuations of articles to later pages are held to a minimum. The Editor may choose to do the setup, or have a graphic service do the setup, but ultimately each issue is the Editor's responsibility, however produced. Exact details of the production process may change as available technology or preferences of the respective staff change.

**5. Size of Issues.** The page number of each issue is dictated by the mechanics of printing and the budget. The annual budget will be in terms of pages per issue, or total page numbers for the year. This number, however, is also subject to the amount of advertising obtained. When there is more advertising than budgeted for a given issue, then additional pages over the budgeted amount can be produced, with total expenditures (i.e. expenses minus advertising income) still being within budget. Currently, printing requires issues to be in 4-page increments: for instance, an issue can be 24 or 28 pages, but not anything in-between.

**6. Mechanics of Setting up of Issues.** Currently, the Editor coordinates the set-up of the pages for each issue with a graphic service. Using a guesstimate for the length of each article, a rough setup is planned for each page and submitted together with an electronic file in WORD format of the text and hard copy or electronic files for any pictures, graphs, etc to the graphic service. About one week after submitting the material, the Editor and others conduct proof-reading. At that time the Editor may have to make adjustments by cutting, rearranging, adding some fillers, etc. so that the copy fills the issue appropriately. Calendar material will have been received, requiring either some extra space or making space available on the back cover page for fillers or continuations. Following proof-reading the Editor again reviews the material for the issue before it is sent to the printer, making last-minute corrections as necessary. A day or two after the material has been sent to the printer, the Editor receives the proof, an exact copy of what the issue will look like. Small changes which had not been made before can be made at this stage (i.e. changes which affect no more than one line at a time). At that point the OK for printing is given. In the meantime the Business Manager, who is in charge of the mailing list for *The NUCLEUS* will have sent the file of addresses to the printer. The Press also takes care of imprinting the address, mailing out the special 1<sup>st</sup> Class copies (advertisers, other Local Section Editors, etc.), as well as bulk-mailing the copies to members. The second class mailing permit is currently at the Worcester Post Office. Issues are received by members anywhere from 3-14 or

so days after mailing. (Delays in receiving issues are usually due to delays at receiving post offices).

**7. Coordination with the Webmaster.** The Editor sends appropriate copy for the webpage to the webmaster in electronic format. At present ART is supplying a .pdf file of the current issue to the webmaster. Currently the release date is on the printing date.

**8. Meeting of the Board of Publications and the Board of Directors.**

The Editor is expected to attend meetings of the Board of Publications, but is not a voting member of that board. Associate Editors may also attend meetings of the BOP. As a voting *ex officio* member of the Section Board of Directors, the Editor is expected to attend meetings of that body and give a brief report at each meeting.

**9. Meetings of the Section.** It is customary for the Editor to attend meetings of the Section and to present a copy of that month's *NUCLEUS* to the speaker. Should the Editor be unable to attend, *The NUCLEUS* can be presented by someone else or sent by mail to the speaker. The Editor or an Associate Editor can ask the speaker to provide a more extensive write-up of the presentation for publication in a future issue. Preferably, whoever has communicated with the speaker will have made such a request already, but a reminder is in order at the meeting.

**10. Annual Report.** The Editor is responsible for timely submission of an annual report to the Chair of the Board of Publications with the number of pages for each issue, the number of pages of advertising in each issue, and totals for the year, together with a sample issue suitable for inclusion with the Annual Report of the Section to the parent society.

**Other Production Staff**

As mentioned above, currently there are Associate Editors whose chief responsibilities are to obtain and review suitable manuscripts. Contributing Editors may also prepare and submit original manuscripts. For special issues, such as National Meeting Issues (when the parent society has its National Meeting in Boston), additional Section members may be asked to provide articles by assignment. The same procedure applies to special NERM issues, when a regional meeting is to be held in the area of the Northeastern Section.

**Webmaster**

The Webmaster is responsible for regular updates of the section's website ([www.nesacs.org](http://www.nesacs.org)). Material (The Nucleus, photos, information re: seminars in local schools and Section meetings/minutes, ad hoc updates etc) comes in a few times a week. The Webmaster divides up responsibilities among the members of the web team and coordinates with them for timely integration of the new material on the Section's website. S/he initiates and participates in strategic planning of the website, including new initiatives and large-scale overhauls.

The Webmaster is also the primary contact point for the Domain Name Registrar and the company hosting the server. Bills for these services are sent to the Webmaster; s/he then coordinates with the Section's treasurer for timely payment.

To keep in close touch with the needs of the Section and to provide timely feedback, the Webmaster usually participates in Board of Publication meetings, but is not a voting member of the Board.

## **Advertising Manager**

### **Overall Objective**

The primary role of the Advertising Manager is to solicit paid advertising for The Nucleus in order to help defray costs. The Advertising Manager develops a sales plan and executes all phases of the program in accordance with the Board of Publications guidelines.

### **ESSENTIAL FUNCTIONS for The Nucleus:**

**The Nucleus Board of Publications** --- Develop and plan overall advertising goals.

**Sales Forecasts** --- Provide annual and monthly forecasts of ad revenue.

**Special issues** --- Design and implement a sales plan and budgeting for special issues such as the ACS National Meeting 2002 (Boston) issue to help defray the extra costs of such issues.

**Ad rate structure** --- Develop with the Board's approval a rate structure to be used for pricing ads.

**Invoicing advertisers** --- Provide monthly report to the Nucleus Business Manager to provide the data necessary for invoicing.

**Collection of late receivables** --- Assist the Business Manager in this activity.

**Special projects** --- Assist the Chair and other Board members with projects such as the Membership Survey.

**Editor** --- Provide a monthly report to the Editor describing the number and size of ads and any special circumstances.

**Production Manager** --- Provide a monthly report to production (Art Related Technologies) consisting of ads to be run, ad copy and the Business Directory layout.

**Web Master** --- Assist the Web Master in planning and developing the NESACS web site to function as a viable advertising medium and to function as a viable recruitment mechanism.

**Board of Publications Chair** --- Provide a monthly summary report to the Section Chair on current and future activities.

### **ESSENTIAL FUNCTIONS for the Advertising Manager:**

- Contact potential advertisers to understand their businesses as thoroughly a possible.
- Suggest several possible themes for advertisers and decide with client the most promising idea to pursue through The Nucleus.
- Implement proposals according to agreed schedule placing ads to carry out the advertiser's campaign.

## **Business Manager**

The Business Manager integrates the work of the Board of Publications (BOP) with that of the Editor, editorial staff and Advertising Manager, in the operations of the *Nucleus* and these with the Section itself. The Business Manager is also the Circulation Manager.

1. The Business Manager attends Board of Publications meetings as often as possible for input to further these functions.

2. The Business Manager is responsible for billing clients. Advertising copy is verified for inclusion, spelling and placement (after the fact) and the page on which the ad is printed accompanies the bill.
3. The Business Manager is responsible for the financial accounting function of the *Nucleus*:
  - keeping client accounts in a fashion consistent with generally accepted accounting practices. Currently a billing system has been developed by which the monthly bill shows all transactions (in contrast to an open item statement).
  - keeping a general ledger, on an accrual basis, which permits the generation of monthly statements for the BOP, including balance sheets and income statements. Comparisons to the year-to-date budget are made.
  - this results in an annual financial statement which is submitted to the Treasurer of the Section for the filing of the 990T (unrelated business income for non-profit organizations).
4. In conjunction with the BOP, the Business Manager prepares an annual budget.
5. The Business Manager maintains relationships with advertisers to facilitate collections, to negotiate terms in difficult accounts, and to answer some of the questions from potential clients.
6. The Business Manager submits all BOP-approved expenses to the Treasurer for payment, and assures that the bulk permit fee is paid annually.
7. The Business Manager maintains the roster on disk, using the bimonthly updates from the ACS National Office and any other information solicited from the membership or otherwise available (in order to keep the Directory as current as possible). Obvious errors in National's list are frequent and are corrected in the Section's data, but it is not practical to attempt to inform National of each error. When member's employment is known, their record is coded for their employer in order to produce the company list in the Section Directory. In conjunction with the Section Office, a list of other persons (Section affiliates, friends, new members not yet on the roster, etc.) who receive the *Nucleus*, and a list of persons who receive multiple copies of the *Nucleus* by first-class mail is maintained. Address labels for new members are sent to the Membership Committee for their welcome letter. Letters are sent to the estates of deceased members requesting that material for obituaries be sent to the individual who prepares this material for publication in the *Nucleus*.
8. The Business Manager provides the mailer with an address file for producing labels for the bulk mailing and with addressed envelopes for the copies mailed by first-class mail. S/he specifies the number of copies of each issue to be printed and notifies the Treasurer of the amount of postage to be deposited in the permit account.
9. In the special case of the May issue with the ballot, the Business Manager determines from the Section Office the manner in which the ballots are to be included with the *Nucleus* and advises the mailer on the extent of extra work which will be needed for this mailing. The Business Manager also advises the Section Office on the deadline for all of the ballot materials to be delivered to the mailer.

10. The Business Manager assists the BOP with the preparation of the Section Directory, the Section Handbook, and other special projects, as they arise.

Prepared by Mary Mahaney, 2006



## **PROGRAM COMMITTEE**

The programming committee attends to the gamut of activities involved in setting up successful monthly meetings. Site selection, meeting logistics, and menu selection are all part of the action! A pivotal role of the committee is to identify and select distinguished speakers from the strategic triad of government, academia and industry to deliver the evening's lecture.

The committee doesn't meet on prescribed schedule rather meetings are on a need-be basis. Method of meeting/working include internet via e-mail, in person, and telephone. New committee members should be warmly welcomed! New members should receive training and will gain from the networking opportunities. New members should help with the logistics of arranging meetings. Interested members do not need to have any specific skills simply a love for people and an interest in and a willingness to learn.

Prepared by M. Chorghade, 2006

Article 18: Section 1. The regular meetings of the Northeastern Section shall be held monthly except during June, July, August and September, at such time and place as may be decided by the Program Committee with the approval of the Board of Directors. The Board of Directors shall have the power to call additional meetings of the Northeastern Section.

Section 2. The meeting of the Northeastern Section held in the month of December shall be the Annual Meeting.

Bylaw III. Section 4. The Program Committee shall have charge of all regular meetings of the Northeastern Section, shall secure speakers therefor, and shall arrange for a suitable meeting place. The Committee shall further provide the Editor of the Official Publication, the Chair of the Public Relations Committee, and the Secretary of the Northeastern Section with such information as may be required for the announcement of the program of all regular meetings. The Chair-Elect of the Northeastern Section shall be chair.

## **BUDGET COMMITTEE**

1. The major purpose of the Budget Committee is to prepare the annual budget, although it has occasionally also taken on the responsibility for fund raising.
2. The Treasurer circulates budget request forms to committee chairs in October, requesting their return by the November Board meeting. Committees who anticipate generating revenue must estimate both revenue and expenses (not simply net expenses) in order to conform to the budget format. The Budget Committee meets in December, presents a preliminary recommendation at the January Board meeting, and presents a final recommendation for vote at the February meeting.
3. The budget is structured in a manner which separates the income over which the board has complete discretion (dues, allotment, etc.) from that which offsets expenses (meals charges, trust funds, etc.). This simplifies the accounting for the discretionary funds but complicates the overall interpretation of the budget.
4. The Committee consists of five members as specified in the Bylaws. In recent years these have included the Chair, Chair-elect, Chair-elect-to-be, and a representative of the Trustees.
5. A major challenge exists in estimating income. Although most of the amounts can be predicted, determining the amounts prudently available from the Trust Funds is the responsibility of the Trustees. Also, the cash flow for the Section is such that most of the income from National comes in February. Consequently, on 12/31, the Section must have several thousand dollars on hand to carry it through until these new funds arise. The budget must therefore deal with the anticipated balances available at the beginning and end of the fiscal year.

In estimating the balance on hand at the beginning of the budget year, one must take into account any funds which are committed but not expended at the end of the year as well as any advances that may have been received from the Trustees for specific expenses.
6. The budget is a quasi-legal document which authorizes the transfer of funds from the income accounts of the Trust funds to the operating account. It is good practice to include in the budget notes a statement to the effect that approval of the budget constitutes such an authorization.

Prepared by J. Piper, 2006

Bylaw III. Sec. 5. The Budget Committee shall consist of five members. The Treasurer of the Northeastern Section shall be chair. The remaining members shall be members of the Board of Directors of the Northeastern Section and shall be appointed by the chair at the beginning of the fiscal year. The Committee shall obtain from each Officer, Board, Committee or other person contemplating the expenditure of monies of the Northeastern Section an estimate of the sum required. The Committee shall then prepare a budget for the ensuing year which shall be submitted to and acted upon by the Board of Directors at its February meeting.

## MEMBERSHIP COMMITTEE

The purpose of the membership committee is to increase and monitor membership in our section and to welcome new members. The Chair of this committee has to write and mail the section's invitation letter, welcome them to NESACS, and invite each new member to attend our monthly dinner meeting at the section's expense.

On the average, approximately 100 letters per month are sent to new members for our Northeastern Section. There are usually 3-6 members on the committee each year, and the committee meets once or twice a year.

More new members are interested in employment opportunities and job information. Some are interested in the National Chemistry Week, others are interested in Government Relations. New members are integrated by signing them specific functions. We try to assist and support our new members in need, and refer them to the appropriate resources.

Committee members should work very closely with the Editor of the Nucleus, the Section Secretary, Business Manager of the Nucleus, and the Hospitality Committee. They will monitor membership in our section and recommend chemists and chemical scientists for membership. They also collaborate on the labor-intensive work of attaching the label and stamps to the envelopes and the insertion of the invitation letters.

In relation to this work, the Membership Committee wishes to express its appreciation for the following assistance: A supply of the name and address labels of the new members from the Business Manager of our sections publication; Stationery and envelopes from our section secretary; last but not least, publicity from our section editor of the Nucleus in the form of a short notice of invitation, in the Nucleus, to all New Members to attend our monthly meeting and dinner. This serves as a reminder and insures that no new members are left out.

Prepared by Michaeline Chen, 2006

Bylaw III. Section 3. The Membership Committee shall endeavor to increase the membership of the SOCIETY. The Chair of the Northeastern Section may appoint subcommittees on Affiliates and Student Affiliates, which shall be responsible to the Membership Committee.

## NOMINATING COMMITTEE

The purpose of the Nominating Committee is to nominate candidates for election to the various offices of the Northeastern Section, and to ensure that the ballots are prepared and mailed to the membership of the Section. As described in the constitution sections printed below, there are five members of the nominating committee: the immediate past Section chair, two members elected in May by the membership of the Section, and two members elected no later than the April meeting by the Board of Directors.

The timetable and actions of the Nominating Committee are as follows:

The list of nominees must be sent to the Editor of the NUCLEUS by January 15 in order to appear in the March issue. Upon consultation with the Nucleus editor, the final list may be submitted up to a week after this date, depending upon the editorial calendar.

The list is reported to the Board of Directors at the February meeting of the Board.

The list is reported to the Membership at the February meeting of the Section, traditionally with a reminder that candidates may be submitted by petition.

The Chair closes nominations on the tenth day after the March meeting of the Section, the deadline for submission of the names of candidates-by-petition.

Though the members of the committee do not formally take office until January 1, given the deadlines above it is wise to do significant preliminary work previous to that time. . The procedures for elections are described in Article VIII of the Section Constitution. The administrative office of the Section supplies a list of current officeholders, along with their dates of office. Traditionally, councilors currently in office are asked if they would like to run again, as are some other offices such as secretary and trustee. The first week in January (or at an earlier date) the Chair assembles the committee and the group begins its work of selecting and confirming the nominees for the various offices. Traditionally, this has been an evening meeting with refreshments, providing a congenial, confidential, and efficient environment. Given the realities of communication today, however, the bulk of the committee's business is conducted by e-mail. The tasks of calling each of the nominees and getting their agreement to stand for office are divided among the Committee members . (The most challenging aspect seems to be identifying and recruiting candidates for Chair-Elect, and this job traditionally falls on the Committee's Chair.) The Nominating Committee is responsible for providing the rules for the submission of biographical material and position statements to the candidates for the various offices, though this task is performed by the administrative office.

The Nominating Committee prepares the list of nominees for the ballot, determining the order for each office by lot, and provides this list to the Administrative Secretary within one week after nominations are closed.

While the printing and mailing of the ballots are arranged by the Administrative Secretary, it is the responsibility of the Committee's Chair to work closely with the Administrative Secretary to ensure that the various deadlines are met. The ballots with biographical information and position statements must be mailed out no later than the first day of May. In recent years the ballots and NUCLEUS containing accompanying material have been mailed together, while in past years the information had appeared both in the NUCLEUS and in a separate mailing on a sheet sent with the ballot.

An unwritten but strong tradition is that in alternate years the candidates for chair of the Section come from industry and from the academic sector. Further, it is desirable that in selecting candidates the Nominating Committee have in mind the demographic profile of the section regarding employment, geography, age, and other demographic factors. Section demographics are supplied by the national ACS office. Suggestions for nominations may be solicited from the membership either formally (through the Nucleus) or informally.

Additionally, the Nominating Committee chooses candidates for the Board of Directors to vote on whenever a vacancy occurs.

Prepared by Doris Lewis, June 2003

See Article VIII - Elections.

Bylaw III. Sec. 6. The Nominating Committee shall consist of five MEMBERS of the Northeastern Section, who shall be selected by the following rules: (a) One member shall be the immediate past Chair, who shall act as chair of the Nominating Committee, unless such a person shall not be able to serve. In such an event, the Chair of the Nominating Committee shall be appointed by the Chair of the Board of Directors no later than the April meeting of then Section.

(b) Two members shall be elected by the Board of Directors at a regular meeting of the Board, no later than the April meeting, from a slate of four Board members drawn up by the current Nominating Committee. In the case of a tie vote, the presiding officer shall cast the deciding vote.

(c) Two members shall be elected by the MEMBERS and ASSOCIATE MEMBERS of the Northeastern Section from a slate of not less than four MEMBERS of the Section as provided in Article VIII, Section 1, of the Constitution.

No member of the Nominating Committee may be nominated by that committee for an elective office of the Northeastern Section, excepting to candidacy for the Committee on the awarding of the Theodore William Richards Medal, the Norris Award Committee, or the Nominating Committee. This prohibition shall not apply to a Chair of the Nominating Committee who is the immediate past Chair of the Northeastern Section.

The Nominating Committee shall make nominations as provided in Article VIII of the Constitution of the Northeastern Section.

## **THE PUBLIC RELATIONS COMMITTEE**

The responsibilities include the identification, generation and maintenance of a sophisticated network of contacts in the media, among the high school and university teachers and industry professionals. Regular press releases keep our constituents informed of our new programs and initiatives.

An important aspect of PR is the Career Services Committee: this organizes frequent lectures for students and mid-career professionals on resume writing, cover letters and workshops focusing on interviewing, salary negotiations etc.

Prepared by M. Chorghade, 2006

Bylaw III. Sec. 7. It shall be the responsibility of the Public Relations Committee to promote actively the public relations of the Northeastern Section and to see that the proper publicity is given to the activities of the Northeastern Section and of the SOCIETY.

## COMMITTEE ON CHEMISTRY EDUCATION

Bylaw III, Sec. 8. It shall be the responsibility of the Committee on Chemistry Education to consider means whereby the teaching of chemistry may be improved; to consider how the interests of students in chemistry as a profession may be increased; and to sponsor efforts by which such improvement may be accomplished.

To carry out this mandate, the Education Committee sponsors programs in chemical education for students at all levels and for Educators. In addition, activities are sponsored to promote interest and involvement in the chemical profession and the Society. The programs for high school students are under the High School Subcommittee of the Education Committee. All other programs are under the main Education Committee.

The Education Committee has the following responsibilities:

- The James Flack Norris and Theodore Williams Richards Undergraduate Summer Research Scholarships;
- The Northeast Student Chemistry Research Conference (NSCRC) in conjunction with the Younger Chemists Committee (YCC);
- The Grants-in-Aid Travel Program
- The ACS Student Affiliate Chapters
- The ACS Scholars Program
- The Phyllis A. Brauner Undergraduate Book Award
- The High School Subcommittee
- The Northeast Regional Undergraduate Day

In addition to these responsibilities, the Connections to Chemistry program, a program for high school chemistry teachers, is carried out in conjunction with the High School Education Subcommittee.

The members of the Education Committee are the Chair of the Committee and the chairs of the subcommittees of the programs for which the Committee has responsibility. The Chair of the Education Committee is a member of the Board of Directors of NESACS.

The High School Subcommittee has the following responsibilities:

- The Avery A. Ashdown High School Chemistry Examination Contest
- The United States Chemistry Olympiad Team
- The Lyman C. Newell Grants
- The Aula Laudis Society
- The Theodore William Richards Award

The members of the High School Education Subcommittee are the Chair of the Committee and the chairs of the programs for which the Committee has responsibility. These programs are administered by subcommittees.

### **The J. F. Norris and T. W. Richards Undergraduate Summer Research Scholarships**

This committee acts as the selection committee for the James Flack Norris and Theodore William Richards Undergraduate Summer Research Scholarships

The scholarship availability is publicized at the end of February using The NUCLEUS, the NESACS website, and the current data base for the Student Affiliates. Applications and other descriptive materials are sent to the Chairs of Departments of Chemistry, Biochemistry, and Chemical Engineering at colleges and universities in the Northeastern Section. There are four members of the committee that meets once a year to review the applications. All application materials and rating sheets are provided for the evaluation of each applicant to the members of the committee. The Chairperson of the Education Committee of the Northeastern Section informs all applicants and their advisors of the decisions of the Scholarship Committee *via* a letter sent by the Administration Secretary of NESACS at the end of April. The successful applicants are given an award citation at Education Night in May.

### **Northeast Student Chemistry Research Conference**

The annual Northeast Student Chemistry Research Conference (NSCRC), done in conjunction with the Younger Chemists Committee (YCC), brings together undergraduates, graduate students and postdoctoral fellows from the northeastern region of the country for the purpose of celebrating their accomplishments in research, and for providing a forum for the sharing of ideas and scientific understanding. The conference encourages students to network and to share their work.

The program features a keynote address, undergraduate and graduate student oral presentations, poster presentations and a catered lunch. Awards are given for the outstanding speakers and for the outstanding poster presentations. In addition to the conference awards, the Phyllis Brauner Undergraduate Book Award is also given at the conference.

### **Grants-in-Aid**

The Grants-in-Aid program is to encourage undergraduates to attend the national ACS Meetings. Grants-in-Aid are awarded by the Education Committee to four undergraduates at universities within the Northeastern Section to enable them to attend the national spring Meeting of the American Chemical Society, and to present a paper in the Undergraduate Research Poster Session in the Division of Chemical Education. Matching funds must be committed by the institutions to support travel of their students. The program is announced in early September.

A subcommittee of the Education Committee determines the recipients of the Grants-in Aid. All applicants are notified of the results by the Chair of the Education Committee on a schedule that gives the recipients sufficient time to submit their materials before the deadline set by the ACS. It is the subcommittee's responsibility to administer the process starting with the publicity and applications to the final written report to The Nucleus.

Up to four additional undergraduates can be awarded a Grant-in Aid. Recipients of the Norris/Richards Undergraduate Summer Research Scholarships may also apply for a Grant in-Aid. If the application is completed, a Grant-in-Aid is automatically awarded.



### **Student Affiliate Liaison**

The Student Affiliate Liaison reports to the Chair of the Education Committee, and is the connection between NESACS and the ACS Student Affiliates Chapters at the colleges and universities within the Section. The Liaison may work alone, or may involve other members of the Section.

The Liaison facilitates the interaction of Chapters with each other by maintaining an up-to-date database of advisors' names, telephone and fax numbers, and e-mail addresses. The Liaison maintains contact with the staff liaison at the Student Affiliates Office at ACS, obtaining information that is disseminated to the advisors. In addition, the Liaison is invited to attend NESACS Board meetings to report on Student Affiliate activities and obtain information about Section activities and events that can be transmitted to the advisors. It is appropriate for the Liaison to place in The NUCLEUS information about the Student Affiliates Chapters, such as a summary of the activities of the previous year as obtained from the faculty advisors at the beginning of the academic year; copies of The NUCLEUS are sent to each faculty advisor for distribution to the students.

The number and type of activities in which area Student Affiliates Chapters can cooperate will vary year by year, depending on the number of currently active chapters and the degree of interest. By maintaining and encouraging e-mail connections among the Chapters, the Liaison effectively establishes a virtual newsletter in which announcements of and invitations to events are presented; such events in the past have included career symposia, National Chemistry Week activities, volunteer efforts at ACS national meetings in Boston, and State House receptions. Connection with the activities of the Younger Chemists Committee and other NESACS and ACS entities is encouraged.

### **ACS Scholars Liaison**

The ACS Scholars Liaison reports to the Chair of the College Chemistry Sub-Committee, and is the connection between NESACS and the ACS Scholars Program, which is an activity of the ACS Office of Minority Affairs. The ACS Scholars, who are ethnic minority undergraduate students at colleges and universities, receive financial aid from ACS. NESACS contributes to the ACS fund; one Scholar, who is a chemistry, biochemistry, or chemical engineering major at an institution within the Section, is designated as the NESACS Scholar.

The Liaison contacts the ACS Office of Minority Affairs early in the academic year in order to obtain the names, school addresses, and e-mail addresses of the Scholars and their mentors. The Liaison contacts the students and their mentors, informing them of the NESACS programs for the coming year. The school addresses of the Scholars are provided to the NESACS Board of Publications so that the students can receive The NUCLEUS. The Liaison keeps the list of Scholars current based on information obtained from ACS.

On a monthly basis, the Scholars are invited by e-mail to attend the dinner and meeting of NESACS as guests of the Section. The Liaison provides the names and institutions of the attending Scholars to the Chair of the Section, who introduces them at the meeting.

The Liaison also prepares a short article about the NESACS Scholar for The NUCLEUS, and provides a list of Scholars to the editor for publication. At the end of the academic year, the Scholars are asked if they wish to receive the Summer issue of The NUCLEUS, and at what address.

In the event that a Scholar does not have a mentor, the Liaison will ask a NESACS member, who is affiliated with that institution as a faculty member or alumnus/alumna, to serve in that capacity.

### **The Phyllis A. Brauner Undergraduate Book Award**

The prize is a memorial to an outstanding member of the Northeastern Section, Dr. Phyllis Brauner. She served in many offices of the Section, in 1974 became the first woman Chair of the Section, and contributed to the activities of the Section with her bold, innovative ideas and practical ways of carrying them out. She taught at Simmons College and Framingham State College and was an inspiring teacher. Her research and education interests are mirrored in the prize which is given to a student who excels in the undergraduate oral presentation at the Northeast Student Chemistry Research Conference (NSCRC), as judged by a committee of the conference judges that includes the Education Chair for award. A book may be chosen by members of the Education Committee to reflect the broad topic of Science or by the awardee. A presentation bookplate is placed inside the cover to honor both Dr. Brauner and the awardee. A letter acknowledging the award is presented at the conference. The book is given to the awardee at the May Education Award evening of the Section by a member of the Brauner family, if possible.

### **The Northeast Regional Undergraduate Day**

The annual **Northeast Regional Undergraduate Day** is sponsored by the Education Committee and is held on the first Saturday in November as an extension of National Chemistry Week Activities. The registrants usually represent colleges and universities from Massachusetts, Rhode Island, Connecticut, Vermont and even New York

The program usually features the following sessions: technical talks by eminent researchers; a workshop on hands-on chemistry with children; seminars on graduate school preparation, industrial careers, and alternative employment pathways; a graduate and industry fair to provide students with the opportunity to obtain information from representatives of universities and industries; résumé reviews; information about ACS career services; and a workshop on the activation of ACS student affiliates chapters. There is a registration fee to offset the cost of workshop materials and a luncheon.

## Connections to Chemistry

*Connections to Chemistry* is a program to connect high school chemistry teachers to the education resources of the American Chemical Society and the Northeastern Section. The program is held in October to include National Chemistry Week activities in the program. Four workshops are offered which feature education programs and resources of the ACS for high school education. An effort is made to have at least one of the workshops offered by a person from the ACS Department of K-12 from the Washington, DC office. The evening program includes dinner followed by a keynote address and a raffle of ACS items. Publications such as the current Journal of Chemical Education, C&E News, and ChemMatters are given to each of the registrants. The registrants are encouraged to join the national Chemical Education Division of the ACS and/or to consider affiliate membership in the Division of Chemical Education *via* the new Chemistry Teacher Connection (CTC) program.

A subcommittee of the Education Committee administers the program. The subcommittee is composed of the Chair of the Education Committee, the Chair of the High School Subcommittee, an additional member of the Education Committee involved with undergraduate programs, and at least two high school chemistry teachers. The Chair of the Education Committee usually serves as the Chair of the *Connections to Chemistry* program.

The program is advertised through NEACT (New England Association of Chemistry Teachers) both on their website and in their Newsletter, as well as announced on the NESACS website, The NUCLEUS, various mailings, and with other high school teacher organizations.

## Lyman C. Newell Grants

The Lyman C. Newell Grants provide financial assistance to high school teachers in the geographical area of the Northeastern Section of the ACS to subsidize the cost of attending the annual summer conference sponsored by NEACT, the New England Association of Chemistry Teachers. Currently, the NESACS awards four grants of \$225 each that are paid to the NEACT Summer Conference Registrar/Treasurer for the awardees. The Lyman C. Newell Grants commemorate a former chair of the Northeastern Section who was a distinguished chemist, teacher, and historian of chemistry. For many years he was chair of the Chemistry Department at Boston University. Lyman Newell served as the first president of NEACT from 1889 to 1900 and expressed a continuing interest in training chemistry students throughout his long career.

The grants are administered by the Newell Grants Committee that is usually composed of a Chair plus two additional members. The Chair of the Committee is to be a member of NESACS and the ACS and may be a high school teacher with several years of experience. The two additional members may also be high school chemistry teachers.

While preference will be given to teachers who are new to teaching or returning to teaching, the awards are open to all high school teachers involved in teaching chemistry. Applicants need not be members of the Northeastern Section of the American Chemical Society or of NEACT. The application for the Newell Grants is available on the website of the Northeastern Section and on the website of NEACT. The Grants are also publicized in The NUCLEUS, as well as by

notification by letter and/or postcard to the High School Science Department Chairs. The timeline varies for the process of the Grant.

The Committee has the following responsibilities:

- To administer the grant process starting with the publicity to the awarding of the grants;
- All applicants are informed of the Committee's decisions by the Chair of the Education Committee;
- As it deems necessary, to make recommendations to the Board of Directors *via* the Chair of the Education Committee concerning changes in the financial assistance to be given and in the process of administering the Grants.

## High School Chemistry Education

The purpose of the High School Education Committee is to prepare and administer the Avery A. Ashdown High School Chemistry Examination Contest for students currently enrolled within the Northeastern Section. The following is a timetable used in 2001:

Date	Event
May 10	Photography, Awards Banquet
May	Calligraphy on certificates
Apr	Letter to teachers re scores and percentiles
late Apr	USNCO at Simmons
mid-Apr	Notification of top scorers on Ashdown Exam to take USNCO
first Sat. in Apr	Ashdown Exam at Simmons, scoring, results to Marilou Cashman
Feb/Mar	Exam prepared and validated, prizes for students
Feb 1	Letters to teachers and schools announcing Ashdown Exam
Dec	Committee and test site selected by High School Ed. Chair

In 2001, all arrangements for the Ashdown Exam and Olympiad Exam were made by Steve Lantos, High School Education Committee Chair. The choice of Simmons College was made in December. Simmons has been extremely helpful and securing a site, providing refreshments, and setting up rooms for the roughly 150 students who take the Ashdown Exam annually in early April and the 22 or so USNCO students in late April.

The Ashdown Committee interacts with the Olympiad Committee to determine the selection of the students for the USNCO. The USNCO stipulates that no more than 2 students from one school can take the USNCO. The number of students selected for the national exam is based on the total current membership to ACS from the section. This number was 20 as of 1991 and is 23 as of 2001. As of next year (2003 exam) Peter Nassif of Burlington HIGH SCHOOL will be the Avery Ashdown Exam Coordinator.

The funding for the Ashdown Exam comes from the Board's annual budget. Costs for running the exam include the Administrative Secretary's assistance with printing and student prizes

(typically a current chemistry-related book or text available through local bookstores), and overnight mail to return the USNCO scores for immediate grading.

#### US National Chemistry Olympiad

The purpose of this committee is to administer the national qualifying exam (USNCO) for selection to the Chemistry Olympiad, always held in mid-July at a site worldwide. Eligible participants for the exam are the winners of the Avery A. Ashdown Examination Contest, as selected by the Ashdown Exam Committee.

The following timetable was used in 2001 for the USNCO:

Oct. previous to the exam: A call for participation is received from the national coordinator in Washington DC.

Dec. Choose location, date, and time for the USNCO. Since 1991, this has been the third or fourth Sat. in April from 9am - 3pm at Simmons College, Boston MA.

January Materials received by the USNCO Northeastern Coordinator (Steve Lantos since 1994) to prepare the set up for the lab practical portion of the exam.

Feb Announcement of the Ashdown Exam and USNCO to teachers in the section.

mid-Mar The USNCO exams received by overnight mail from Washington

Early -Apr (immediately following scoring of the Ashdown Exam). Top scorers are notified of their eligibility to take the USNCO and their participation is compiled (haste is important since many of these students take mid-Apr school vacation). NESACS Adm. Secretary mails past USNCO exam to study from, letter of acceptance to participate, directions to each student. All students and their teachers are also invited to the Awards Banquet in mid-May.

May. Results are obtained from Washington (usually just before the NESACS May meeting so that results can be announced there). Students who qualify for the national study camp receive from the National Coordinator (Cecilia Hernandez) instructions for travel.

June. Results from study camp are received and arrangements made for those eligible to attend the International Chemistry Olympiad in July.

The tasks for this committee involve the selection of students from the Avery Ashdown Exam, setting up the lab practical (usually an afternoon) at the test site (Simmons College), proctoring the 20 or so students all morning and afternoon on a Saturday in late-Apr, and overnight mailing the exams for grading immediately following the completion of the exams that Saturday. The HighSchool Ed. Committee Chair (S. Lantos) has done all of the work of this committee since 1994, with the generous help of Prof. Peter Bowers at Simmons to obtain the necessary equipment and chemicals for the lab portion of the exam each year.

Respectfully submitted,

Steve Lantos, High School Education Committee Chair, NESACS

6/25 Applications are due

6/30 Winners are selected  
Winners are acknowledged at NEACT Summer Conference

### **Aula Laudis Committee**

The purpose of this committee is to solicit names for nomination to the Aula Laudis Society, decide on selection criteria, and select candidates (usually four) for a given year. The committee also selects the plaque and/or certificate to be given out, and arranges to have the Administrative Secretary send out letters to those selected.

Awards are given at the May meeting of the Section. Selection letters should be sent out by April 1.

The committee consists of 3-4 members and meets in February and/or March, either in person or via the Internet. It interfaces with the Chair of the High School Education Committee.

A data base exists with past selectees and names up for consideration, updated each year. It is maintained by the chair and shared with committee members during the selection process.

Prepared by David J. Olney, 2002

## **PROFESSIONAL RELATIONS COMMITTEE**

NESACS Bylaw III, Section 9 states, “It shall be the responsibility of the Professional Relations Committee to make recommendations to the Board of Directors concerning matters bearing on the professional relations and professional status of the membership of the Northeastern Section.”

This Committee, which may consist of one or more members, provides the Section with information from National ACS on professional status and employment opportunities. The Committee interacts with the Program, Section, and Hospitality Chairs of NESACS. It assists the Chair-elect to provide a program to help chemists in matters relating to professional advancement, opportunities, and responsibilities. The October program features the Henry Hill Award presentation and frequently has National ACS speakers such as National Officers, Editor of Chemical Engineering News and Career Division Staff. The Professional Relations Committee provides an opportunity for members or employers seeking to obtain or fill positions to contact the Section. An employment-clearing house may be conducted in conjunction with the NUCLEUS. Liaison and special meetings may be arranged with Topical Groups such as the YCC or Women’s Chemist Groups.

A budget request should be filed in December and copy for the Annual Report filed in January.

The Chair of the Professional Relations Committee will find it helpful to retain membership in the National Professional Division and, if a Councilor, on the National Professional Relations Committee (CEPA, Committee on Economic and Professional Affairs). It maintains liaison with the National Career Division and Employment Services.

Prepared by Truman S. Light, Jan. 2002

## AWARDS COMMITTEE

The purpose of the Awards Committee is to nominate members of the Section for Society, divisional or other awards and to select recipients of the Henry A. Hill Award and the Philip L. Levins Memorial Prize.

In addition to selecting recipients for the Hill Award and Levins Prize, notice and publicity for these awards is made. Selection of guests for the Hill and Levins ceremonies is also done.

There are two members of the committee which meets when necessary to select awardees or inaugurate new awards. New committee members are selected on the basis of knowledge of the Northeastern Section membership and activities.

The Awards Committee interacts with the Program Committee and Hospitality Committee for Hill Award and Levins Prize ceremonies.

Prepared by Michael J. Dube, 2002

### **The Phyllis A. Brauner Book Award**

See the Committee on Chemical Education section

### **The Arno Heyn Memorial Book Prize**

The prize is a memorial to Dr. Arno Heyn, a distinguished, long-serving member of the Northeastern Section. Arno occupied most of the offices of the Section at various times, but his most lasting contributions were made when he was the Editor of *the NUCLEUS of the Northeastern Section*. Under his guidance this publication became the outstanding newsletter among all those published by Sections of the American Chemical Society.

The prize is awarded annually to a person or persons deemed to have made the most important contribution(s) to publications of the Northeastern Section.. The awardee is chosen by the Arno Heyn Book Prize Committee which is chaired by the Chair of the Publications Committee. Other Committee members include the Editor of the Nucleus, two members of the Board of Directors appointed by the Section Chair, the Chair of the Awards Committee and the Section Chair , ex officio. The prize is a book selected by the awardee , who is asked to choose a book that will have long time meaning and value to her/him. A bookplate mounted inside the book cover honors both the award recipient and the memory of Dr. Heyn. Presentation of the award(s) takes place at the November meeting of the Section.

Prepared by M. Simon, 2006



Bylaw III. Section 10. It shall be the duty of the Awards Committee to nominate appropriate members of the Northeastern Section for any awards administered by the Society, by Divisions of the Society, or by other organizations, and, when so requested by the Board of Directors, to select recipients of Henry A. Hill Awards, Lectureships or Fellowships.

Bylaw VII - Awarding the Henry A. Hill Award, Lectureship and Fellowship.

Section 1. The Henry A. Hill Award for Outstanding Service to the Northeastern Section shall be awarded annually to a member, to a former member, or in memory of a deceased member or former member of the Section who has made outstanding contributions to the Section's programs and activities.

Sec. 2. Each such award shall comprise a plaque and a scroll suitably engraved with an appropriate citation. It shall be awarded annually at a regular meeting of the Northeastern Section unless otherwise specified by the Board of Directors.

Sec. 3. Henry A. Hill Lectureship and Fellowship shall from time to time be awarded by the Northeastern Section, in accordance with bylaw III, Sec. 10.

Sec. 4. The Awards, Lectureship and Fellowship, shall be administered by the Awards Committee of the Northeastern Section.

Sec. 5. The Awards Committee shall make appropriate rules for the conduct of these Awards, Lectureship and Fellowship, subject to the approval of the Board of Directors of the Northeastern Section.

Sec. 6. The Awards Committee shall have full power to choose the Award recipient, the Lecturer or the Fellow, and its choices shall be final.

### **Henry A. Hill Award History**

The 1983 Annual Report of the Board of Trustees states the following:

In April and May of 1983 capital funds were diverted from the Permanent Trust "income" account, to establish the Hill Awards Trust Fund, in accordance with the proposal accepted by the Board of Directors at its meeting in December 1982. Bonds were the basis of this transfer, along with a cash settlement of \$2000.00 to provide for the 1983 Hill Award expenses. The annual income currently exceeds the amount in the Section budget set aside for this award, so it may eventually be prudent to consider implementing the lectureship/fellowship envisioned when the Award was established. (See Northeastern Section By-Laws Article VII, Section 3.)

Comparison of the 1982 and 1983 Trustees' reports show that 36000 units of AT&T bonds (11/13/81 cost \$15969.93, 12/31/83 market \$17828) had been transferred on 4/7/83 and 5/3/83 from the Permanent Trust income account to the newly formed Hill Awards account. In addition, \$2000 of cash had been transferred. Expenses of 1086.61 were paid in 1983. Although the quote implies that the lectureship had not been implemented, the Section Directory indicates that the first NOBCCChE lectureship was awarded in 1982.

## LOCAL ARRANGEMENTS COMMITTEE

The Hospitality Committee works closely with the Program Committee. The Program Committee will determine the date and place of the Section meetings and the details of the preprandial hour and dinner. The Chair of the Program Committee (the Chair-Elect of the Section) determines the dinner menu and fixes the price of the dinners under the guidelines of the Board of Directors. The price should be such that dinner expenses just cover the costs charged for the dinner and the room. The price and other data regarding the Hospitality Committee's affairs should be transmitted by the Program Chair to the Chair of the Hospitality Committee and to the editor of The Nucleus (in time to meet existing Nucleus deadlines).

Any charges relating to the room in which the meeting is to be held should be billed as a Program Committee expense. At award meetings where there are large numbers of invited guests, the costs of these guests should be billed to the appropriate committee, such as the Norris, Richards or Esselen committees or the Education Committee.

The office of the Northeastern Section will receive reservations for the dinner accompanying each general meeting. This list is composed from reservations made by telephone or in response to written invitations. This list normally will be officially closed the Friday preceding a Thursday meeting and will be given to the Hospitality Chair in time to modify the dinner plan as appropriate.

The Hospitality Committee sets up a registration table at the dinner location so that reservations may be checked. The committee provides name tags for the attendees and collects the fees for the dinner. Dinners for the speaker(s) are generally charged to the Program Committee. The Board of Directors has voted special rates for students and retired members. The receipts from the dinner are transferred to the Treasurer with a detailed report of the total money collected versus the number of dinners sold.

Pre-prandial hour refreshments may be complimentary (as determined at special Award meetings) or as a cash bar. With the advent of the "Responsibility Laws", the trend has been to have alcoholic beverages only if they are sold at a cash bar which assumes the liability. The Board has voted not to serve alcohol at the student awards night.

Prepared by M. Burgess, August 2006.

Bylaw III. Sec. 11. The Hospitality Committee shall, in cooperation with the Program Committee arrange for the accommodation of speakers. It shall also arrange for the greeting of new members and for all social functions of the Northeastern Section. The Chairman of the Northeastern Section may, with the approval of the Board of Directors, appoint subcommittees to be known as the Preprandial Committee, the Dinner Committee, and the like, which subcommittees shall be responsible to the Hospitality Committee.

## COMMITTEE ON AMENDMENTS TO THE CONSTITUTION & BYLAWS

The C&B Committee provides guidance to officers and other board members of section, with regard to existing C&B of Northeastern Section and with regard to proposals for changes, prepares and submits modifications to documents for review by national C&B, guides the process for voting on revisions through NE Section and submission of adopted version to national C&B for action. Members serve as resource on regulations and procedures during Section meetings and other activities.

Prepared by C. Costello, 2006

Bylaw III Section 12. It shall be the duty of the Committee on Amendments to the Constitution and Bylaws to examine all proposals for amendments before they are approved by the Board of Directors to make certain that they are stated in unambiguous terms and do not conflict with other Articles and Bylaws, or Sections therein.

# THE THEODORE WILLIAM RICHARDS MEDAL COMMITTEE

## Committee Purpose and Membership

The purpose of the Richards Medal Committee is to select the recipient of the Theodore William Richards (TWR) Medal and arrange for the award ceremonies.

The Committee Chair's first duty in each cycle is to ensure the Committee's continuance by working with the Chair of the Northeastern Section's Nominating Committee (nominally the immediate past section Chair) at the start of the year prior to the biannual award to recruit two to four suitable section members to stand for election to the Richards Committee (two will be elected).

In late spring/early summer of the year in which the award is to be made, the Chair of the Committee also names two distinguished chemists from outside the Northeastern Section to serve on the award committee. The Editor of the Journal of the American Chemical Society (JACS) is also an ex officio Richards Committee member and should be contacted and reminded of his/her anticipated role in selecting a medal recipient.

Note, that in addition to the Editor of JACS and the two distinguished non-NES members selected by the Chair, the committee will consist of six elected members at the time of awardee selection, two in the last year of their 4 year terms, two in the second year, and two who were elected the previous June to four year terms, nominally starting January 1 of the Award year. For the 2006 Award all six of the elected Richards Medal committee members were invited to participate in the selection along with the two non-NES members and the JACS Editor.

## Soliciting Nominations

The Chair should place a call for nominations into *the Nucleus* (editorial deadline is late July) and C&E News (Linda Raber; [lrr05@acs.org](mailto:lrr05@acs.org); there is no cost for the advertisement) in August (shoot for the issue that precedes the Fall ACS meeting; this is read by everyone). The Chair should also contact the Department Chairpersons at the top 40 to 50 US academic institutions, the chairs of the major ACS topical divisions, and the chairs of ACS local sections to solicit nominations.

Nomination packages consisting of a brief curriculum vitae for the nominee and a clear and concise nomination letter outlining the "conspicuous achievements in chemistry" on which the nomination is based should be submitted electronically in pdf format to the Chair. Nomination packages have a 4-year total life (2 nomination cycles). Nominators who wish their unsuccessful nominee to be a candidate for a second selection cycle should be advised that they must submit a letter indicating their intent to re-nominate the candidate a second time and submit a one-page update describing the nominee's activities in the two year time period following the original nomination.

As new or updated nominations are received, the Chair should send each nominator an acknowledgement of receipt of the award nomination or update.

### **Awardee Selection**

In early-to-mid-November the work of the Richards Award Committee members begins. The Chair is strongly encouraged to give the Committee a “heads-up” concerning their impending responsibilities in early October. This is particularly important in the case of the Editor of the *Journal of the American Chemical Society*, who has a very busy schedule. For the 2002, 2004, and 2006 awards, the committee met virtually and conducted all of its business via e-mail correspondence on the world-wide-web. At any rate, at this point, the Chair should forward by e-mail attachment all the files for each of the nominees to all of the committee members.

The committee selects the Richards Medal Awardee by e-mail ballot. Following the tradition of this committee, the voting should be conducted as follows: In the first ballot, each committee member assigns five points to his/her first choice, four to his/her second choice, three points to his/her third choice, two to his/her fourth choice, and one to his/her fifth choice. The maximum number of points that can be received by any nominee is 45 points (assuming that all six elected members plus the three non-NES members are participating). The highest scoring nominee with 30 points or more wins. If no nominee receives 30 or more points in the first ballot, the committee will hold a second ballot involving those nominees from the first ballot who placed in the upper half. Again, the highest scorer with more than 30 points wins. If the second ballot is not conclusive allotting should continue, with the Chair dropping the lowest scoring candidates, until one candidate has a clear majority of the votes. The balloting process should be finished mid-December at the latest so that the winner can be notified before Christmas.

### **Notifications**

The Chair of the Richard Medal Committee is encouraged to notify the awardee of his/her selection as soon as possible; the person who nominated the awardee should be notified at the same time. The Chair is advised to send a formal letter after notifying the awardee by telephone, e-mail or in person (if practical). The Chair can send a WORD file to the NES office where it can be printed on section letterhead, if desired.

The Chair of the Northeastern Section should also be notified immediately of the results of the balloting outcome. By February the Board of Directors should be notified of the name of the awardee (along with a brief statement of his/her accomplishments).

. A press release presenting information about the recipient and the award ceremonies must be prepared and sent to *the Nucleus*, C&E News, the Boston Globe and the business office by January 15 at the latest.

The following information is needed by the NES office and the Nucleus includes:

- Full name of the award recipient (needed for engraving the medals)

- glossy photograph (Nucleus only)
- title of award address
- 300-word summary of address to be printed in *the Nucleus*
- a brief biographical sketch
- list of dinner guests (many can receive invitations to the award address, but at most about 20 can be invited for dinner)
- name of individual who will introduce the awardee (usually the nominator but not necessarily as the NESACS doesn't pay the travel costs for anyone except the awardee)
- name of person who is to give the biography of T.W. Richards (usually the Chair of the Richards Committee)

The Committee Chair should also promptly notify the nominators of the unsuccessful candidates of the Committee's selection and specify whether the nomination they submitted is eligible for reconsideration by the next selection committee or will need to be resubmitted if they want it to be considered again.

### **Award Arrangements**

A number of the arrangements are taken care of by the Administrative Secretary, the Hospitality Committee, and the Public Relations Committee, but it is a good idea to communicate with these people well in advance to determine what assistance will be provided. In 2002 and in 2004, most of the arrangements listed below were made by the Chair of the Richards Committee in consultation with the Administrative Secretary, the Chair of the NESACS, and Karen Piper.

1. The Chair of the Committee should reserve the Pfizer Lecture Hall in Mallinckrodt (Chemistry) at Harvard University for the award presentation well in advance. **A year in advance is advisable.** The contact person in the Department of Chemistry at Harvard is Julie O'Neil (617-495-4076; [oneil@chemistry.harvard.edu](mailto:oneil@chemistry.harvard.edu)). Ask Harvard for permission to use their account number to book the Harvard Club). Again, the usual date for the award dinner and presentation is the second Thursday in March.
2. The Chair of the Committee should arrange reserve parking for NESACS members who plan to attend the board meeting, dinner, and/or award ceremony. This should be done through Julie O'Neil in the Harvard Chemistry Department. In the past we have reserved 50 to 75 parking spaces in the Broadway garage (3:30 - 10:00 p.m.).
3. The Chair of the Committee should reserve the Harvard Faculty Club (20 Quincy St., \Cambridge; 617-496-6371) including a room for the Board of Directors meeting, space for the predinner reception and the dinner. Elise Ehrlich, [elise\\_ehrlich@harvard.edu](mailto:elise_ehrlich@harvard.edu), should be contacted to schedule the Board meeting, the social hour and dinner. **A year in advance is advisable.** The Harvard Faculty Club will need to know the schedule (4:00 pm for the Board meeting, 5:30 pm social hour; 6:15 pm dinner), the approximate number of guests. (A final head count should be provided the week before the award dinner.) The dinner menu and reception service (including wine selection) will need to be finalized a few weeks before the event. At that time, Harvard will also need to know how many guests there will be at the Head table. They should also be apprised of the approximate time for the delivery of the flowers. (Note, the

normal financial arrangements are to have the Harvard Faculty Club bill the Chemistry Department and the Chemistry Department, in turn, bills the NES. The Committee Chair should consult with the Treasurer and Section Chair about the budget available for the reception and dinner.)

4. The Chair of the Committee should make arrangements with the Department of Chemistry at Harvard University for AV coverage during the award ceremony. The awardee or other speaker may need a slide projector, overhead, or computer hook-up. Make sure there is some lighting on the podium so that the speaker is visible. Make sure everyone uses the neck microphone so that everyone in the audience can hear all of the speakers.

5. The Chair of the Committee should make hotel reservations for the awardee. The Sheraton Commander (617-547-4800) located at 16 Garden Street, Cambridge is a good choice. The accommodations should be billed directly to the Treasurer.

6. Fred Greene (e-mail: fdg@MIT.EDU) will arrange for the award medals to be prepared. There are two medals – a silver medal for display and a solid gold medal. He will need to know the full name of the awardee so it can be engraved on the medals. There are two medals: a silver display medal and a gold medal. Both are to be given to the awardee at the award ceremony. Once the medals are engraved, Fred will pass the medals to the Chair. The Chair should identify a safe storage place for the medals until the award event.

7. The Administrative Secretary Marilou Cashman (e-mail: MCash0953@aol.com) will arrange for invitations to be sent out. She needs to be informed by the end of December of the names of all those individuals who should receive engraved invitations. Persons who get free invitations are:

- those who nominated the recipient
- Richards committee members
- past recipients
- Harvard and MIT chemistry faculty
- NESACS Board members
- past section chairmen
- the recipient's guests
- persons involved in the evening program (whoever is giving biography of TWR, introducing the speaker, etc.)

8. The printing of the Poster, the Program, and the name cards for the head table is arranged by the Administrative Secretary. The Chair of the Committee should provide a list of the names of those individuals who will be seated at the head table as early as possible to the Administrative Secretary. The awardee should be consulted regarding whom he/she would like seated at the head table. Generally, the Chair of the NESACS and his/her spouse/guest, the Chair of the Richards Award Committee and his/her guest, the nominator and his/her guest, and the Awardee and his/her guest(s) will constitute the head table. For obvious reasons (size limitations), the number of individuals that can be seated at the head table is limited. A special table should also be reserved for those members of the Richards Medal Committee and their guests who attend the award dinner.

9. The Administrative Secretary will send information to the award recipient and to the introducer: copies of invitation, dinner program, Nucleus, poster, map of location (if applicable), etc.

10. The Chair should check with Marilou Cashman concerning the section's arrangements for photography. For the last few years, Jim Phillips (Dorothy Phillips' husband) has kindly served

as photographer for some Award events and Ying Wei (wei.y@neu.edu), a Northeastern U. student has also been retained as a photographer for recent NES events. However, the Chair should find out well in advance whether or not NESACS has made any arrangements for a photographer and if not, the Chair should hire a professional photographer for the event.

12. The Chair of the Committee should order a floral centerpiece for the head table and boutonnieres and corsages for all of those seated at the Head Table and for the Richards Award Committee members. Flowers can be ordered from Flowers of Boston (617-566-1113; Sally) and should be billed directly to the Treasurer. The florist should be directed to deliver the flowers to the Harvard Faculty Club at approximately 4 pm.

#### AT THE MEETING

1. The Chair of the Committee should check out the projection, lighting, and AV facilities.
2. The Chair should try to keep the meeting on schedule. There seems to be a natural tendency for everything to take a little longer than scheduled, so that by the time of the meeting (normally scheduled for 8:15 pm) it's after 8:30 pm. The cocktail hour should be terminated promptly at 6:15 pm and some thought should be given to informing the service staff that, for example, dessert must be served by 7:45 pm (or at least something that makes sure that the dinner is over and people can leave by 8:00 pm). This is a problem with the location since guests have to walk a distance from the dinner to the talk.
3. The Chair is responsible for providing an introduction to T.W. Richards. The Section Chair presides at the award meeting and presents the Medal. The Committee chair is responsible for obtaining the engraved gold and silver versions of the medal from Fred Greene and transmitting them to the Section Chair at the meeting for presentation.

#### AFTER THE MEETING

1. Travel and expense reimbursements of the recipient and introducer should be submitted to the Treasurer (Jim Piper; e-mail: piper28@attglobal.net).
2. The Public Relations Chair should see that copies of pertinent photographs are sent to the recipient and introducer and anyone else appropriate.
3. The Chair should prepare a brief written report for the Board of Directors that will be included in the Annual Report to the National ACS.

Bylaw V - Awarding the Theodore William Richards Medal and Award.

Sec. 1. The award of the Theodore William Richards Medal shall be in charge of a special committee of seven members called the Committee on the Awarding of the Theodore William Richards Medal. Four members of said committee shall be MEMBERS of the Northeastern Section. Two members of said committee shall be MEMBERS of the SOCIETY but not members of the Northeastern Section. The Editor of the JOURNAL OF THE AMERICAN CHEMICAL SOCIETY shall be the seventh member.

- Sec. 2. Each member of this Committee shall serve for four years and shall be eligible for reelection.
- (a) Two members shall be elected every second year by the Northeastern Section by a secret ballot from a list of four candidates submitted by the Nominating Committee. The Committee on the Awarding of the Theodore William Richards Medal may recommend candidates to the Nominating Committee. Each member of the Northeastern Section shall be instructed to vote for two candidates, and the two candidates receiving the largest total vote shall be declared elected. (Apr. 1985)
  - (b) The Chair of the committee shall name two members outside the Northeastern Section.



Sec. 3. Any vacancy in the Committee shall be filled by the other members of the Committee with the approval of the Board of Directors but only to complete the unexpired term.

Sec. 4. The Committee shall make rules for its procedure.

Sec. 5. The Committee on the Awarding of the Medal shall have full power to choose the recipient and its choice shall be final.

Sec. 6. The award of the Theodore William Richards Medal shall be made for conspicuous achievement in chemistry.

Sec. 7. The Committee shall ordinarily report in writing to the Board of Directors at its February meeting, but in any case not less than six weeks before the medal is to be awarded, the name of the recipient and a brief statement of his conspicuous achievement in chemistry, together with an estimate of the amount of money needed to make the award.

Sec. 8. The Board of Directors shall consider the estimate of cost and shall authorize the payment of the amount of money it considers necessary for the awarding of the medal, but shall not be committed to the payment of a sum larger than the money then available in the income account of the Theodore William Richards Medal Fund.

Sec. 9. The Chairman of the Northeastern Section with the approval of the Board of Directors shall, upon request of the Committee on the Awarding of the Medal, appoint a temporary committee to act in conjunction with the Committee on the Awarding of the Medal in arranging the details of the meeting at which the award is to be made.

Sec. 10. In addition to the gold medal and the silver duplicate medal, the recipient may be given a sum of money at least sufficient to cover his personal expenses in attending the meeting.

Sec. 11. The award shall be made not oftener than once every two years, except under unusual conditions.

Sec. 12. The recipient shall appear in person to receive the medal and deliver an address or read a paper about his work.

Sec. 13. On recommendation of the Committee on the Awarding of the Medal, and by a vote of the Board of Directors, Section 12 of this Bylaw may be waived.

Sec. 14. Any moneys in the income account of the Theodore William Richards Fund not required for awarding of the medal shall be available to the Board of Directors for perpetuating the memory of Theodore William Richards in accordance with the provisions of Article XIII of the constitution. Any other award made shall be at the discretion of the Awards Committee and subject to the approval of the Board of Directors. (June, 1990)

Prepared by C. Kolb , 2006

## **JAMES FLACK NORRIS AWARD COMMITTEE**

### **Description of the Norris Award**

The James Flack Norris Award for Outstanding Achievement in the Teaching of Chemistry is presented annually by the Northeastern Section to an educator who is both an excellent classroom teacher and whose professional activities have had a wide-ranging effect on chemical education.

The Norris Award is one of the oldest national awards of the American Chemical Society and is presented annually by the Northeastern Section. The recipient is selected from nominees who have served with special distinction as teachers of chemistry at any level and whose efforts have had a wide-ranging effect on chemical education. The award has been given for a wide variety of achievements: for outstandingly effective textbooks, lecture demonstrations, or laboratory experiments, for editing the *Journal of Chemical Education*, for developing chemical educational materials, or for exploring new ways to teach laboratory courses in chemistry. Always, and this is of the utmost importance (to quote the NESACS website), the specific achievement must be coupled with dedicated teaching of chemistry at the graduate, undergraduate, or high school level. The award consists of a certificate and an honorarium. (\$3000 in 2005)

### **The Purpose and Composition of the Committee**

The charge of the Norris Committee is to determine the Norris Award winner based on their evaluation of the nominations received. The chair of the committee has additional responsibilities, which are described below. There are seven members of the Norris Award Committee. Four members of the committee must be from the Northeastern Section, and are elected by the Section. The term is four years. The chair of the Norris Committee is selected by the committee, and must be a member of the Northeastern Section.

The Editor of the *Journal of Chemical Education* is an *ex officio* member of the committee. The remaining two committee members must be ACS members, but not members of the Northeastern Section. The term is four years. The committee is responsible for selecting these outside members.

The Norris Award is traditionally presented in November. According to the bylaws of the Section, the newly elected officers take office on the first day of the succeeding month, December 1 (and certainly no later than January 1 of the following year.)

### **Duties of the Norris Committee Chair**

The Norris Committee Chair is elected by the Committee. The duties of the Norris Committee Chair officially run from December 1 (the beginning of the month following the presentation of the Norris Award) through November 31. The Chair is best determined at the Committee conference call in spring (see below). The chief duties of the Norris Chair are to:

1. Assist nominators in assembling their nominations. (Dec – April)
2. Coordinate distribution of nomination packages to committee members. (April)

(This is done together with the Administrative Secretary of the Section.  
(Currently Marilou Cashman, mcash0953@aol.com))

3. Contact committee members, and arrange a conference call. (Typically in May)
4. Set the agenda for the conference call, and to act as recorder.  
(Typical agenda items:
  - (i) Selection of awardee;
  - (ii) Election of chair and external committee members (if necessary) for subsequent year;
  - (iii) Suggestion of nominees for committee representatives from the Northeastern Section (if necessary);
  - (iv) Entertain suggestions for names of potential nominees and nominators or strategies for obtaining such solicitations.)
5. Contact the honoree and the chair of NESACS to apprise them of the committee's decision.
6. Notify the appropriate publications of the awardee.
7. Identify a venue for the Norris Dinner in November.
8. Coordinate the Awards Dinner in November.
9. Coordinate solicitations and calls for nominations for the subsequent year's award.
10. Write the committee annual report and update the operating manual. In December/January make sure the incoming chair is acquainted with his/her duties. Make sure the Norris section of the NESACS website is updated. Nominations/suggestions for NESACS committee members should be forwarded to the chair of the Nominating Committee.

### ***Notes and Comments***

#### ***1. Work with Nominators on Packets***

See also Notes for #9.

A copy of each nomination file should be kept by the Norris Committee Chair during the Chair's term of office. These files should be sent on to the incoming chair in December. A file may be updated by having the nominator simply update the nominating letter.

#### ***4. Conference Call.***

The committee is free to set its own voting procedures. Typically, a first cut of the pool is made to reduce the field to two or three candidates. These candidates are discussed in greater detail, and are ranked using a ranking procedure agreed upon by the committee.

There has been some concern in recent years over the relative scarcity of nominations. (There were six in 2003, five in 2004, five in 2005.) It was generally felt that improved visibility for the award and a more pro-active approach to soliciting nominations would improve the situation. Some of the strategies suggested in the 2005 conference call are reflected in the current operating manual.

#### ***5. Contacting the honoree***

The honoree should attend the Norris Awards dinner in November in person. NESACS Board Meetings and dinners are typically held on the second Thursday of each month. Thus the

second Thursday night in November is the strongly preferred date. If the honoree is unable to attend on this date, the meeting can be moved to the first or third Thursday of November. If the date is changed, the Chair of the Section and the Section Administrative Secretary should be informed of the change in date as soon as possible.

#### *Submission to publications*

A Preliminary Announcement should go to the following publications:

*The Nucleus*

*The Journal of Chemical Education*

The Summer edition of *The Nucleus* is published in early August (deadline for submission, mid-June). The deadline for submission to the August edition of *J. Chem. Ed.* is likewise mid-June.

When submitting this information, *The Nucleus* should be regarded as having the priority. The submission to *J. Chem. Ed.* should be timed accordingly. In addition, once the announcement has been made in *The Nucleus*, other outlets such as *Chemical and Engineering News*, the *Boston Globe*, the press office at the awardee's institution, the ACS Division of Chemical Education Newsletter, etc. can be notified. This should be done in collaboration with the Public Relations Committee.

#### *7. Identifying a venue for the dinner, and arrangements*

The Chair of the Norris Committee is responsible for locating a venue for the Norris Dinner. Good resources for information and advice on potential locations are the current Chair-Elect of the Section, and past chairs, who have all had to scout locations as part of their duties. The evening is also used to hold the Monthly NESACS Board Meeting. A conference room should be reserved for this purpose near the dining room. (Consult the current Chair-Elect and Administrative Secretary for more information.)

Cost of the dinner is an important criterion. There is no funding identified in the Section's budget (as of 2005) for support of the Norris dinner. Furthermore, a large number of the attendees will be invited at the Section's expense (see later). Menu choices, availability of wine, selection of hors d'oeuvres, etc should reflect this reality. Note, too, that it may be necessary for the Norris Chair to guarantee the event on a personal credit card.

The Norris Chair must coordinate with the awardee on the A/V requirements for the Norris address. Typically, an LCD projector and screen are required. Many non-academic sites will allow the Section to provide their own LCD. Academic sites will usually have access to such facilities. Preferably, the connections between the projector and the presenter's laptop should be tested in advance of the meeting. It may also be useful for the Norris slides to be loaded onto the laptop in advance of the meeting for the Archivist (see later).

About two weeks before the dinner, the venue will want menu choices and an approximate head count. It is necessary to work closely with the Administrative Secretary and with the venue as the head count changes. Usually, this will stabilize only a few days before the dinner.

#### *8. Coordinating the Norris Dinner*

Prior to the Dinner, ensure speakers know what they are expected to do. (See later.)

For the November edition of *The Nucleus* (deadline mid-September), need:

Photograph of nominee  
Title and abstract of Norris Address  
Biography of Norris Awardee  
(see examples in previous November editions at:  
<http://www.nesacs.org/TheNucleus/thenucleus.html>)

### *Hospitality at the Norris Dinner*

The following are traditionally as invited as Guests by the Section:

Current Norris Award Winner and Spouse  
Norris Committee Members and Spouses  
Past Winners and Spouses  
Past Chairs of the Section and Spouses  
ACS President (or designee)  
Individual (and spouse) who will introduce current winner  
Individual (and spouse) who will speak about J. F. Norris  
Guests of the current winner (limited to 20 paid for by the Section)  
Current Board Members (no spouses)

### *Travel and Accommodation Arrangements*

Well before the date of the Dinner, the Norris Chair should contact the honoree to discuss travel and accommodation arrangements. It is probably most convenient for the honoree to book his/her own flight and hotel (preferably in the vicinity of the dinner venue), and to take a cab from the airport to the hotel. Receipts should be kept, and the Norris Chair should ensure that they are submitted to the Section Treasurer for reimbursement. (Under unusual circumstances, it might be necessary for the Norris Chair to make the necessary reservations on his/her own credit card, and obtain reimbursement from the Section Treasurer.) Once the awardee is in town, the Norris chair should contact him/her personally, and make sure that arrangements for travel to and from the dinner venue are satisfactorily worked out. If the ACS President (or designee) attends the Dinner, similar considerations apply. These arrangements can be made in coordination with the Section Administrative Secretary.

### *Awards Ceremony*

The Norris Chair (or designee) should be prepared to help out with logistical problems, such as AV glitches.

The dinner arrangements are worked out with the cooperation of the Administrative Secretary.

Flowers (boutonnieres and corsages) are typically given to the members of the top table.

Typically, seated at the top table will be:

Awardee + spouse  
Introducer of awardee (often, but not always, this will be the writer of the nomination packet) + spouse  
Section Chair + spouse  
Norris Chair + spouse

Norris authority + spouse (The “Norris authority” is someone, typically the Section Archivist, who will talk about James Flack Norris)  
President of ACS (or designee) if present at dinner.

#### *Typical Order of Events*

- (i) Following Section business, Chair of Section introduces Norris Chair
- (ii) Norris Chair introduces Norris authority, who says a few words about Norris
- (iii) Greetings from ACS National Office, if available.
- (iv) Introduction of award recipient by Introducer.
- (v) At this point, it is probably appropriate for the Norris Chair to introduce previous Norris awardees in the audience, together with Norris Committee members.
- (vi) Presentation of Award (see Norris Annual Reports for examples of citation) by Norris Chair to Awardee.
- (vii) Norris Award Address

#### 9. *Solicitations for Nominees*

Calls for nominations for the Norris Award are typically sent to the *The Nucleus* and the *Journal of Chemical Education*. This should be done so the call appears in the December or January editions (or both) of these publications, so that potential nominees have time to prepare their packets for mid-April.

In addition, possible nominees (and their potential nominators) are suggested during the May conference call. The Norris Chair (as designee from the committee) should contact the potential nominators to ascertain whether they would be willing to write a nomination. If so, the Norris Chair is encouraged to work with the nominators in preparing an effective nomination packet. Even if the proposed nominator is not able to work on compiling the nomination he or she may be able to suggest other possibilities.

#### **Thoughts for future chairs**

The Norris honorarium is smaller than that of the other NESACS awards. In order to demonstrate the Section’s respect for Chemical Education, it might be worthwhile to try to get the Board to increase the honorarium to demonstrate the Section’s respect for chemical education. In addition, the possibility of increasing the budget so that can have dinner at a high-profile venue (e.g. Harvard Faculty Club) might be pursued.

Prepared by Howard Mayne  
January 2006

Bylaw VI. - Awarding the James Flack Norris Award.

Section 1. The James Flack Norris Award shall be made for outstanding achievement in the teaching of chemistry as distinguished from research, when demonstrated at college or secondary school levels.

Section 2. Each award shall comprise both a sum of money and a scroll suitably engrossed with an appropriate citation. Ordinarily, it shall be awarded each year. Section 3. The Award shall be in charge of a special committee of seven members known as the Norris Award Committee. Four members of said Committee shall be MEMBERS of the Northeastern Section. Two members of said Committee shall be members of the SOCIETY, but not members of the Northeastern Section. The editor of the JOURNAL OF CHEMICAL EDUCATION shall be the seventh member.

Section 4. The term of each member of the Committee except the seventh member shall be four years and a member may serve two terms.

Two members shall be elected every second year, alternating with the election of Richards Medal Committee members, by a secret ballot from a list of four candidates submitted by the Nominating Committee. The Norris Award Committee may recommend candidates to the Nominating Committee. The members of the Northeastern Section shall vote for two candidates and the two candidates receiving the largest vote shall be declared elected.

The two Committee members outside the Northeastern Section shall be elected by the other five members.

Section 5. Any vacancy in the Committee shall be filled by the other members of the Committee with the approval of the Board of Directors, but only to complete the unexpired term.

Section 6. The Committee shall make rules for its procedure. Section 7. The Committee shall have full power to choose the recipient of the Award and its choice shall be final.

Section 8. The Committee shall ordinarily report in writing to the Board of Directors, not less than six weeks before the award is to be made, the name of the Award recipient and a brief statement of his outstanding achievements in the teaching of chemistry together with an estimate of the amount of money needed to make the award. The Board of Directors shall authorize the payment of the amount of money it considers appropriate for the Award and necessary for the arrangements for the Award but shall not commit for payment a sum larger than the money then available in the income account of the Norris Award Fund.

Section 9. The Chair of the Northeastern Section with the approval of the Board of Directors may appoint a temporary committee to act with the Norris Award Committee in arranging the details of the meeting at which the Award is to be made. Ordinarily the recipient shall appear in person to receive the award and deliver an address. The Norris Award Committee may, under unusual circumstances, waive this requirement.

## GUSTAVUS JOHN ESSELEN AWARD COMMITTEE

The purpose of the Esselen Award Committee is to select the recipient of the Gustavus John Esselen Award and arrange for the award ceremonies.

<u>Committee Task</u>	<u>Target Date</u>	<u>Responsibility</u>
1. Send thank you letters to: Local Arrangements Chair Participants in Program other than Awardee, etc.	April	Esselen Chair, with help of Committee Secretary
2. Confirm that Awardee's and Nominator's expenses have been Reimbursed.	April	Esselen Chair
3. Hold election for new Chair by Esselen Committee (traditionally by seniority/ Rotation).	April/May or sooner	Esselen Chair (retiring)
4. Select tentative date for next Esselen Award Ceremonies. Reserve Harvard Faculty Club And lecture hall (e.g. Pfizer Hall in Mallinckrodt Chemistry Building). Avoid conflicts with ACS Spring meeting, Passover, and Easter (Holy Week). Coordinate reservations with Seminar and Events Coordinator, Dept. of Chemistry Mallinckrodt Chemistry Building. Helen Schwickrath (617) 496-8190	May	Esselen Chair (new) with help of Committee Secretary
Notify NESACS Program Committee of Award date.		
5. Prepare flyer/brochure for the next competition. (Must set deadline for nominations: ~Oct. 15) Have brochure printed.	April/May	Esselen Chair (new)  Committee Secretary
6.. Send letters to President of ACS and National Academy of Sciences requesting Committee member appointments.	April/May or sooner	Esselen Chair (new) with help of Committee Secretary
7. Distribute flyers, with cover letters, to Local Sections and other groups and to media that have Shown willingness to circulate the Information (e.g. <i>Chemical &amp; Engineering News, The Nucleus</i> , etc. ). Review list Annually. Send personal letters to President of ACS, of Canadian Chemical Society, etc. Write interim report for NESACS Board Meeting. May	June	Esselen Chair (or Esselen Publicity Chair) with help of Committee Secretary
8. Send letters of greeting to new Committee	June-Sept.	Esselen Chair (retiring)
		Esselen Chair with



Members, those appointed by ACS and NAS,  
 And those newly elected NESACS (every other year).  
 (Note: Newly-elected NEACS Esselen Committee  
 members start their service terms immediately  
 (~July 1).

help of Committee Secretary

Respond to phone calls and letters requesting  
 Information/clarification.

Mostly Committee Secretary

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|-----|---|-------------------------------------|---|
| 9.  | Send written progress reports to NESACS Secretary for monthly Board meetings.<br>Write year-end summary report for NESACS Annual Report to national ACS.<br>Have NESACS Esselen Web pages Updated when appropriate.   | Monthly<br><br>Dec.<br><br>On-going | Esselen Chair<br><br>Esselen Chair<br><br>Esselen Chair with assistance Of Committee Secretary and NESACS Web Master. |
| 10. | Send letter to Committee members with List of members, contact information, And progress report.<br><br>Send acknowledgement letters to Nominators/sponsors. Include requests For more information, if needed.  | Sept.<br><br>Sept-Oct.              | Esselen Chair with assistance of Committee Secretary<br><br>Esselen Chair with assistance of Committee Secretary      |
| 11. | Write letter with instructions for judging for Committee members, to accompany the Nominations .<br>Put nomination papers into binders and Distribute packets to Committee members.<br>Note: Judging deadline should be early Enough in Jan. to allow time for discussion Meeting and a second round of judging, if Necessary, in time to meet The Nucleus Deadline (~ Jan 18 for March issue). | Late Oct.<br><br>Oct.-early Nov.    | Esselen Chair<br><br>Committee Secretary  |
| 12. | Judge and determine relative rank of Nominations. Send written report with reasons/comments for rankings. \   | mid-Dec.<br>Deadline                | All Committee members..   |

**SELECTION PROCEDURE:** The committee shall evaluate each nominated candidate for the Esselen Award with the ranking of 1(best) to 6 (or whatever number of candidates are nominated), and send these to the chair of the committee within 30 days of receipt, by fax or email. The candidate with the lowest score shall be designated as the winner of the Esselen Award.

In the case of a tie another vote with the same ranking shall be carried out with the tied candidates as in the first vote.

"If the vote for the top candidate(s) is very close (within one point of each other) the committee will have the discretion of calling a run off election between the top candidate(s)."

These votes can be carried out by email or fax or conducted at a meeting of the committee. Members of the Committee that are unable to attend the meetings should submit their votes by e-mail or fax.

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| 13.  | Summarize rankings and comments for Committee discussion.  | mid-Dec.       | Committee Chair  |
| 14.  | Committee meets to discuss rankings<br>And make final selection, with additional Rounds of voting/discussion/telephone Consultation with absent members, as necessary.<br>( The Committee may vote not to give an Award.)  | mid-Dec.       | Committee members                                      |
| 15.  | Notify the Committee of the final selection.<br>Notify the winner by telephone and obtain His/her/their acceptance and availability<br>On the date designated for the Award Ceremony (in time to meet The Nucleus deadline)<br>Follow up with a confirmation letter to The Award recipient.<br>Request Lecture title to meet Jan. Nucleus Deadline. Request abstract, biography, Black and white glossy formal photograph (3X4, or larger); informal photograph (for Nucleus cover) in time for mid-Feb. deadline<br>For April Nucleus. (Photographs are Returnable, if requested.)<br>Request guest list (names and addresses).<br><b>Note:</b> Request confidentiality of Awardee Selection until the unsuccessful nominators/ Sponsors have been notified, and preferably Until the NESACS Board has been notified Of the Awardee's name at the February Board Meeting. | Early Jan.     | Committee Chair with assistance of Committee Secretary |
| 16.  | Notify successful nominator/sponsors of Award recipient, after Awardee has accepted.<br>Request one to introduce the Award recipient At the Award Ceremony. Request same Confidentiality as noted above.   | Jan/Feb.       | Esselen Chair with Assistance of Committee Secretary   |
| 17.  | Notify Editor of The Nucleus of the Award Recipient's name, affiliation, date of Award Ceremony, and lecture title by mid-Jan. deadline (for March Nucleus).   | Jan. 15        | Esselen Chair with Assistance of Committee Secretary   |
| 18.  | Notify sponsors of unsuccessful candidates.<br>Sponsors of superior candidates may be invited To update their nomination for the next competition.   | Early Feb.     | Esselen Chair with Assistance of Committee Secretary   |
| 19.. | Provide the following for The Nucleus by The mid-Feb. deadline for April issue:<br>Meeting Announcement<br>News story of the Award winner<br>News story describing the Award<br>Abstract of the Lecture<br>Biography of Award recipient<br>Formal and informal photographs.  | Before Feb. 15 | Esselen Chair with Assistance of Committee Secretary   |

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|---|------------|---|
| 20. Announce Esselen Award recipient's Name, affiliation, lecture topic to NESACS Board at the Feb. Board meeting. Announce Esselen Award winner to Mr. Gustavus John Esselen, III (person Representing the Esselen family for this Award) and request their guest list (names and addresses)   | Feb.       | Esselen Chair with Assistance of Committee Secretary                    |
| 21. Offer assistance and information for travel/ lodging arrangements for Award recipient (/spouse) And Nominator (e.g. reimbursable expenses, etc.)  | Feb/Mar    | Chair or Committee member with assistance of Committee Secretary        |
| 22. Select people to do necessary parts of Award Ceremony:<br>Welcome by Section Chair<br>Description of the Award.<br>Biography of Gustavus John Esselen.<br>Introduction/bio. Of Awardee (usually by primary nominator)<br>Presentation of Check and Medal (usually By Mr. Gustavus John Esselen, III)<br>Arrangments for special transportation (from Faculty Club to Lecture Hall)<br>Arrangements for A/V in Lecture Hall.<br>Arrangements for elevator key for handicap access to the Lecture Hall. | Feb/Mar    | Esselen Chair with assistance of Committee Secretary                    |
| 23. Notify Local Arrangements Chair of Event details. Confirm arrangements with Harvard (See Step 4)  | Feb.       | Hospitality Chair or Esselen Chair or Committee Secretary               |
| 24. Prepare flyer announcing the Award meeting. Prepare Award Programs (menu optional). Prepare invitations, inserts. Firm up Guest list.   | Feb.       | Committee Secretary With assistance of Esselen Chair                    |
| Prepare news announcements of the Award for <i>Chemical &amp; Engineering News</i> and a less detailed version for other news media Review list of media for inclusion.<br>Note: The announcement in C&E News may Accompany the announcement of the Richards Medal in years when that Award is Given.   | Feb.       | Esselen Chair or Publicity Chair with assistance of Committee Secretary |
| Have NESACS Esselen Web Page updated. PUBLICITY IS VERY IMPORTANT.  | Mar.       | Esselen Chair with assistance of Committee Secretary                    |
| 25. Arrange for preparation of the Award medal. Note: Marilou Cashman has a supply of the Medals, encased in plastic, ready for Attachment of the base-plate and Engraving. with the Awardee's name and date. She also has a few purple felt protective bags (thoughtfully made by Rose Simon). Note: Most recently, Myke Simon has kindly Had the base/nameplate attached and engraved   | Early Mar. | Esselen Chair with assistance, as available.                            |

At an Emblem store in Newton.

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|--|---------------------------|--|
| <p>26. Oversee expenses incurred. Budget/Funds Availability is ~\$14,000-15,000 (max.!).</p> <p>Note: "The Section has never contributed any funds to The Awards meetings." The Esselen Award Funds all originated from the Esselen family. The inadequacy of these funds to pay for all The 'free' Board (Board guest) dinners, Along with other guests (former Awardees, Awardee guests, previous Committee members, Etc.), heavily subsidized student dinners, and Subsidy of all dinners/reception (actual Cost &gt;\$50/person, with members paying \$30.), Needs to be addressed by the NESACS Board well in advance of the Award dinner so a clear policy is established. Board guests are usually asked to pay for their dinners</p> | <p>On-going</p>           | <p>Esselen Chair with assistance of Committee Secretary</p>                            |
| <p>27. Make menu selections, wine choices for the Reception and dinner. Arrange seating at Head table and seating for other special guests.</p> <p>Arrange for place-cards for guest tables.</p>   | <p>Feb/Mar</p> <p>Mar</p> | <p>Esselen Chair with Assistance of Committee Secretary</p> <p>Committee Secretary</p> |
| <p>28. Hospitality:</p> <p>Order flowers/plants for tables, corsages/ Boutonnieres for Committee, Awardee Party, Esselen family, other special guests As appropriate.</p> <p>Oversee table set-ups, place-card Placement.</p> <p>Arrange for members to collect Money, check-off reservation list, Issue nametags, etc.</p> <p>Assist with social flow, introductions, Attend to special guests.</p>   | <p>April</p> <p>April</p> | <p>Committee Secretary</p> <p>Local Arr. Committee<br/>Esselen Committee</p>           |

The Esselen Award Chair may wish to delegate many of these tasks, but some of the smaller ones are easier to do than to delegate and 'explain'.

Note: Ideally there should be two people assisting with special transportation at the Event (one at each location) to assist Guests in and out of cabs and showing them where to go for handicap access, elevator access to the Lecture Hall. Cell phones are helpful for calling cabs, as phones in Mallinckrodt are locked up. Be sure that the Award recipient and his party are offered cab transport to their hotel(s). A/V person may be able to pick up and drop off elevator key for Mallinckrodt Bldg.

#### Bylaw VIII - Awarding the Gustavus John Esselen Award.

Section 1. The Gustavus John Esselen Award shall be made to recognize and reward a chemist whose scientific and technical work has contributed to the public well-being and has thereby communicated positive values of the chemical profession. The significance of this work shall have become apparent within the five years preceding nomination for this Award. The Awardee shall be a living resident of the United States or Canada at the time of the nomination.

Section 2. Each such Award shall comprise a sum of money and a scroll suitably engrossed with an appropriate citation.

Section 3. The Award shall be in charge of a special committee of seven members known as the Esselen Award Committee. Four members of said Committee shall be MEMBERS of the Northeastern Section, one member shall be a MEMBER of the SOCIETY but not of the Northeastern Section and shall be selected by the President of the SOCIETY, one member shall be selected by the President of the National Academy of Sciences. The Editor of the Chemical and Engineering News shall be the seventh member.

Section 4. The term of each member of the Committee, except the seventh member, shall be four years, and an elected member may serve no more than two four-year terms. The term of each of the two appointed members shall be one year with reappointment to be at the pleasure of the President of the SOCIETY and the National Academy of Sciences, respectively. The term of the seventh member, the Editor of Chemical and Engineering News, shall be ex officio.

Section 5. Two of the four members of the Northeastern Section shall be elected by the members of the Section every second year by a secret ballot from a list of four candidates submitted by the Nominating Committee. The Esselen Award Committee may recommend candidates to the Nominating Committee. The two candidates receiving the largest vote shall be declared elected.

Section 6. The Committee shall select its Chair and make rules for its procedure.

Section 7. The Committee shall have full power to choose the recipient of the Award and its choice shall be final.

Section 8. The Committee shall ordinarily report in writing to the Board of Directors, not less than six weeks before the Award is to be made, the name of the Award Recipient and a brief statement of the recipient's outstanding achievements, together with an estimate of the amount of money needed to make the Award. The Board of Directors shall authorize the payment of the amount of money it considers appropriate for the Award and necessary for the arrangements for the Award, but shall not commit for payment a sum larger than the money available in the income account of the Esselen Award Fund.

Section 9. Ordinarily the recipient shall appear in person to receive the award and deliver an address.

## **THE PHYLLIS A. BRAUNER MEMORIAL LECTURE COMMITTEE**

The Phyllis A. Brauner Memorial Lecture Committee was formed in response to a Board resolution of December 2000 that the Phyllis A. Brauner Memorial Lecture be established in honor of Dr. Brauner.

As agreed by the Northeastern Section and the ACS, the Phyllis A. Brauner Lecture will be held in the Northeastern Section's territory in conjunction with National Chemistry Week and named in memory of Dr. Brauner. As envisioned and established by Phyllis, and presented by the Northeastern Section since 1986, the Lecture will be for the general public of all ages. In addition to assisting with the annual presentation of the Lecture, the Committee was charged with establishing a trust with the purpose of support of the Lecture; this trust was formed in April 2003 by the Section in the form of the Phyllis A. Brauner Memorial Trust Fund and the Phyllis A. Brauner Memorial Income Fund. Since the Lecture is a participant in National Chemistry Week, contributions for the first three years of the trust were matched through the ACS Matching Gift Fund Program, subject to the conditions of this program and to continuing support of this program by the ACS. The discontinuance of the matching funds program diminished but did not end the giving of gifts to the endowment. The endowment goal is a \$140,000 endowment fund with income supporting the lectures and associated activities.

Founding members of the Phyllis A. Brauner Memorial Lecture Committee were:

Inka Allen, Michaelene Chen, Sarah Iacobucci, Katherine O'Sullivan, Steven Allen, Dudley Hershbach, Ann Jenkins, Bassam Shakhashiri, Catherine Brauner, Arno Heyn, Doris I. Lewis, Carolyn Spodick, Susan Brauner, Esther A. H. Hopkins, Julianna Lovell, Valerie Wilcox.

Hence, the Committee is composed of Board members including the Chair of National Chemistry Week, family and friends of Phyllis A. Brauner. The Chair of the Education Committee is also a member.

The committee meets regularly; most of these meetings are held jointly with the meetings of the National Chemistry Week Committee. Activities of the Committee include: organizing the Phyllis A. Brauner Lecture and associated activities; publishing a brochure, poster, and solicitation literature as required; soliciting funds from corporations, foundations, and individuals; maintaining contact with the ACS Treasurer's office regarding NCW-related donations and foundation requests. Venues for the Lecture in the years 2001-2005 have included the Museum of Science and Wellesley College.

Prepared by Doris I. Lewis, June 2005

## CONTINUING EDUCATION COMMITTEE

The Committee is charged with providing programs for the on-going professional development of Section members. These programs are intended to expose chemists to the current frontiers of Chemistry in areas which may not have been included in academic curricula five to ten years ago. In recent years, the committee has primarily overseen the offering of the ACS National's Continuing Education Short Courses.

The chairperson should be an individual of recognized professional standing with experience in Section activities. The chairperson is appointed by the Section Chair and is a member of the Board of Directors. The chairperson advises the Section Chair on the appointment of other members of the Committee. The size of the Committee and frequency of Committee meetings are determined by the scope of the program. The Committee Chairperson coordinates program planning with the Section Chair and the Program Chair. In recent years, the committee has consisted of the Chair and two or three other individuals. The responsibilities of the Chair are significant during the times preceding the offering and during the program itself.

The Committee is responsible for designing and implementing a minimum of one activity during the year. Programs should be tailored to match the interests of members within the Northeastern Section. Programs should be diversified and the following list indicates possible approaches:

1. Formal seminars or colloquia on a pertinent topic.
2. A Section meeting devoted to some new aspect or development in the field of chemistry.
3. Short Courses similar to those sponsored by the National A.C.S. Department of Continuing Education.

### ADVERTISING AND REPORTS

The Committee oversees the advertising of activities in *THE NUCLEUS* and on the web-site as well as in any material sent via mail and e-mail to the organizations on the list maintained by the Section office. The Committee writes an annual report describing, in detail, program activities in accord with guidelines provided by National A.C.S. and the Secretary of the Section.

### FINANCES

Any funds generated, in excess of expenses incurred by the Committee's activities, revert to the General Fund of the Section. Indeed, over the past few years the Committee has consistently raised money in support of Section activities through its efforts. Initial funding for the Committee's operation is authorized by the Board of Directors.

In accord with National A.C.S. policies, unemployed and retired A.C.S. members are admitted to all programs without a fee, on a space-available basis. Non-A.C.S. members are admitted on an increased fee schedule.

### THE FOLLOWING CONSIDERATIONS APPLY TO THE ACS SHORT COURSES CURRENTLY BEING UTILIZED:

The Fee Schedule is largely based on National's charge for the course, usually about 50% of the fee charged at National Meetings. Although National assumes all costs incurred in bringing the lecturer(s) on site, including travel, hotel<sup>1</sup> and meals, the Section is responsible for all other local costs. A minimum of ten registrants is required and fees are based on that minimum. A surcharge of \$50 per registrant is added to National's fee to cover the expenses of the Section, which consist mainly of the cost of advertising via a notice mailed to each organization contained on the "List of 500" (employers of 3 or more chemists) maintained by the Section Office and of the cost of food supplied at the Course.

There is a surcharge of \$100 for non-ACS members, and a late registration fee of about \$100. Pre-registration is required and there is a cut-off date, approximately two weeks prior to the scheduled presentation, after which the late fee applies. That deadline is essential for the "go/no go" decision based on the required minimum of 10 paid registrants. If registrations exceed the 10 person minimum, National maintains its initial *per capita* fee for the next 10 registrants, but for additional registrants National's fee drops to 50% of the initial amount. The Section keeps the remainder of that fee, as well as all fees generated via surcharges including late fees and non-ACS Member fees.

#### FOOD SERVICE

National requires that ingredients of a "Continental Breakfast" be available at morning meetings as well as suitable mid-morning and mid-afternoon coffee breaks. Registrants are on their own for lunch, although the "Lecturer's Assistant" can lead them to a cafeteria/food court/etc.

If registration fees are in excess of course expenses, then frequently a luncheon meeting has been arranged for the second day of two-day courses or the third day of a three-day course. This practice has been a successful good-will gesture which has served the Section well. The cost of the luncheon must be less than any surplus generated through the various surcharges.

#### TIMING OF ACTIVITIES

There have normally been two offerings annually. The only exceptions have occurred when the National ACS Continuing Education Office has offered a series of its Short Courses in this area in connection with some of its own special activities during the period when Section presentations are normally held.

The lead-time for notices in *The Nucleus* is about two months before the date of the Section Meeting covered in that issue. Therefore, a lead-time of 4-5 months overall is minimal for all other arrangements which need to be made (meeting site, topic, lecturer availability, etc.)

Scheduling requires close coordination with several other entities:

- 1) the head of National's Office of Continuing Education must initially be contacted regarding the availability of short course offerings. Normally that individual can render invaluable advice on the current popularity of various Short Courses;
- 2) the Editor of *The Nucleus* and the Webmaster must be contacted in order to advertise the program in a timely manner;

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<sup>1</sup> National frequently requests that arrangements for hotel accommodations be made by the Section, but the cost is covered by National.



- 3) local officials at the selected site must be consulted regarding availability of suitable facilities; arrangements need to be finalized regarding parking and the availability needed audiovisual equipment must be ascertained;
- 4) arrangement for food delivery must be made;
- 5) a "Lecturer's Assistant," familiar with the local institution, must be located to assist with registration, etc., at the workshop.

**Prepared Aug. '06 by Alfred Viola**

## **THE JAMES FLACK NORRIS SPEAKERS BUREAU**

- BRIDGING THE CHASM BETWEEN THE PUBLIC AND SCIENCE

The Speakers' Bureau of NESACS (Northeastern Section of the American Chemical Society) acts as a bridge between the public and science. We are a group of qualified volunteer speakers who have in depth knowledge in chemistry and related sciences and who are passionate about sharing our profession with the public. We use intrigue, analogies and humor to inform the public about new strides in sciences, build awareness of chemical sciences and confront the misconceptions about our profession with knowledgeable answers.

So how does our volunteer, free of charge program work? - Simple.

Step 1. We find out what our public wants to know by communicating with various public venues such as museums, schools and neighborhood communities.

Step 2. We set up speaking events through these public venues at no charge to your audience.

Step 3. Knowledgeable speakers make brief appearances and engage a healthy discussion with the audience.

**CALL US IF:**

**YOU ARE CONSIDERING** having a speaker to appear in your institute to engage in a lively and healthy discussion;

**YOU ARE** knowledgeable in chemistry and related sciences and passionate about sharing your valuable knowledge with curious audience.

Contact Marilou Cashman at the ACS office or Jin Ji, Chair of the Speakers' Bureau at [speakers@jinji.us](mailto:speakers@jinji.us) for more information.

Prepared by Jin Ji, 2006

## **FUNDRAISING COMMITTEE**

The Fundraising Committee is responsible for coordinating events that increase the money for specific events that are not covered by other income sources. Each year a list of events or programs that need additional funding should be given to the Chair of the Committee after the budget is finalized. Other program or event chairs plan fundraising activities in addition to those organized by the Fundraising committee.

### **CORPORATE AFFILIATES**

The corporate affiliates of the Northeastern Section of the ACS (NESACS) are a source of funds but just as important is the role they serve as a communication link between industry and NESACS. A large percentage of our members come from industry so it is important that NESACS maintain its connections to the industries in our geographical area. We typically contact our corporate affiliates once per year by letter for a financial contribution with the promise we will not do so again during the year for any NESACS activity.

The Administrative Secretary for NESACS and Chair of the Fundraising Committee have a list of about 600 companies to which letters are mailed annually, The Secretary makes sure that letters are sent out. The list should be updated periodically by the members of the committee splitting up the list to confirm the accuracy of addresses and contact persons.

Based on responses to the letters, the Editor of THE NUCLEUS is provided information to update the list of Patrons and Sponsors in the publication. The list is currently divided into three tiers based on the contribution of the corporations.

### **Other Fundraising Activities**

NESACS holds several events during the year that raises funds. The chair of each event should inform the NESACS Board and the Fund-Raising Committee of plans and the financial results of the activity. The Fund-raising committee will assist the chair of these events as required. The Fund-raising committee Chair will compile this information for the annual report.

Prepared by Dorothy Phillips, 2006

## **GOVERNMENT RELATIONS COMMITTEE**

Membership of the Government Relations Committee is open to all those members who wish to participate in the section's government relations activities whether in congressional visits, participation in the Legislative Action Network, local town halls, or any other participation in government relations. Any Section members who have been selected for the ACS Committee on Chemistry and Public Affairs are also members of the Government Relations Committee.

The ACS Office of Legislative and Government Affairs supports the committee by supplying lecturers, organizing local congressional visits, helping to organize local meetings featuring government affairs, and supplying informational materials.

Respectfully submitted  
Doris Lewis  
June 2006

## NATIONAL CHEMISTRY WEEK COMMITTEE

The purpose of the National Chemistry Week Committee is to communicate to the public the importance of chemistry to everyday life. This annual event unites ACS local sections, businesses, schools, and individuals interested in promoting a positive impression of chemistry to the public. This committee works in conjunction with the Phyllis A. Brauner Memorial Committee as the Phyllis A Brauner Memorial Lecture is held during National Chemistry Week.

National Chemistry Week occurs yearly in mid-October. Historically, the NCW committee has held a kick-off event on the Sunday of NCW week. During this all day event, two lectures in honor of Phyllis A. Brauner are held. These lectures are free but tickets are given to reserve seating. Numerous hands-on activities and demonstrations are also available for the community to visualize the applicability of chemistry to everyday life. Additional activities such as lecture symposia are designed in accordance with the yearly theme. The theme may be found at [http://www.chemistry.org/portal/a/c/s/1/acsdisplay.html?DOC=ncw\ncw\\_index.html](http://www.chemistry.org/portal/a/c/s/1/acsdisplay.html?DOC=ncw\ncw_index.html).

An approximate timeline is as follows:

<b>Dates</b>	<b>Tasks</b>
January - March	<ul style="list-style-type: none"><li>• Secure a speaker for Phyllis A. Brauner Lecture (in conjunction with Phyllis A. Brauner committee)</li><li>• Decide number of public events</li></ul>
March - April	<ul style="list-style-type: none"><li>• Finalize location(s) for kick-off event and other events</li><li>• Inform Student Affiliate Chapters of potential volunteer activity location and dates</li></ul>
May – June	<ul style="list-style-type: none"><li>• Inform science teachers of NCW poster competition and guidelines</li><li>• Begin publicity in conjunction with the Phyllis A. Brauner Memorial Committee</li></ul>
June - September	<ul style="list-style-type: none"><li>• Continue publicity</li><li>• Have tickets prepared for kick-off event</li><li>• Prepare demonstrations and hands-on activities related to yearly theme</li><li>• Prepare activity booklet related to demonstrations and hands-on activities</li><li>• Update volunteers regarding demos, hands-on activities, final details of events</li><li>• Inform science teachers of upcoming poster competition</li></ul>

	<ul style="list-style-type: none"> <li>• Order chemicals for lecture-demonstrations</li> </ul>
Early October	<ul style="list-style-type: none"> <li>• Finalize volunteers</li> <li>• Prepare chemicals for lecture demonstrations</li> <li>• Prepare tickets for pick-up on the day of the event</li> <li>• Finalize breakfast and lunch for volunteers for kick-off event</li> <li>• Finalize survey to be handed out at lecture</li> </ul>
Mid- October, NCW week	<ul style="list-style-type: none"> <li>• Hold events</li> </ul>
October 31	<ul style="list-style-type: none"> <li>• Poster competition deadline</li> </ul>
November	<ul style="list-style-type: none"> <li>• Thank volunteers</li> <li>• Judge posters at NCW committee level</li> </ul>
December	<ul style="list-style-type: none"> <li>• Judge posters at section level</li> <li>• Send posters to DC</li> <li>• Review surveys</li> </ul>

Prepared by Christine Jaworek-Lopes, 2006

## PROJECT SEED

The ACS SEED Committee oversees the Northeastern Section of the American Chemical Society's activities relative to the American Chemical Society's national Project SEED program. ACS SEED provides summer science experiences for economically disadvantaged (maximum family income is below \$32,000 or doesn't exceed 200% of the Federal Poverty Guidelines for family size) high school students interested in chemistry in college and university, government, and industrial research laboratories. SEED students, normally rising high school juniors or seniors, are expected to work for a minimum of eight weeks, approximately forty hours per week, on an original chemically-related research project with appropriate training and supervision. New students (Summer I) are currently (2006) paid a stipend of \$2275 and returning students (Summer II) are paid \$2600.

The NESACS ACS SEED Committee is responsible for administrating the ACS SEED Program at the local section level. This involves a) identifying scientists from academe and local industry willing to host a high school student in his/her laboratory during the summer for an eight to ten week period; b) soliciting funds for the stipends of the participating high school students; and c) tracking the section's activities relative to Project SEED. It is a good idea for the Chair of this committee, all committee members, and SEED mentors to visit the ACS SEED Program website at URL: [www.chemistry.org/education/projectseed.html](http://www.chemistry.org/education/projectseed.html) and to download and read the Project SEED Handbook, which gives detailed information concerning ACS Project SEED and how to run an effective SEED program.

Individuals wishing to mentor a student must provide matching funds for each student. At the current 2006 stipend rate of \$2275 for a Summer I student, this means that each mentor must contribute \$1137.5

Below is a month-by-month outline of the major responsibilities of the NESACS SEED Committee.

### January

The ACS SEED Committee should provide the NESACS Administrative Secretary, Marilou Cashman (**MCash0953@aol.com**), with a report detailing the activities of the SEED Committee over the past year. This report is part of the report that the NESACS must submit each year to ACS National in order to receive continued support of section activities. Needless to say the committee report should include information on the amount and sources of any funds raised in support of SEED, the names, institutional affiliations, mailing addresses and email addresses of the research mentors and their SEED students who participated in Project SEED the preceding summer, titles of the students' projects, and any additional information that may be of interest to the local section and/or ACS National.

During this month, the Committee should follow up with any individuals wishing to serve as SEED mentors as applications for SEED support from National ACS are usually due in early February. The committee should ensure that these individuals have copies of the relevant SEED application forms (Application – Summer I and Application – Summer II) and assist mentors in

completing the forms. Mentors do not need to have identified Summer I students at this point. However, the summer II application requires the identification of the returning student, their previous mentor's name, and the student's anticipated graduation date. For both summer I and summer II applications, mentors must provide: a) title; b) succinct abstract of the project (50-100 words); c) if biohazards or radioactive materials will be used, a short discussion of the training and safeguards; and d) briefly "describe the specific chemistry, techniques, and other scientific activities that the students will be doing." If available, it is really helpful to provide potential mentors with examples of projects and project applications from previous years. In this regard, the Committee is also strongly advised to request that all interested mentors provide the SEED Committee a copy of any applications submitted on behalf of the NESACS.

#### February

Completed ACS SEED applications are due at ACS National early in February. It is a good idea to follow up with all interested mentors concerning the status of their SEED application and to provide them with any last minute assistance they may need in order to submit their application.

#### March

ACS National usually notifies mentors late during March concerning the status of their SEED applications. It is a good idea to follow up with each mentor at the end of the month to determine whether or not (most applications are approved) their application has been approved and to encourage them if they have applied for Summer I funding to begin to identify student applicants. Mentors must submit "Student Financial Information Statements" for their protégés before June 1<sup>st</sup> consequently they need to identify their students before that date. Some mentors may require little or no assistance in identifying student applicants. Others may require more assistance.

#### April

The Chair of the SEED Committee should provide the NESACS Administrative Secretary, Marilou Cashman ([MCash0953@aol.com](mailto:MCash0953@aol.com)), with the names, institutional affiliations, mailing addresses and email addresses of the research mentors and their SEED students who participated in Project SEED the preceding summer so the mentors and their students can be invited to attend Education Night.

#### May

The Chair of the SEED Committee is responsible for attending and presenting certificates, prepared by the section, to each of the SEED students at the Education Night banquet. The presentations are made during the high school awards section of the program. It is a good idea to plan to make some brief remarks introducing Project SEED to those attending the dinner and subsequent program.

During this month the committee should follow up with each SEED mentor to make sure that they have identified their Summer I students and that they have or are completing a "Matching Funds Verification Form" and the "Student Financial Information Statement." Both forms must be submitted on or near the start of June each year to ACS National.

#### July



SEED programs should be in full swing at this point. It is a nice gesture to call or email program coordinators and/or mentors and check in with them.

Experience has shown that it is wisest to pay students at the mid-point of the summer program. Mentors should be directed to contact the NESACS Treasurer, Jim Piper ([piper28@attglobal.net](mailto:piper28@attglobal.net)) with the names, addresses, and social security numbers for each of the SEED students being supported in part by the NESACS together with the amount that each student should be paid.

#### August

SEED program should be winding down during August. It is good idea to contact program coordinators and/or mentors to remind them concerning ACS requirement of a final SEED project report and completion of the student and mentor satisfaction surveys. If the committee has requested as part of its operating budget funds in support of SEED student travel to the Fall National ACS Meeting, the Committee should determine who the student travel grant recipient will be and facilitate the meeting registration process.

#### September

ACS usually mails certificates suitable for framing to local SEED coordinators to give to participating ACS SEED mentors and their students. The Committee should mail these to the mentors and/or students with a note of thanks for their participation in the program.

Looking forward to the preparation and submission of the SEED Committee's annual report to the NESACS, it is a good idea for the Committee to contact each program coordinator and obtain the following information:

- a) the amount and sources of any funds raised in support of SEED;
- b) the names, institutional affiliations, mailing addresses and email addresses of the research mentors;
- c) the names, high schools, mailing addresses and email addresses for their SEED students;
- d) titles of the students' projects; and
- e) any additional information that may be of interest to the local section and/or ACS National, e.g., name of the college the student will be attending if the student is a graduated high school senior.

Lastly during the fall, the ACS SEED Office mails scholarship applications to SEED students who are currently high school seniors and who have an expressed interest in pursuing a college degree in chemistry or a chemistry related field. The committee should make every effort to contact all eligible SEED students who are seniors and make sure that they have obtained an information package from ACS National.

#### November

In early November the Chair of the SEED Committee should provide the NESACS Treasurer, Jim Piper ([piper28@attglobal.net](mailto:piper28@attglobal.net)) with a budget request for the section's SEED activities for the upcoming summer. Historically, the section has contributed \$5-7 K on average every year to local section SEED. The budget request should include matching funds for student stipends and some travel money to permit SEED students to attend and present at the Fall ACS National Meeting. ACS Project SEED always runs a poster session for SEED students at this meeting.

December

ACS National typically mails application materials for the upcoming summer during this month to local section SEED coordinators. Completed applications are usually due at ACS National in early February.

Prepared by P. Mabrouk, 2006

## **YOUNGER CHEMISTS COMMITTEE**

The Northeastern Section Younger Chemists Committee (NSYCC) is devoted to the professional advancement of younger chemists in industry, government laboratories, undergraduate/graduate school and post-doctoral positions. The NSYCC aims to involve younger chemists in national and local ACS programs in order to guide them on their career paths.

The NSYCC officers are currently self-appointed and include a Chair, an Assistant-Chair, a Career Chair, a Treasurer, and a Webmaster. The Chair is a member of the NESACS board and organizes the framework of all sponsored events. The Assistant-Chair helps the Chair organize the details of sponsored events. The Career Chair is responsible for all Career Symposia and Fairs while the Treasurer participates on the NESACS Fundraising Committee and keeps track of YCC funds. The Webmaster is responsible for maintaining the NSYCC website: [www.nsycc.org](http://www.nsycc.org).

The Younger Chemists Committee organizes and/or sponsors the following annual programs:

- The Northeast Student Chemistry Research Conference (NSCRC) – sponsorship shared with the Education Committee
- The Northeast Student Chemistry Career Fair (NSCCF)
- The NSYCC Annual Career Symposium
- The NESACS-YCC and GDCh-JCF Annual Exchange Program

In addition, the NSYCC holds networking events in the Boston area to encourage participation in the committee and NESACS. Past events have included a Christmas toy drive/social reception and a pre-baseball game reception near Fenway Park.

### **The Northeast Student Chemistry Research Conference (NSCRC)**

The Northeast Student Chemistry Research Conference (NSCRC) is organized for students by students. It is devoted to the research of undergraduate, graduate, and post-doctoral chemistry students, providing a relaxed atmosphere in which students can share their work. The day-long event features student poster and oral research presentations, a keynote speaker, awards, and a catered lunch. The conference encourages students to network, share ideas, and get feedback from their peers.

The NSCRC originated in 1999 at the Massachusetts Institute of Technology and is co-sponsored by the Education Committee. The conference is traditionally organized by a committee consisting of the YCC chair, graduate student members of the YCC, and undergraduate students. A member of the Education Committee advises and presents the Phyllis A. Brauner Memorial Undergraduate Book Award on the day of the conference, usually held on one of the last Saturdays of April. The organizational committee promotes the NSCRC by placing announcements in *The Nucleus*, on the NSYCC and NESACS websites, and on posters and pamphlets. The committee also publishes a book of abstracts and makes all other arrangements.

### **The Northeast Student Chemistry Career Fair (NSCCF)**

The Northeast Student Chemistry Career Fair (NSCCF) affords younger chemists the opportunity to discuss employment and network with representatives from companies in the Northeastern region. The fair also provides attendees with free workshops on skills necessary to attaining a job.

The NSCCF began in 2004 at the Brookline Holiday Inn in Boston. ACS Career Services provided free workshops on resume writing and interviewing as well as individual resume review and improvement for attendees who registered for a private session. Attending companies included Amgen, Astrazeneca, Bayer, Degussa, Genzyme, ImmunoGen, Novartis, Pharm-Eco, Strem Chemicals Inc. and Wyeth. The fair is organized by members of the NSYCC.

### **The NSYCC Annual Career Symposium**

Each year, the NSYCC holds a free career symposium for younger chemists in the region. The aim of this event is to provide younger chemists with information on current trends in the job market, possible careers in chemistry, resume writing, and interview skills.

The symposium usually consists of a panel discussion or information session and is followed by a monthly NESACS dinner and research lecture. Younger chemists are encouraged to attend the dinner at a reduced student price. The entire symposium is organized and sponsored by the NSYCC.

### **The NESACS-YCC and GDCh-JCF Annual Exchange Program**

In the spring of 2001, nine members of the German Chemical Society (GDCh) Younger Chemists Committee (JCF) traveled to Boston for a week of networking, cultural exchange and science. This marked the beginning of a very successful annual exchange program between the Gesellschaft Deutscher Chemiker (GDCh)-JungChemikerForum (JCF) and the Northeastern Section of the American Chemical Society Younger Chemists Committee. Each year since the program's conception, a group of younger chemists has traveled across the Atlantic Ocean to participate in a week-long program. The program usually consists of visits to local laboratories, tours of local companies, presentations at a regional student research conference, networking events, and, of course, sight-seeing. Foreign career and educational opportunities are especially emphasized throughout the week in an attempt to encourage students to seek foreign jobs or degrees.

The students who participate in the program must apply and are selected based on their accomplishments in research, their interests, and recommendations from their advisors.

The program is organized by the hosting country's steering committee, which usually consists of the YCC chair, YCC members, and NESACS members. The hosting society is responsible for funding all events during the week of the exchange, while the visiting society is responsible for arranging and funding all transportation to and from the hosting country.

Prepared by Lauren Wolf June, 04.

## DUTIES OF THE PHOTOGRAPHER

The NESACS photographer should attend monthly meetings and take photographs of members, monthly speakers, and awardees (at award dinners) during the social hour and the evening talk. Monthly meetings are usually held the second Thursday of each month between September and May. Social hour begins at 5:30 pm and runs through 6:30 pm. The section likes to have pictures of its members, officers, and any awardees socializing during the dinner. Dinner follows. The evening talk usually begins around 7:30 pm or 8 pm for award dinners and ends at about 9 pm. At award dinners the awardee is usually presented with his/her award at the start of their award presentation. A photograph – preferably two photographs to be safe - should be taken of the awardee receiving his/her award.

The photographs should then be transmitted to Michael Filosa, Editor of the NESACS *Nucleus* ([FILOSAM@polaroid.com](mailto:FILOSAM@polaroid.com)) and to Sathish Rangarajan, WebMaster for the NESACS website, ([sathish.rangan2@gmail.com](mailto:sathish.rangan2@gmail.com)) so that they can be posted on the NESACS website and included in the next issue of the *Nucleus*.

Needless to say, the photographer must be very reliable. It isn't acceptable to just not show up to the meeting. If you are unable to attend, then it becomes your responsibility to identify a suitable replacement and to make sure that that person knows exactly what to do and that they do it. The photographer needs to find out where the meeting is and make arrangements to be there with his/her equipment. The equipment should be checked out in advance of the meeting to ensure that it is in proper working order. The photographer should bring extra batteries, etc. and a disposable camera in case of emergency.

In exchange for performing these services, the photographer will receive dinner at no charge for each of the monthly meetings at which he/she serves the section as photographer and \$25/monthly meeting. The photographer is responsible for his/her transportation to/from the section meetings. Note that most meetings are accessible via the MBTA subway/buses. If transportation is needed, the photographer should e-mail Marilou Cashman, the NESACS Secretary, ([MCash0953@aol.com](mailto:MCash0953@aol.com)) who can help facilitate transportation arrangements

Prepared by P. A. Mabrouk, 2006

## MEDICINAL CHEMISTRY GROUP

The Medicinal Chemistry Section is an active and integral part of the Northeastern Section of the American Chemical Society. The Medicinal Chemistry Group is composed of Program Chair, Treasurer, and Directors and Advisors, who are made up of regular members, councilors and alternative councilors. The section conducts an annual long range planning meeting and three additional medicinal chemistry meetings. Each meeting features a symposium on a specific topic in medicinal chemistry and biology. These symposia are well-attended by members and students and involve discussions and presentations on cutting-edge research by well-known speakers from pharmaceutical and biotechnology companies from all over the world. These meetings are very interactive, informative and educational and serve as networking meetings, specifically for students who are looking to join biotechnology and pharmaceutical companies. Of the three annual meetings, two are joint meetings with the main section and one is conducted independently by the Medicinal Chemistry Section.

The meetings are usually held on second Thursdays of the months of May, September and December. The joint meetings with the section are typically held in the months of September and December. At the December meeting, the Medicinal Chemistry Program Chair invites the Section Chair to address the meeting with brief remarks. During the December meeting, the Section Chair will also speak briefly to the meeting attendees, typically prior to the keynote presentation.

The Program Chair of the Medicinal Chemistry Group has the responsibility of conducting all of the medicinal chemistry meetings, inviting speakers and coordinating their travel. Arranging the venue for the meeting and the dinner are also responsibilities of the Program Chair. The Program Chair is also responsible for sending the meeting information to the Nucleus Editor and to the Administrative Secretary. Dinner reservations are made through the Administrative Secretary. The Program Chair communicates with the Administrative Secretary forty-eight hours in advance of the meeting to establish the final count for dinner reservations and to coordinate this number with the restaurant. At the end of each meeting, the Program Chair sends a written meeting report to the Section Secretary.

Prepared by S. B. Rajur, 2006

## **THE OFFICE OF THE ADMINISTRATIVE SECRETARY**

The Administrative Secretary of the Northeastern Section of the American Chemical Society provides clerical and integrative functions as an independent contractor under a contract reviewed annually by officers of the local Section.

The clerical functions, described in the attached timeline, may be handled in any manner he/she desires; for example, through sub-contracts, using mailing services, employees, etc. This work involves the following: Preparation of materials, bulk mailings, and postings on the NESACS web site related to monthly programs, Board of Directors meetings, Continuing Education Short Courses, Medicinal Chemists Group Symposia, High School Programs for Students and Teachers (Ashdown Examination, Olympiad Examination, Newell Grants, Richards Teaching Award, National Chemistry Week activities), College Programs (Norris-Richards Summer Scholarships, Grants-in-Aid, and Levins Prize). In recent years, there has also been a fairly substantial amount of work relating to various fund-raising activities; e.g., mailings soliciting donations, golf tournament, vendor fairs, etc.

Clerical functions also involve preparations (invitations, printed programs, etc.) for meetings related to special activities and awards; e.g., Richards Medal Dinner, Norris Award Dinner, Education Night, Hill Award, and 50-Year Member Recognition as well as preparation of materials for regular monthly meetings including dinner reservation lists, name tags, meeting flyers, notices to Board members, and meeting agendas.

The Administrative Secretary communicates with candidates for office in annual elections, prepares the ballot for voting, organizes completed ballots for counting by the appointed tellers, and notifies candidates and members of the Board of Directors of the results of the election. A directory of Board members is prepared in January and February of each year and updated as needed throughout the year.

In the fall (October – December), information is compiled for the Nominating Committee relating to the positions that will be on the subsequent year's ballot and including contact information of potential candidates; e.g., individuals whose terms of office will end in the current and subsequent year, and unsuccessful candidates for office during the past three or four years who may be interested in running for office again.

A major function involves gathering and production of materials required for the Annual Report to the National office, including self-nomination packets for ChemLuminary Awards, and online submission as well as preparation of hard copy packets of the Annual Report and supplementary materials.

Additional duties include providing assistance with Affiliate Membership renewals, Summerthing activities, National Meeting and N.E.R.M. activities when held in Massachusetts or New Hampshire, and responding to requests for assistance from other Committee Chairs.

The integrative function of the Administrative Secretary is in providing support for the implementation of Section activities. He/she assists the interaction of committees with each other, especially with information transfer. He/she provides assistance to committee chairs using various techniques; for example, the handbook, information and materials from past years, and ongoing communication via e-mail, telephone, faxed messages and materials, or face-to-face meetings. He/she provides administrative assistance to officers and other members of the Board for discharging their duties. He/she provides continuity for Section functions.

The annual workload for the administrative office will be projected, insofar as possible, thirteen (13) months in advance by a Long-range Planning Committee.

The Administrative Secretary is assisted by an advisory board made up of three officers of the Section: the Chair, the Chair-Elect, and the Elected Secretary. The members of the Advisory Board are those to whom the Administrative Secretary can bring problems and to whom members of the Board of Directors and committees can bring problems relating to the Administrative Secretary. The Advisory Board assists the Administrative Secretary in providing help to the members of the Section.

The Administrative Secretary is encouraged, but not required, to attend Board meetings.

Schedule of work:

JANUARY

January Meeting	Board Mailing: Meeting Notice and Agendas - Monthly & Annual Meetings
February Meeting	Dinner Reservations / Check-in lists Preparation and mailing of flyer Dinner Reservations
Annual Report Richards Medal*	Preparation of invitation list Invitation to printer Program - first draft
Levins Prize Board Directory	Announcement mailed to colleges Initial update of Board Directory

FEBRUARY

February Meeting	Board Mailing: Meeting Notice and Agenda Dinner Reservations / Check-in lists
March Meeting	Preparation and mailing of flyer Dinner Reservations
Annual Report	Final Report due to National Office by February 15 Final Report submitted via ACS/SOLAR program with mailed supplements Final Report posted on NESACS web site Hard copies of full report prepared for Past-Chair, Chair, Chair-elect, Archives, and Section Office
ChemLuminary	Awards materials prepared and submitted with Annual Report



Richards Medal*	Mailing of formal invitations; recording of responses Program - final draft to printer Richards Teaching Letter, poster, application forms mailed to high schools and posted on web site
Norris-Richards	Preparation of letters, announcement, and application forms Mailing to all colleges in Section Posting on NESACS web site
Ashdown Exam	Preparation of letter, guidelines, teacher & student registration forms Mailing to all high schools in Section and to past participant teachers Posting on NESACS web site Recording of registrations
National Meeting Elections	Poll of Councilors and Alternates re attendance at Spring meeting Instructional letters sent to all candidates
<b>MARCH</b>	
March Meeting	Board Mailing: Meeting Notice and Agenda Dinner Reservations / Check-in lists
April Meeting	Preparation and mailing of flyer Dinner Reservations (called-in reservations only)
Annual Report	Hard copies of full report delivered to Past-Chair, Chair, Chair-elect, Archivist
Board Directory	Final update of Board Directory
Richards Medal*	Record invitation responses Prepare place names, table signs
Ashdown Exam	Registration reminders (via e-mail) Recording of registrations
Continuing Education Elections	Preparation and mailing of Short-Course Flyer Preparation of candidate materials; transmittal to Nucleus Editor Preparation of ballot and voting materials for printer
<b>APRIL</b>	
April Meeting	Board Mailing: Meeting Notice and Agenda Dinner Reservations (called-in reservations only)
May Meeting	Preparation and mailing of flyer Dinner Reservations
Ashdown/Olympiad	Record registrations Prepare check-in lists, proctor list, score report forms for test administrator Record scores; review Olympiad qualifiers; determine Ed. Night prize winners Letters and study materials to Olympiad qualifiers Ashdown score reports to teachers with test statistics via e-mail & regular mail

Education Night	Requests for information from all relevant Committee Chairs (Education, Norris-Richards, Richards Teaching, Levins, SEED, Aula Laudis, Grants-in-Aid, Brauner Book Award) Notification/invitation letters to all awardees and advisors Notification letters to Aula Laudis Principals and Superintendents Preparation of program for printer
Medicinal Chemists	Preparation and mailing of flyer
<b>MAY</b>	
May Meeting	Board Mailing: Meeting Notice and Agenda Dinner Reservations / Check-in lists
Education Night	Preparation of Certificates for awardees (Ashdown, Norris-Richards, Levins, SEED, Grants-in-Aid) Table Signs
Medicinal Chemists Elections	Dinner Reservations / Check-in lists Receipt and check-off of ballot returns Preparation of voting tally sheets
Norris Award Newell Award	Receipt of nominations; copying; mailing to Committee members Preparation, mailing, and web posting of informational letter and applications
<b>JUNE</b>	
Elections	Delivery of ballots to Chair or Tellers Results letters to winners, losers, and Board members
Education Night Olympiad	Mailing of certificates, prizes to absentees National certificates to Honors students
National Meeting Newell Award	Poll of Councilors and Alternates re attendance at Fall meeting Letters to winners, non-winners, NEACT
<b>JULY</b>	
Miscellaneous	Varies at request of Chair
<b>AUGUST</b>	
September Meeting	Preparation and mailing of flyer Dinner Reservations
Medicinal Chemists	Preparation and mailing of flyer Dinner Reservations
Grants-in-Aid	Preparation, mailing to colleges in Section and posting of informational materials
<b>SEPTEMBER</b>	
September Meeting	Board Mailing: Meeting Notice and Agenda Dinner Reservations / Check-in lists
October Meeting	Preparation and mailing of flyer Dinner Reservations Preparation of program for printer

50-Year Members	Invitation letters to October meeting
Hill Award	Invitation letters to past-Hill awardees and Hill family members
Medicinal Chemists	Dinner Reservations / Check-in lists
Connections to Chem.	Mailing to all high schools in Section
Continuing Education	Preparation and mailing of Short-Course flyer (sometimes occurs in Aug. or Oct.)
Norris Award	Compilation of invitation list

## OCTOBER

October Meeting	Board Mailing: Meeting Notice and Agenda Dinner Reservations / Check-in lists / Name tags
November Meeting	Preparation and mailing of flyer Dinner Reservations
50-Year Members	Mailing of certificates to absentees
Norris Award	Preparation and mailing of invitations Recording of responses Preparation of program for printer Awardee hotel/local transportation arrangements when requested by Com. Chair
National Chem. Week	Mailings as requested by NCW and/or Education Committee Chairs

## NOVEMBER

November Meeting	Board Mailing: Meeting Notice and Agenda Dinner Reservations / Check-in lists / Place Names
December Meeting	Preparation and mailing of flyer (usually joint meeting with MCG) Dinner Reservations
Norris Award	Preparation and framing of Certificate for awardee Press Releases for subsequent year to national publications
Elections	Information prepared for Nominating Committee re open positions New Board member list prepared for incoming Chair
Richards Medal	Receipt and preparation of nominations for Committee members

## DECEMBER

December Meeting	Board Mailing: Meeting Notice and Agenda Dinner Reservations / Check-in lists
January Meeting	Preparation and mailing of flyer Dinner Reservations
Annual Report	Solicitation of reports from officers and chairs Initial preparation of materials to be included in Annual Report; e.g., Board list, Calendar of activities, Talks by members

\*Richards Medal awarded in even-numbered years only

## ADDITIONAL ACTIVITIES

Activities and time schedule varies from year to year

Summerthing

National Meetings - when held in Boston

State Capitol Day or other legislative-related activities if conducted by the Section

Long-range Planning Meeting - notification to Board when requested by Chair

YCC activities; e.g., German Program, NSCRC

NERM activities

National Historic Site (done very infrequently)

Affiliate Member letters

Brauner fund-raising activities

## ONGOING ACTIVITIES

Address changes

Updating of databases

Communications with Committee Chairs

Phone / e-mail communications

Prepared by M. Cashman, 2006

Clerical Duties of the NESACS Administrative Secretary

June	July	August	September	October	November	December	January
	Summerthing Publicity	Sept Board Mtg Board Roster	50 Yr Members Levins Publicity	Norris Dec Meeting	Annual Report		
Election Results	Sept Meeting		Nat'l Chem Week		Jan Meeting	Feb Meeting	Richards (ev
Post-May PR	Council Call		School/PR Database updates		Nominating Comm/New Committees		Board Roster
Fall Publ Svc	October Meeting, Hill Award Venues for Fall Mtgs				Affil Dues		Archives
					Brauner Lecture Venues for Spring Meetings		
						Olympiad	

Monthly:

Meeting Flyer

Board Agenda

Reservation List/Hospitality Arrangements

Annual Report Materials

Committee minutes/reports

February	March	April	May
	May Awards		
ery 2nd yr	Ashdown Regist Research Symp	Ashdown Results Olympiad	Verify Ballots
Norris/Richards Scholars		Levins Award	
Council Call		Aula Laudis	
Nat'l Norris			
Ballot Preparation			
Ashdown/Newell /SecSchool Award Mailing			

Annual Report includes a substantial amount of work during the first half of February. (Report is due to ACS mid-February)