

American Chemical Society



Welcome 2024 Local Section Officers

Webinar and Networking Session

January 17, 2024

Objectives



- LSAC and Component Services Staff
 - Local Section Overview and Officer Responsibilities
 - Resources for Local Section Leaders
 - Small Group Networking Breakouts
-

THANK YOU

SUPPORT FOR LOCAL SECTIONS



Committee on Local Section Activities—Executive Committee



Beth Lorschach,
LSAC Chair



Michael Kenney
Leadership
Engagement
Subcommittee



Mark Mitchell
Operations & Support
Subcommittee



Kimberly Woznack
Grants & Awards
Subcommittee

COMMITTEE ON LOCAL SECTION ACTIVITIES (LSAC)



Role: Assist, nurture, inspire, support, and recognize local sections:

- Help local sections to be all they want to be
- Review annual reports
- Stimulate LS programs and initiatives
- Address general development needs
- Leadership development of new volunteers
- Administer grants to local sections
- Outstanding Performance and LSAC ChemLuminary Awards

Support for Local Sections: ACS Staff



Tanya Fogg



Alyson Freitas



William Meruvia



Ruth Tessema



Mark O'Brien

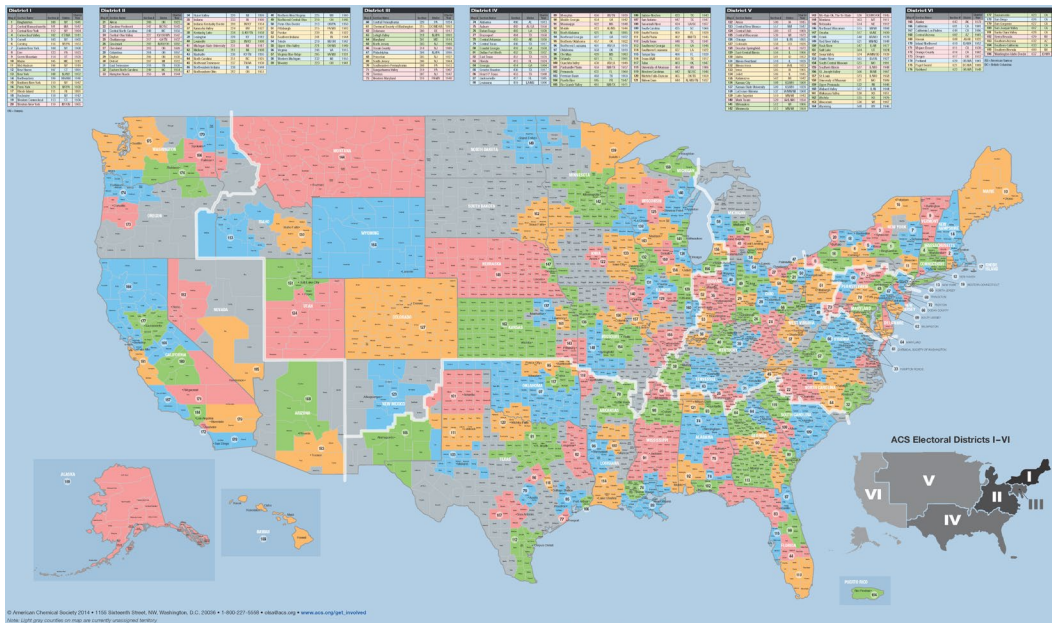
Staff Support: Office of Component Services



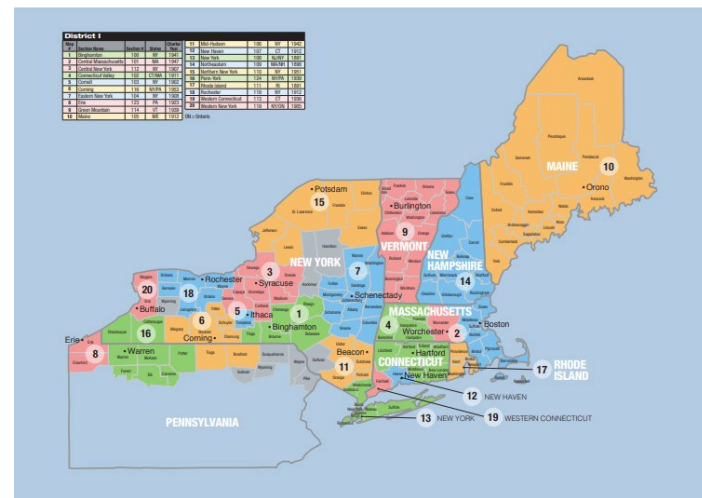
- Provide programmatic and infrastructure support to local sections and their leaders
- Oversee annual reporting process
- Administer grant programs
- Process allotment and dues payments
- Facilitate communications to Local Sections
- Support LSAC

Contact: olsa@acs.org

ACS Local Sections



American Chemical Society Electoral District I



Local Sections at a Glance



- All members are initially assigned (based on zip code) but may opt to join another section
 - Every section is different
 - Based on size, location, institutions, resources, etc.
 - Offers opportunities for uniqueness
 - Successful sections share common characteristics
 - Engaged leadership and active volunteers
 - Diverse slate of activities
 - Leverage ACS programs resources
 - Sound infrastructure and effective communication strategy
 - Actively engaged in their communities (schools, science museums, etc.)
 - Ability to adapt
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2024 Anniversaries



- **125 Years: Huron Valley, Philadelphia**
- **100 Years: Central PA, Florida, Salt Lake**
- **75 Years: Ouachita Valley, San Gorgonio, Upper Ohio Valley**

Responsibilities of Local Sections



- Maintain a functioning Executive Committee
- Organize activities, meetings, events
- Be fiscally responsible:
 - Set and monitor budget
 - Provide timely tax filing to IRS and ACS (tax umbrella) each year
- Communicate with membership
- Hold valid elections each year (in compliance with bylaws)
- Submit Councilor certification and Officer information to ACS by December 1
- Complete Section Annual Report by February 15

Key Actions for New Officers

- Know your members (examine eRosters and demographic information)
- Review your bylaws; do they need to be updated?
- With Executive Committee, draft a budget and monitor spending
- Know process for completing the annual reports on time.
- Start planning meetings and activities for the coming year. Get buy-in from Executive Committee!
- Succession planning begins now.

Local Section Bylaws

- Name, Territory
- Manner of Election, Terms of Office
- Awards
- Duties of Officers
- Committees
- Meetings

Links to certified copies of all local section bylaws, as well as guidelines for amending bylaws can be found on www.acs.org/localsections

ANNUAL BUDGET



- Sets policies and match with goals
- Provides useful guidance for section leaders
- Shows what is needed to run the section
- Identifies projected income and expenses
- Indicates resources available for programs
- Helps ensure that the minimum treasury requirements are met
- Enables trend comparisons from previous years

BUDGETING: INCOME



- Annual allotment (after Annual Report is submitted)
- Voluntary local section dues
- Councilor reimbursement
- LSAC Grants (more on this later)
- Registration Fees
- Sponsorships General for year; Specific for an event
- Shared costs with other groups
- Donations
- Interest on bank accounts or investments

BUDGETING: EXPENSES



- Meeting Expenses (Room rental, F&B, AV)
 - Awards/Scholarships
 - Administrative Expenses
 - Printing/Mailing, Supplies
 - Hands-on Activities
 - Meals
 - Travel (Councilor Reimbursements, Leadership Institute)
 - Professional Fees/In-dependent contractors
 - Paid Admin Staff (larger local sections), Auditor/Accountant
 - IT Support (Website, bulk email, registration fees)
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Guidelines for Expenses



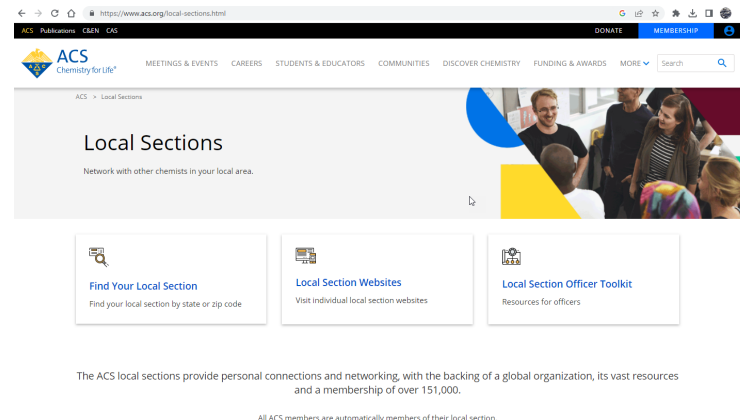
- In formulating fiscal policy, sections should evaluate their activities to be certain they agree with their mission, which is the basis for their tax-exempt status.
- Generally, if the activity is appropriate, the necessary expenditures to promote that activity will also be appropriate.
- In general, the Society and its local sections are **prohibited from making expenditures that benefit individuals or profit-making organizations, promote legislation, or support or oppose a candidate for public office.**

Resources

Local Section Officers Toolkit



- Local Section Officers Toolkit
 - eRosters
 - Annual Reporting
 - Managing Your Local Section
 - Grants and Funding Opportunities
- Local Section Look-up
- Local Section Websites



www.acs.org/localsections

eRosters



- Five Files
 - Local Section Roster
 - (Name, Addresses, Email, Employer, Years of Membership, etc.)
 - Activity Report
 - (Address Changes, New/Deceased Members, etc.)
 - Demographic Report
 - (Age, Years of Service, Education, Gender...)
 - Student Chapters in your Local Section
 - Student and Faculty Advisor Contact Info.
 - Community Associates

Updated Monthly/Email Notification

Upcoming Monthly Webinars



- Get Ready for Chemist Celebrate Earth Week February 21
- Social Media in Your Local Section March 27
- Involving Industry Members in Your Local Section April 17
- Trust in Science May 15
- Planning Successful Activities June

Register at <http://www.acs.org/localsectionwebinars>

Officer Insights – Newsletter Digest



- Published Monthly (1st Friday Each Month)
- Timely Updates and Announcements from Across the Society
- Grant Announcements and Deadlines



Local Section Officers

January 2024

Please see below for important information and updates

Dear Local Section Leader,

We are excited to start off this new year by welcoming our new ACS Local Section officers! As part of our ongoing Monthly ACS Webinar Series, we will be hosting the **"Welcome New Local Section Leaders"** webinar on **January 17, 2024 from 1:00 - 2:00 PM EST**. This is a great opportunity to connect with other leaders and learn more about the upcoming Leadership Institute and tracks featured for local section officers. I encourage you all to **register now** and join us if your schedule allows it. I would also like to draw your attention to the impending deadline for the Local Section Innovative Program Grant (IPG). Read below, to learn more and submit your application today.

Beth Lorschach,
Chair, Local Section Activities Committee

Apply Today: Local Section Innovative Program Grants (IPGs)

Ignite innovation and community strength with the Local Section Innovative Project Grant. Administered by ACS LSAC, this grant offers up to **\$3500** to empower the local section in innovative events and activities. Apply by **January 15, 2024**, and stimulate member and local section involvement. Please review grant details [here](#). Let us pioneer change and forge lasting community connections. Learn more, [gain inspiration from other local sections](#), and [apply now](#).

Register Now: ACS Leadership Institute January 26 - 28, 2024 Atlanta, GA

We are pleased to announce that registration for the 2024 ACS Leadership Institute is now open. All Local Sections are encouraged to send a delegate(s) to attend this important

ACS Speaker Directory



- A resource for our component group leaders to access a wide range of speakers for their in-person, hybrid, and asynchronous events.
- The directory provides users with access to over 1,000 speakers who are available to present technical science talks, lead career development & professional advancement presentations, explore general interest, popular science topics, and more.
- All local sections are highly encouraged to use this resource.

The graphic is a vertical yellow and blue banner. At the top left is the ACS logo. Below it is a circular collage of four photos showing diverse individuals speaking at events. To the right of the photos is a blue box with white text that reads "ATTENTION LOCAL SECTION LEADERS:". Below this is a paragraph of text, followed by a list of three bullet points. At the bottom right is a QR code. The bottom of the banner is a dark blue bar with white text for contact information and a hashtag.

ACS
Chemistry for Life®
American Chemical Society

ATTENTION LOCAL SECTION LEADERS:

Are you looking for a speaker for your next meeting or event? The ACS Speaker Directory can help connect you with ACS members who want to share their expertise and passion for chemistry.

ACS is proud to present the ACS Speaker Directory – a resource for local section leaders to access a wide range of speakers for their in-person, virtual, hybrid, and asynchronous events.

Browse the ACS Speaker Directory to:

- Review speaker bios and talk topics
- Find the right speaker for your intended audience and event.
- Connect with speakers from around the world.

The ACS Speaker Directory is designed to be an easy way to access a diverse group of global speakers. This new resource provides access to hundreds of speakers available to present technical science talks, lead career development & professional advancement presentations, explore general interest, popular science topics, and more.

Check out the ACS Speaker Directory today at acs.org/speakerdirectory



Questions? E-mail learn@acs.org
#ACSSpeakerDirectory

LSAC Grants Program



- Spring Innovative Project Grant (IPG) Jan. 15
- LS Member Enhancement and EngagemenT (LS MEET) May 31
- Fall Innovative Project Grants (IPG) June 30
- Science Café Mini-Grant Oct. 15
- Diversity Equity Inclusion and Respect Grants Nov. 1
- Strategic Planning Retreat Grants Nov. 1
- ACS LI Travel Stipends/Scholarships* Dec. 15

LSAC ChemLuminary Awards



- Best Activity or Program
Stimulating Member Involvement
- Local Section Partnership/Marinda
Li Wu Award
- Most Innovative New Activity or
Program
- Outstanding Performance Awards



Breakout Sessions

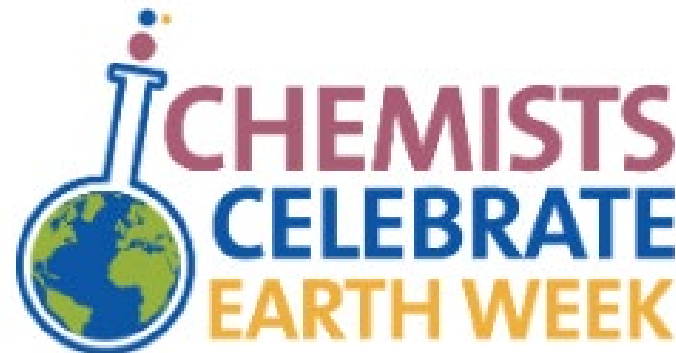
Please take our quick survey



Upcoming Webinar: Chemists Celebrate Earth Week!



- What: Hear from three presenters on 2024 CCEW including hands- on activities and resources available to you
- When: **Hosted Virtually** on February 21, 2024 at 1pm ET
- Future Webinar Schedule:
<https://www.acs.org/officer-toolkit/acs-local-sections-monthly-webinar-series.html>



See you in Atlanta!



ACS Leadership Institute

January 26-28, 2024
Westin Peachtree Plaza Hotel
Atlanta, GA

Annual Report Deadline



Annual Reports are due February 15, 2024

<https://www.acs.org/content/acs/en/officer-toolkit/operations/annual-reporting.html>

Registration Open



ACS Spring 2024: Many Flavors of Chemistry

March 17-21, 2024

New Orleans, LA



THANK YOU!