



**ACS**  
Chemistry for Life®

AMERICAN CHEMICAL SOCIETY

## The Member's Manual

# CEPA

Committee on Economic and Professional Affairs

Revised February 2024

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# Welcome to the Committee on Economic and Professional Affairs (CEPA)

The Committee on Economic and Professional Affairs (CEPA) is a standing committee of the Council of the American Chemical Society that works with the Departments of Education, Membership, and Research & Decision Support, for the benefit of the Society's membership. It identifies and monitors the needs of the chemical workforce and develops, coordinates, and oversees the implementation of programs, products, and services that enhance the economic and professional status of chemical professionals.

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# Message from the Chair

## CEPA Members and Associates,

CEPA is a Society Committee reporting only to the Council of the American Chemical Society. Our vision is empowering all chemistry enterprise members to have fulfilling professional lives and our mission is to provide programming resources, and advocacy for all ACS members to achieve fulfilling professional lives. The strategic goals of CEPA are:

- » Recommend, develop, provide, and evaluate critical programs, resources, and services to support and advance member careers
- » Develop, update, enhance, and disseminate relevant policies, guidelines, and codes of conduct
- » Enhance outreach with the chemistry enterprise members to advocate for our programs, resources, and policies

CEPA drives these goals thanks to the contributions of our members and associates, and through three subcommittees:

- » Subcommittee on Marketing, Research and Volunteer (SMRV)
- » Subcommittee on Policy & Ethics (SPE)
- » Subcommittee on Events and Employment Programming (SEEP)

The committee meets twice each year in a hybrid format (in-person + virtual) the Saturday before the Spring and Fall Meetings, as well as virtually on an as-needed basis. Please make plans to attend these full committee meetings, ideally in-person, as well as your assigned subcommittee meetings. At the Spring and Fall Meetings, following the committee meeting, you are invited to help CEPA honor our Career Consultants at our Career Consultant Dinner held Sunday evening.

Please feel free to contact me or CEPA's staff liaison, Tom Halleran, with any questions or comments. I look forward to working with you in the year ahead to fulfill CEPA's mission on behalf of our Society's members.

Sincerely,

**John Gavenonis**

*Chair, Committee on Economic and Professional Affairs*

[john.gavenonis@agilent.com](mailto:john.gavenonis@agilent.com)

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# ACS Structure



The American Chemical Society (ACS) is a self-governed individual membership organization consisting of almost 200,000 members at all degree levels and in all fields of chemistry and related scientific disciplines. The organization provides a broad range of opportunities for peer interaction and career development, regardless of professional or scientific interests.

The mission of the American Chemical Society is to advance the broader chemistry enterprise and its practitioners for the benefit of Earth and all its people. The ACS vision is: improving all people's lives through the transforming power of chemistry. The ACS is divided geographically into 185 local sections and U.S.-based members of the Society are automatically assigned to the local section closest to their mailing address of record. ACS local sections enable Society members to interact with chemists in their community, participate in professional development programs, and promote the public understanding of chemistry. A member may only belong to one local section.

The ACS is also divided into 32 technical programming units known as divisions. Divisions of the ACS provide services and programming for each of 32 disciplines of chemistry, such as organic chemistry, inorganic chemistry, and chemical education. Members may belong to as many divisions as they choose.

The Society is governed through a series of committees that are overseen by the ACS Board of Directors and/or the ACS Council.

The ACS Council is composed of elected representatives from each of the 185 local sections, and the 32 technical divisions. The Council also includes the President, President-Elect, all past Presidents, the Executive Director, and the Secretary of the ACS. The President of the Society presides over Council.

The ACS Board of Directors is composed of the President, the President-Elect, the immediate Past President, six District Directors (elected from geographic regions), and six Directors-at-Large. The Board of Directors is the legal representative of the Society, and, as such, administers all property, funds and affairs of the Society. The Board of Directors is presided by the Chair of the Board who is elected internally on an annual basis.

## ACS Structure

### Board of Directors

*The ACS Board of Directors is the legal representative of the Society. It holds and administers all property, funds, and affairs of the Society.*

It consists of the President, President-Elect, Immediate Past President, six District Directors, six Directors-at-Large, and the Chief Executive Office, Ex Officio.\*

### Council

*Council is the advisory body for the Society and its Board of Directors. Council members are elected by the Society's Local Sections and Divisions.*

It consists of Local Section Councilors, Division Councilors, Ex Officio Councilors, Bylaw Councilors, and Nonvoting Councilors.

● CEPA reports only to the Council

### Society Committees

*Committees represent the perspective of membership in ACS governance and contribute to key decision-making in the areas they represent.*

Society Committees either report only to Council, or report jointly to Council and the Board. Three Society Committees are elected.

### ACS Members



\*non-voting member of the Board of Directors

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# ACS Committees

The Standing Rules of the ACS Governing Documents describe Society Committees [STANDING RULE II, Sec. 4], abbreviations added:

The SOCIETY shall have the following committees (hereinafter referred to as “Society Committees”) with the duties as described below and elsewhere in these Standing Rules: (3/26/21)

## **a. Society Committees Reporting Only to the Council**

- (1) Committee on Analytical Reagents
- (2) Committee on Committees (ConC; elected)
- (3) Committee on Constitution and Bylaws (C&B)
- (4) Committee on Divisional Activities (DAC)
- (5) Committee on Economic and Professional Affairs (CEPA)
- (6) Committee on Ethics
- (7) Committee on Local Section Activities (LSAC)
- (8) Committee on Meetings and Expositions (M&E)
- (9) Committee on Membership Affairs (MAC)
- (10) Committee on Nomenclature, Terminology, and Symbols
- (11) Committee on Nominations and Elections (N&E; elected)
- (12) Council Policy Committee (CPC; elected)
- (13) Committee on Project SEED (SEED)
- (14) Committee on Technician Affairs (CTA)

## **b. Society Committees Reporting to the Council and the Board of Directors**

- (1) Committee on Budget and Finance (B&F)
- (2) Committee on Chemical Safety (CCS)
- (3) Committee on Chemistry and Public Affairs (CCPA)
- (4) Committee on Chemists with Disabilities (CWD)
- (5) Committee on Community Activities (CCA)
- (6) Committee on Education
- (7) Committee on Environment and Sustainability (4/24/23)
- (8) Committee on International Activities (IAC)
- (9) Committee on Minority Affairs (CMA)
- (10) Committee on Patents and Related Matters
- (11) Committee on Professional Training (CPT)
- (12) Committee on Public Relations and Communications (CPRC)
- (13) Committee on Publications
- (14) Committee on Science (ComSci)
- (15) Committee on Senior Chemists (SCC)
- (16) Committee on Women Chemists (WCC)
- (17) Committee on Younger Chemists (YCC)

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## **ACS Committees**

### **c. Society Committees of the Council that are elected**

(1) The Council shall elect the following committees as described below and elsewhere in these Standing Rules:

- (a) Council Policy Committee (CPC)
- (b) Committee on Nominations and Elections (N&E)
- (c) Committee on Committees (ConC)

(2)

- (a) The President shall serve as Chair of the Council Policy Committee and the Secretary of the SOCIETY shall serve as Secretary ex officio. (3/26/21)
- (b) The Committee on Nominations and Elections shall elect its Chair and Secretary annually from its own membership. (9/27/22)
- (c) The Committee on Committees shall elect its Chair and Secretary annually from among its own membership. The PresidentElect shall serve as a member ex officio. (9/27/22)

*Note: The Committee on Economic and Professional Affairs was created in 1994 as a "Standing Committee of the Council." The Committee on Economic and Professional Affairs replaced the Committee of Professional Relations (CPR) and the Committee on Economic Status (CES).*

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# Committee on Economic and Professional Affairs (CEPA)

## Vision

Empowering all chemistry enterprise members to have fulfilling professional lives.

## Mission

To provide programming, resources, and advocacy for all ACS members to achieve fulfilling professional lives

## Economic and Professional Affairs (CEPA)—Duties from ACS Standing Rules

The duties of the Committee on Economic and Professional Affairs, CEPA, [STANDING RULE VIII, Sec. 1(a)(5)] shall include the following, inter alia:

- (a) foster ongoing improvement in the economic and professional status of chemical scientists;
- (b) receive, address, and communicate to the Council concerns of the members in the area of professional affairs;
- (c) act for the Council, in cooperation with other appropriate governing entities, in monitoring and coordinating the professional affairs programs of the SOCIETY, including career assistance and development programs;
- (d) monitor the state of the economic and professional affairs of chemical scientists and formulate recommendations to the Council on policy in this area;
- (e) identify, study, and report to the SOCIETY long- and short-range economic and professional needs of chemical scientists;
- (f) conduct and report periodic fact-finding studies on supply and demand, compensation, and other matters that affect the economic status of the chemical profession;
- (g) review, update and, after approval by the Board of Directors and the Council, issue professional and employment guidelines for chemical scientists to members and employers;
- (h) monitor employer/employee relationships and issue to the SOCIETY periodic reports on such matters as personnel policies, fringe benefits, working conditions, terminations, job security, and compliance with SOCIETY guidelines; and
- (i) propose ethical standards of conduct for chemical scientists for consideration by the Council.

## Committee Digital Tools

CEPA maintains a [website on acs.org](https://www.acs.org) that provides members and the public access to important work products of the Committee including links to its recent Council reports, ChemLuminary awardees, policy statements, ethical guidelines, and various other career related offerings of ACS. CEPA also has a Google Drive that contains useful committee information. Please email Tom Halleran at [t\\_halleran@acs.org](mailto:t_halleran@acs.org) to obtain access.



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## ***Committee on Economic and Professional Affairs (CEPA)***

### **Activities and Time Commitments**

CEPA conducts and reports the results of periodic fact-finding studies on matters that affect the economic and professional status of chemical professionals and makes recommendations to Council on policy in this area. The committee reviews a portion of the programs of the ACS Department of Education that fall under the general topic of career services, and plans and conducts symposia and workshops with Divisions and other committees at national ACS meetings. CEPA's meetings usually take place all day Saturday prior to the national meeting and typically in hybrid format. In addition to attendance at committee meetings, CEPA members may be asked to review, comment, or act on specific materials or information brought to the committee's attention throughout the year.

### **Strategic Plan**

The CEPA Strategic Plan guides the goals, priorities, and activities for CEPA for the years ahead. It was last updated in 2022 and implementation currently is underway. Please email Tom Halleran at [t\\_halleran@acs.org](mailto:t_halleran@acs.org) to obtain access to the CEPA Google Drive to find the latest strategic plan, along with a dashboard showing progress toward implementation.

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# History of CEPA

## A Brief History of Professional Chemists in ACS Governance

The Committee on Economic and Professional Affairs (CEPA) is charged with identifying and monitoring the needs of the chemical workforce and developing, coordinating, and overseeing the implementation of programs and activities to enhance the economic and professional status of chemical professionals. It was formed through a merger of the Committee of Professional Relations (CPR) and the Committee on Economic Status (CES) in 1993, although the committee did not have its first meeting until 1994. The merger was a result of efforts begun in 1991 to combine CPR and CES to form a more efficient unit with a focus on the economic and professional needs of ACS members.

The Society's focus on professionalism can be traced back to the period following World War I with the birth of the chemical industry and the industrial revolution. Before that time, the Society's membership and its focus were primarily academic. The focus on the professional lives and economic well being of chemists became even more important during the 1940's during the Great Depression and the period of unionization following World War II. The Society played an important role in crafting the Taft-Hartley Act.

During the 1950's and 60's, professional chemists and the chemical enterprise experienced a period of growth, good conditions and job security. However, the major recession that took place in the early 1970's changed the industrial landscape. Mass terminations became a frequent occurrence and many people were unemployed. Chemists turned to the Society for help, and the dialog of ACS governance reflected the call. The Committee on Professional Relations (CPR) and the Committee on Economic Status (CES) were started during this time period. CPR was a Standing committee of Council, while CES was an Other committee of Council. These two were merged into CEPA in 1993. A list of chairpersons for CPR, CES and CEPA starting in 1972 can be found in Table 1 of the appendix.

**Professional Employment Guidelines**—The “Guidelines for Employers” was first issued in 1971 as an attempt by the Society to advise employers on the proper treatment of chemical professionals. The document was quite controversial causing extensive debate among the members of CPR, Council and the Board. This initial offering outlined “minimal guidelines” for employer conduct. The guidelines served as a basis for annual assessments of employers by CPR. Guidelines for employees were added to the document in 1975, and the title changed to the “Professional Employment Guidelines” or PEG. Eventually, the PEG dropped all reference to the original “Guidelines for Employers” and came to reflect the document we use today. Investigations into industrial layoffs and their subsequent publication in C&EN by CPR were discontinued in the early 1990's.

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## History of CEPA

**Academic Professional Guidelines**—The PEG served as a general set of guidelines for professional chemists; however, it contained very few recommendations aimed specifically to academics. The first “ACS Academic Professional Guidelines” were developed by CPR and approved by Council as well as the Board in 1991. They were meant to serve as a supplement to the broader PEG document with a specific emphasis on the academic environment.

**Surveys**—The practice of surveying our members to assess the economic health of the chemical enterprise was started in 1941 on an ad hoc basis through the U.S. Bureau of Labor Statistics (BLS) and the National Science Foundation (NSF). Surveys on employment and salaries were combined in 1973 under the guidance of CES and CPR, and their annual production and publication was begun by staff. A [2016 CEPA Comment](#) in C&EN by the Chair at the time, Dr. Rick Ewing, provides further details about the methodologies for the comprehensive, ChemCensus, and new graduate annual survey instruments.

**Employment Services**—The on-site ACS Career Fair traces its roots back to 1937. According to records from the era, during the 1937 spring national meeting in Chapel Hill, NC, “Perhaps 10 or 20 members left [the attendant] a record of their training and experience. The number of employers who came in to participate in the experiment was of the same order of magnitude.” These efforts, subsequently under CEPA’s guidance, have continued and evolved over the decades. Currently, the ACS Career Fair (now branded as “Career Navigator Live”) is available at the ACS Spring and Fall Meetings. Career Navigator Live offers free career-related workshops, personal career consultations, professional headshot photographs, immigration advice, networking activities, and the opportunity to meet with some of the top chemistry employers. Students, mid-career professionals, and even attendees preparing for retirement, benefit from these excellent resources. In 2023, John Gavenonis, CEPA Chair, described several of these programs, their impact, and their growth in a [Comment for C&EN](#).

**The Career Consultant Program (CCP)**—The CCP was founded in 1990. Today, our diverse team of over 100 [ACS Career Consultants](#) provide ACS members with personalized career advice through resume reviews, mock interviews, LinkedIn profile reviews, and general career counseling sessions. Career Consultants are available in-person at the Spring and Fall Meetings, Regional Meetings, and year-round virtually. To expand Career Consultant Program offerings to our growing international membership, a New Program Funding Request for the Global Career Consultant Program (GCCP) was developed and approved by the Budget & Finance Committee at the end of 2020. This program aims to “identify, engage, train, and retain the next generation of Career Consultants, and to bring this program to international members in a culturally sensitive way”. As of December 2023 our consultant roster has 10 international ACS Career Consultants (based in China, India, Nigeria, and Singapore).

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## ***History of CEPA***

**ACS Career Pathways workshops**—CPW is an interactive series providing members opportunities to explore their values, interests, and career options that are offered throughout the year in-person and online. The major topics are Finding your Path and Acing the Interview, sessions that bookend a collection of four tracks oriented to different career sectors: Higher Education, Industry, Government, and Self-Employment. The program was launched in its current format in 2012 at the Fall National Meeting, and is reviewed/updated on a two year cycle.

More information about all of these employment services and career-related programs can be found at [acs.org/careers](https://acs.org/careers).

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# CEPA Structure: Subcommittees

The Committee structure consists of three standing subcommittees. The Committee sets policies for all programs and services initiated by the subcommittees. Subcommittees are encouraged to collaborate with other ACS bodies as necessary to accomplish their goals.

## Subcommittee on Events and Volunteers and Employment Services (SEEP)

**2024 Chair:** Christie McInnis

**2024 Staff Liaison:** Elizabeth Fraser

**Key Responsibilities:** CEPA ChemLuminary award review and selection, Career Pathways Workshops and virtual career programs oversight.

## Subcommittee on Marketing and Research (SMRV)

**2024 Chair:** Bhaskar Venepalli

**2024 Staff Liaison:** Tom Halleran

**Key Responsibilities:** Career Consultants, review current marketing campaigns for CEPA's PPS (evaluate effectiveness and recommend enhancements), employment related surveys (annual salary survey, annual new grad survey, ChemCensus) and data review.

## Subcommittee on Public Policy and Ethics (SPE)

**2024 Chair:** Penny Beuning

**2024 Staff Liaison:** TBD

**Key Responsibilities:** The Chemical professional's code of conduct, professional employment guidelines, academic professional guidelines, k-12 employment guidelines (drafting), employment non-discrimination policy, healthcare policy, retirement security policy.

Timelines for review of codes of conducts and policies are in Appendix A.

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# CEPA Leadership

John Gavenonis, *Chair, reappointment*

## 2024-2026 MEMBERS (THREE-YEAR APPOINTMENT)

Christopher W. Avery, *reappointment*

Kenneth P. Fivizzani, *appointment*

Kathryn E. Leach, *reappointment*

Carol Mulrooney, *reappointment*

Kristin M. Nuzzio, *appointment*

Amanda K. Peterson Mann, *reappointment*

## 2023-2025 MEMBERS

Blakely Adair-Hudson, *appointment (two-year appointment)*

Penny Beuning, *continuing*

Arindam Bose, *continuing*

Lawrence W. Dennis, *continuing*

John Gavenonis, *continuing*

## 2024 MEMBERS

Amy M. Hamlin-Moore, *appointment (one-year appointment)*

Silvia S. Jurisson, *continuing*

Christine McInnis, *continuing*

Richard J. Mullins, *continuing*

Ruth E. Tanner, *continuing*

Bhaskar R. Venepalli, *continuing*

## 2024 ASSOCIATES (ONE-YEAR APPOINTMENT)

Anthony W. Addison, *reappointment*

Kara M. KasaKaitas, *appointment*

Vanessa M. Marx, *appointment*

Clementina Mesaros, *reappointment*

Sergio C. Nanita, *appointment*

Beverly Briggs Penland, *reappointment*

Diane Grob Schmidt, *appointment*

*All formal votes of ACS Committees may be made by committee Members only. The Chair of each committee may make use of informal votes or polls to assess the sense of those present. Such informal votes may include committee associates, committee liaisons, consultants and visitors. The Committee on Committees (ConC) encourages Chairs to use informal votes in an effort to retain an air of openness and fairness.*

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# CEPA Member Roles and Responsibilities

## All CEPA Members

- » Attend and actively participate in CEPA meetings.
- » Serve on subcommittees, writing groups, task forces, etc. as assigned by the Committee Chair.
- » Respond in a timely manner to requests by committee officers and ACS staff and meet established deadlines.
- » Participate in communications forums (virtual meetings, email discussions, etc.) to enable the completion of committee business between national meetings.
- » Advise Committee Chair and ACS Staff of opportunities and challenges.
- » Promote and encourage participation in ACS Careers programs at the Spring, Fall, Regional, and other in-person and virtual meetings and events.
- » Encourage local sections and individuals to participate in CEPA and ACS Careers programs by communicating with local section officers.

## Chair of the Committee on Economic and Professional Affairs

- » Provide vision and guidance to the Committee on Economic and Professional Affairs.
- » Chair CEPA governance meetings at Spring and Fall meetings and coordinate the work of the Executive Committee.
- » Conduct meetings in a business-like manner, following a printed agenda, using Robert's Rules of Order, and ensuring that areas of concern are discussed and views of all committee members are heard.
- » Appoint committee members to appropriate governance roles (committee, liaison and other assignments as opportunities arise).
- » Provide guidance and talking points for CEPA liaisons to share CEPA initiatives and actions with other ACS committees.
- » Serve as the official representative of the Committee to the Council, Board, and other ACS governance.
- » Communicate with ACS staff and committee members on a regular basis regarding progress of programs.
- » Initiate discussions on various aspects of CEPA programs and activities with committee members, staff, ACS governance, members at large and the public.
- » Seek opinions of committee members in areas of growth and concern.

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## ***Chair of the Committee on Economic and Professional Affairs, continued***

- » Interpret and carry out all rules and bylaws with the help of the Staff Liaison.
- » Assume responsibility and accountability for committee strategic planning.
- » Steward strategic plan initiatives.
- » Be an ex-officio member of all standing subcommittees, working groups, task forces, etc.
- » Steward action items generated by the subcommittees.
- » Convene special meetings as needed to conduct committee business between national meetings of the ACS.
- » Monitor budget issues as appropriate.

## **Chairs of Subcommittees and Working Groups**

- » Serve as a member of the CEPA Executive Committee and Leadership Team.
- » Provide vision and guidance to the subcommittee/working group.
- » Chair subcommittee/working group meetings at ACS Spring and Fall Meetings.
- » Coordinate volunteer efforts of the subcommittee/working group members to ensure timely completion of all action items, setting deadlines when necessary.
- » Seek opinions of subcommittee members in areas of new services.
- » Meet various deadlines as set forth by the Committee Chair and ACS staff, including:
  - » Submit agendas for National Meeting agenda books by the requested due date.
  - » Ensure that all meeting minutes have been completed and approved by their respective subcommittees and working groups no later than four (4) weeks after each Spring and Fall Meeting.
- » Keep Chair informed of subcommittee activities between meetings.
- » With the subcommittee, review all programs and activities for relevance; keep and improve those that add value and discontinue obsolete or less useful programs.

## **Secretary**

Committee members may be asked to take minutes for the various meetings conducted by the Committee. Minute takers are responsible for capturing the business conducted during the assigned meeting.



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## ***Secretary, continued***

### **CEPA Minute-takers are asked to:**

- » Generate a list of action items with headers: “Action to Be Taken,” “Person(s) Responsible,” and “Date Due.”
- » Record any motions of the group (those adopted and those lost or “defeated”).
- » Record the result of all votes (passed or failed – The number of votes is only recorded on each side when there is a ballot or counted vote.)
- » Summarize the actions of the group during the meeting.
- » Follow the format presented by the Committee and agreed upon with ACS Staff. (The Committee Chair or ACS Staff can provide examples/templates of acceptable meeting minutes.)

The first paragraph of the minutes should list the kind of meeting, name of the organization, date and place of the meeting, presence of officers and a quorum (in a committee or small group, a quorum is a majority of members), time the meeting was called to order, and whether the minutes of the previous meeting were approved or corrected. The body should include all main motions, all points of order or appeal, important announcements, such as the topic of the program and the name of the speaker. The final paragraph should record the adjournment and time of adjournment.

According to *Robert’s Rules of Order*, adoption of and corrections to the minutes must receive a two-thirds vote.

**Note:** *It is not necessary to record discussion or personal opinion, the name of the person seconding a motion, any motions that are withdrawn, or entire reports (these should be attached to original).*

### **CEPA Liaisons to Other Governance Bodies**

The CEPA strategic plan states that the Committee will work together with various entities within the ACS to enhance the public’s awareness of the ACS and its career management and development-based programs and activities. A major step in accomplishing this goal is to establish effective communication links with other ACS bodies (committees, divisions, etc.) via liaisons. In this way, both groups can stay informed about the programs and activities available from the other and work together where it makes good sense to combine the two groups’ efforts in a synergistic fashion.

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## ***CEPA Liaisons to Other Governance Bodies, continued***

### **Responsibilities of CEPA liaisons to other ACS bodies:**

- » When possible, attend the executive and/or open session meetings of the assigned ACS body and take notes on actions relevant to the interests of CEPA. Attendance at these meetings must not supersede participation in CEPA-sponsored meetings and activities. Communication with the assigned ACS body off-line is encouraged.
- » Serve as a conduit for information exchange, resulting in both groups operating more efficiently and effectively. Focus on topics and activities that are specifically relevant to the two committees.
- » About two weeks prior to the National Meeting, contact your counterpart to determine if there are any issues that need to be discussed, or action taken during the upcoming CEPA meeting.
- » Raise these issues at an appropriate time in the committee meeting. For CEPA, this could be before the subcommittee meetings.
- » Give oral reports during CEPA meetings. Content of oral reports should be limited to items of immediate interest to the business of CEPA. Routine or unrelated matters should be relayed through the liaison's written report.
- » Submit a written report of less than 1,000 words (approximately 2 pages) no later than four (4) weeks after the meeting summarizing activities and actions of interest to CEPA that were not included in the oral report. (Examples of the report format are available from the Committee Chair or Staff Liaison.)
- » The liaison is not authorized to commit resources of the CEPA Committee without prior consultation with the Committee Chair and the Staff Liaison.

### **Liaisons from Other Governance Bodies to CEPA**

Where appropriate, the Committee will accept liaisons from other ACS bodies (committees, divisions, etc.). Liaisons from other governance bodies are requested to:

- » Serve as a conduit for information exchange, resulting in both groups operating more efficiently and effectively. Focus on topics and activities that are specifically relevant to the two committees.
  - » Respond to email inquiries regarding attendance at CEPA meetings, activities and events.
  - » Give oral reports during CEPA meetings. Content of oral reports should be limited to items of immediate interest to the business CEPA. Routine or unrelated matters should be relayed through the liaison's written report.

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## ***Liaisons from Other Governance Bodies to CEPA, continued***

- » If there are activities and actions of interest to CEPA not covered in the Oral Report, submit a written report of less than 1,000 words (approximately 2 pages) no later than four (4) weeks after the meeting summarizing them. (Examples of the report format are available from the Committee Chair or Staff Liaison.)

### **Travel Reimbursement Policy**

CEPA does not reimburse committee members for expenses incurred for traveling to and/or from ACS National Meetings, or for any expenses incurred while attending such meetings.

At the discretion of the Committee Chair, and in consultation with the Staff Liaison, committee members may be reimbursed for such items as taxi fees, parking fees, etc. when performing tasks associated with CEPA/ACS Staff sponsored programs and activities on behalf of the Committee. To qualify for reimbursement, permission must be obtained from the Committee Chair or the Staff Liaison before the expense is incurred.

On occasion, committee members may be asked by the Committee Chair to attend special meetings (strategic planning, etc.). The Committee may cover travel expenses and meals related to these special meetings. To qualify for reimbursement, travel arrangements must be approved in advance, arranged through the ACS Travel Office with authorization by the CEPA Staff Liaison in compliance with current ACS travel restrictions and policies. Qualifying expenses will be outlined by staff in advance of the meeting, and all reimbursement forms with accompanying receipts must be received by the Staff Liaison no later than ten (10) days after the meeting concludes.

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# ACS Staff Support for CEPA

**Tom Halleran**, Program Manager, Education  
*ACS Staff Liaison to CEPA, ACS Staff Liaison to SMRV*

**Elizabeth Fraser**, Technology Analyst, Education  
*ACS Staff Liaison to SEEP*

## Overview

CEPA works closely with two departments within ACS, both of which are organized within the Division of Education and Membership:

- » **Membership**—Focuses on the value of ACS programs to members.
- » **Education**—Focuses on training and development programs for members.

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## Acknowledgments

CEPA wishes to acknowledge Ronald P. D'Amelia who represented the Subcommittee on Employment Services and led the task force, as well as the other task force members listed below, for their time and efforts in planning and assembling the original version of this manual in 2008.

- » **Fran K. Kravitz**, Subcommittee on Surveys
- » **Margaret E. Wickham St. Germain**, Subcommittee on Professional Services
- » **Urszula G. Wettermark**, Subcommittee on Professional Program Development
- » **William H. Batschelet**, Subcommittee on Public Policy
- » **Sharon L. Haynie**, Subcommittee on Standards and Ethics
  
- » **Patrick Barber, SPS**, provided the 2009 and 2010 Revisions.
- » **Lisa Balbes, David Harwell, and Lynne Greenblatt** provided the 2011 Revisions.
- » **Lisa Balbes and David Harwell** provided the 2012 and 2013 Revisions.
- » **Louise Lawter and David Harwell** provided the 2014 Revisions.
- » **Rick Ewing and Steven Meyers** provided the 2015-2017 Revisions.
- » **Tiffany Hoerter and Kimberly Browne** provided the 2018 Revisions.
- » **Eric Bruton and Tom Halleran** provided the 2020 Revisions.
- » **Eric Bruton, Tom Halleran, Allen Clauss, Jim Landis, and Martha Hollomon** provided the 2021 revisions.
- » **Eric Bruton** provided 2022 revisions with inputs from subcommittees.
- » **John Gavenonis and Tom Halleran** provided 2023 revisions.

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# ACS Acronyms

## GENERAL

ACS	American Chemical Society
ATE	Advanced Technological Education (A program of the National Science Foundation)
BLS	Bureau of Labor and Statistics
C3S	College Chemistry Consultants Services
CAS	Chemical Abstracts Service
CCED	Chemists Celebrate Earth Day
CITL	Chemists in the Library
CTPAS	Chemical Technology Program Approval Service
DCA	Department of Career Advancement
DOL	Department of Labor
G2S	Guaranteed to Succeed Manual
GCI	Green Chemistry Institute
IChC	International Chemistry Celebrations
IYC2011	International Year of Chemistry 2011
NCW	National Chemistry Week
NSF	National Science Foundation
OCA	Office of Community Activities
O*Net	Occupational Information Network
OPA	Office of Public Affairs
PRF	Petroleum Research Fund
RMI	Office of Research and Market Insights
SEED	Summer Educational Experience for the Economically Disadvantaged
TAGs	Technician Affiliate Groups
WARN	Worker Adjustment and Retraining Notification Act
2YC3	Two-Year College Chemistry Conferences
PPS	Programs, Products & Services

## ACS COMMITTEES

B&F	Budget and Finance
BOT	Board of Trustees, Group Insurance Plans
C&B	Constitution and Bylaws
CA	Corporation Associates
CCA	Community Activities
CCPA	Chemistry and Public Affairs
CCS	Chemical Safety
CEC	Executive Compensation
CES	Environment and Sustainability

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## ACS Acronyms

CEPA	Economic and Professional Affairs
CMA	Minority Affairs
COMSCI	Science
CONC	Committee on Committees
CP&RM	Patents and Related Matters
CPC	Council Policy
CPRC	Public Relations and Communications
CPT	Professional Training
CTA	Technician Affairs
CWD	Chemists with Disabilities
DAC	Divisional Activities
ETHX	Ethics
GBP	Governing Board for Publishing
GCI	Advisory Board for the ACS GCI®
IAC	International Activities
LSAC	Local Section Activities
M&E	Meetings and Expositions
MAC	Membership Affairs
N&E	Nominations and Elections
NTS	Nomenclature, Terminology and Symbols
P&I	Pensions and Investments
P&MR	Professional and Member Relations
PA&PR	Public Affairs and Public Relations
PRF	Petroleum Research Fund
PUBS	Publications
SCC	Senior Chemists
SEED	Project SEED
SPC	Strategic Planning
SOCED	Society Committee on Education
WCC	Women Chemists
YCC	Younger Chemists

### ACS DIVISIONS

AGFD	Agricultural & Food
AGRO	Agrochemicals
ANYL	Analytical Chemistry
BIOL	Biological Chemistry

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## ACS Acronyms

<b>BIOT</b>	Biochemical Technology
<b>BGMT</b>	Business Development & Management
<b>CARB</b>	Carbohydrate Chemistry & Chemical Glycobiology
<b>CATL</b>	Catalysis Science and Technology
<b>CELL</b>	Cellulose and Renewable Materials
<b>CHED</b>	Chemical Education
<b>CHAS</b>	Chemical Health & Safety
<b>CINF</b>	Chemical Information
<b>CHAL</b>	Chemistry & the Law
<b>COLL</b>	Colloid & Surface Chemistry
<b>COMP</b>	Computers in Chemistry
<b>ENFL</b>	Energy and Fuels
<b>ENVR</b>	Environmental Chemistry
<b>FLUO</b>	Fluorine Chemistry
<b>GEOC</b>	Geochemistry
<b>HIST</b>	History of Chemistry
<b>I&amp;EC</b>	Industrial & Engineering Chemistry
<b>INOR</b>	Inorganic Chemistry
<b>MEDI</b>	Medicinal Chemistry
<b>NUCL</b>	Nuclear Chemistry & Technology
<b>ORGN</b>	Organic Chemistry
<b>PHYS</b>	Physical Chemistry
<b>POLY</b>	Polymer Chemistry
<b>PMSE</b>	Polymeric Materials: Science & Engineering
<b>PROF</b>	Professional Relations
<b>RUBB</b>	Rubber
<b>SCHB</b>	Small Chemical Businesses
<b>TOXI</b>	Chemical Toxicology
<b>ACS SECRETARIATS</b>	
<b>BTEC</b>	Biotechnology Secretariat
<b>MACR</b>	Macromolecular Secretariat

# Committee Chairs, Past and Present

Year	CPR	Year	CES
1972	Sam Gerber	1972	Allan McClelland
1973	Al Zettlemoyer	1973	Allan McClelland
1974	Al Zettlemoyer	1974	Allan McClelland
1975	Al Zettlemoyer	1975	Madeleine Joullié
1976	Ilmari Salminen	1976	Madeleine Joullié
1977	William Kirsch	1977	Madeleine Joullié
1978	William Kirsch	1978	Sam Gerber
1979	William Kirsch	1979	Sam Gerber
1980	Phillip Landis	1980	Sam Gerber
1981	Phillip Landis	1981	Gerhard Meisels
1982	Phillip Landis	1982	Gerhard Meisels
1983	Don Kiser	1983	Gerhard Meisels
1984	Alan Cairncross	1984	Attila Pavlath
1985	Alan Cairncross	1985	Attila Pavlath
1986	Alan Cairncross	1986	Attila Pavlath
1987	Ester Hopkins	1987	Valerie Kuck
1988	Ester Hopkins	1988	John Connolly
1989	Ester Hopkins	1989	John Connolly
1990	Donald Berets	1990	John Connolly
1991	Ramon Mount	1991	Anne O'Brien
1992	Ed Kostiner	1992	Anne O'Brien
1993	Ed Kostiner		

Year	CEPA	Year	CEPA
1994	Ed Kostiner	2010	Lynne Greenblatt
1995	Ed Kostiner	2011	Lisa M. Balbes
1996	Jim Burke	2012	Lisa M. Balbes
1997	Jim Burke	2013	Lisa M. Balbes
1998	Jim Burke	2014	Louise Lawter
1999	Valerie Kuck	2015	Rick Ewing
2000	Valerie Kuck	2016	Rick Ewing
2001	Dennis Chamot	2017	Rick Ewing
2002	Dennis Chamot	2018	Tiffany Hoerter
2003	Marinda Wu	2019	Frank Romano
2004	Marinda Wu	2020	Eric Bruton
2005	Marinda Wu	2021	Eric Bruton
2006	H.N. Cheng	2022	Eric Bruton
2007	Martin Gorbaty	2023	John Gavenonis
2008	Martin Gorbaty	2024	John Gavenonis
2009	Martin Gorbaty		



# Appendix A

## CEPA Subcommittee on Standards and Ethics (SPE)

Document Review (every 5 years; policy statements every 3 years)

### Timetable

Document	Last Approved	Next Revision Cycle Starts	Submit to Council for Approval				
Chemical Professional's Code of Conduct (CCC)	12/06/2019	2023	2024	2029	2034	2039	2044
Professional Employment Guidelines (PEG)	8/2021	2025	2026	2031	2036	2041	2046
Academic Professional Guidelines (APG)	3/16/2016	Active	2023	2028	2033	2038	2043
Employment Non-Discrimination Policy	2019	Active	2022	2025	2028	2031	2034
Workforce Related Immigration Policy	2019	2023	2026	2029	2032	2035	2038

### Detailed list of Actions for Revisions, Reviews and Approvals

The information below is a general guideline and will be updated in a subsequent version.

Timeline	Specific Tasks and Actions	Responsibility	Due Date
<b>Objective 1: Submit to ACS Secretary a revised document "For Consideration" to insert in the Council Agenda Book for the Fall National Meeting.</b>			
10 weeks before Spring Meeting	Submit current document to Stakeholder committees for placement on agendas	S&E chair	January 9, 2015
During Spring Meeting	Subcommittee and Stakeholder committees review. Subcommittee edit	S&E, Stakeholders	March 20, 2015
1 week after (Spring) national meeting	Subcommittee review and edit	S&E	March 30, 2015
	Deadline for stakeholders comments due	S&E	
2 weeks after Spring meeting	Distribute comments	S&E chair	April 6, 2015
4 weeks after Spring Meeting	Conference Call	S&E	April 20, 2015

## Appendix A

Timeline	Specific Tasks and Actions	Responsibility	Due Date
<b>Draft Revisions</b>			
12 weeks before (Fall) national meeting	Solicit input and comments from CEPA on edited document	CEPA chair; S&E chair	May 25, 2015
	Create final draft document	S&E chair	
	Send out to full committee for approval	CEPA chair	
10 weeks before (Fall) national meeting	Deadline for CEPA to accept final draft (electronic voting)	CEPA chair	June 8, 2015
	Send pre-form letter to subcommittee chair and committee chair for signatures	Staff Liaison	
10 weeks before (Fall) national meeting	Letter Signed to accompany Document	CEPA chair; S&E chair	June 8, 2015
8 weeks before (Fall) national meeting	Submission to Secy for Council Agenda Book		June 29, 2015
2 weeks after Fall national meeting	Comments due from Council		September 7, 2015
<b>Objective 2: Submit to ACS Secretary a final document "For APPROVAL" to insert in Council Agenda Book for the Spring National Meeting.</b>			
16 weeks before next (Spring) national meeting	Collate stakeholder comments and draft revised document	S&E chair	November 23, 2015
14 weeks before (Spring) national meeting	Solicit input and comments from CEPA on edited document	CEPA chair; S&E chair	December 7, 2015
12 weeks before Spring national meeting	Create final draft document	S&E chair	December 21, 2015
	Send out to full committee for approval	CEPA chair	
10 weeks before (Spring) national meeting	Deadline for CEPA to accept final draft (electronic voting)	CEPA chair	January 4, 2016
	Send pre-form letter to subcommittee chair and committee chair for signatures	Staff Liaison	
10 weeks before (Spring) national meeting	Submission to Legal Counsel for Review and non-objection	Staff Liaison	January 4, 2016

## Appendix A

Timeline	Specific Tasks and Actions	Responsibility	Due Date
10 weeks before (Spring) national meeting	Letter Signed to accompany Document. Letter contents state that document has been vetted by stakeholder communities and reviewed with non-objection by ACS Legal Counsel.	CEPA chair; S&E chair	January 4, 2016
8 weeks before (Spring) national meeting	Submission to Secy for Council Agenda Book	Staff Liaison; S&E Chair	January 18, 2016
Executive Meeting Council, Wednesday morning Spring National Meeting	Motion for Approval of Revised Document	CEPA Chair	March 16, 2016
<b>Objective 3: Board Approval of revised document.</b>			
2 – 3 weeks after Spring National Meeting	Submit document to ACS Secretary for ACS Board action. Include cover letter with request for final approval at June Board Meeting.	S&E Chair, CEPA Chair, Staff Liaison	
June ACS Board Meeting	Board acts on Council Approved document		
<b>Objective 4: Post and Publicize revised document.</b>			
Immediately after Board approval of document	Enter Board approved dates to document. Upload revised document to website.	S&E Chair; Staff Liaison	
Fall National Meeting and September	Publicize and promote revised document	S&E Chair	

**Notes:** Society committees to include in the list of stakeholders (this list is not meant to be exhaustive nor exclusive): Chemical Safety, Chemists with Disabilities, Corporation Associates, Environmental Improvement, Ethics, Minority Affairs, Professional & Member Relations, Professional Training, Technician Affairs, Younger Chemists, Women Chemists



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AMERICAN CHEMICAL SOCIETY

1155 Sixteenth Street, NW, Washington, DC 20036  
[www.acs.org](http://www.acs.org)

Tom Halleran, CEPA Staff Liaison  
[t\\_halleran@acs.org](mailto:t_halleran@acs.org)  
202-306-9764