



OPERATIONS MANUAL

JULY 2012

INTRODUCTION

These job descriptions are an attempt to meet the needs of Section Officers and Committee Chairmen taking office for the first time. They are meant as a guide and a checklist, indicating what needs to be done and where the responsibility lies, but not presenting rules by which the activities should be carried out.

These job descriptions were in the Bylaws of the Pittsburgh Section of the American Chemical Society, which were last updated in 1995. An update is nearly complete and will be voted upon by the end of 2012. In the revised Bylaws, all job descriptions are removed. This Operations Manual will now serve as main repository for this information.

This Operations Manual is meant for each volunteer to pass along to their successor.

FORMER REVISIONS

This Operations Manual is an update of the T.C. Ruppel's 1983 and R. Kramer's 1994 efforts with input from H. Juzwa and the Executive Committee of 2012. Previous revisions were done by the efforts of Drs. T.J. Hardwick and R.N. Wenzel (1969), Dr. K.C. Schreiber and W.A. Straub (1974), and Drs. G. Gibbon and F.R. Brown (1980).

CHAIRMAN

The Chairman's chief duties include:

1. Preside at all general meetings of the section. When appropriate, co-preside at intersociety meetings.
2. Call and preside at all meetings of the Executive Committee. A minimum of four meetings per year must be called.
3. Appoint all section committees and committee chairs. In practice, the Chairman usually

appoints the Chairman to the various committees. Once the committees are selected, the directory should be updated and published.

4. Serve as an active member of the Library Fund Maintenance Committee.
5. Serve as “ex-officio” member of each section committee, except those where he serves either as Chairman or as an active member.
6. Transmit all pertinent information and material to the incoming Chairman.
7. Prepare the Annual Report. If applicable, appoint people to help. In the past, the Secretary has prepared the Annual Report.

In addition to these chief duties, it is customary for the Chairman to perform other tasks during the year, including:

1. The new Chairman publishes a brief message in the first Crucible after taking over as Chairman.
2. The Chairman is expected to attend and participate in section events including but not limited to:
 - a. Dinners which host section speakers and special guests
 - b. Chemists Club dinner meeting which honors 50 and 60 year members, typically held in May
3. The Chairman presides in the role of Toastmaster at the ACS portion of the ACS//Society for Analytical Chemists of Pittsburgh (SACP) Annual Awards Dinner, a meeting regularly scheduled in May. The SACP and ACS alternate who presents first at this meeting on a year-by-year basis.
4. As soon as the election results are available, the Chairman arranges for the new Chairman-Elect to attend the ACS Leadership Institute, typically held at the end of January.
5. The Chairman is to forward all relevant communication and funding opportunities received from ACS National.
6. Download the ACS eRosters at least once per quarter and provide to the webmaster and Editor of The Crucible.

Deadlines

February 15 – Annual Report is due.

February 28 (approximate) – Appoint all section committees and committee chairs. Update and publish the directory. Announce all appointments at an Executive Committee meeting.

March 5 – Letters should be sent to SACP and Spectroscopy Society of Pittsburgh (SSP) Publicity committees to solicit support for The Crucible.

March 15 – Contact ACS National for list of 50 and 60 year members. Choose gifts for 60 year members.

April 1 – The Call for Pittsburgh Award and Distinguished Service Awards should be sent to The

Crucible Editor for inclusion in the May issue.

June 1 (approximate – Appoint two members to the Pittsburgh Award Committee.

June 15 (approximate) – Appoint Nominating Committee.

August 30 (approximate) – Schedule a meeting of the Pittsburgh Award Committee.

October 1 – Transmit the slate of candidates to the Editor of The Crucible for inclusion in the November issue, which includes the ballots.

December 1 – Transmit a list of the new Section and group officers to the Editor of The Crucible for inclusion in the January issue.

December 30 (approximate) – Prepare the budget for the following year.

CHAIRMAN-ELECT

The Chairman-Elect's chief duties include:

1. Assist the Chairman with his duties and resume the role of Chairman in the event the Chairman is no longer able to perform his role.
2. Preside at meetings in the absence of the Chairman.
3. Serve as Chairman of the Pittsburgh Award Committee. Appoint two members to the Pittsburgh Award Committee before June 1st.
4. The Chairman-Elect formally presents the Pittsburgh Award and the Distinguished Service Award to the awardees.
5. Serve as active member on the following committees: Executive Committee, Library Fund Maintenance, Pittsburgh Award, and Finance Committee.
6. Organize the Pittsburgh Award Dinner, typically held sometime in October or November. Line items a. through p. should be completed at least three weeks prior to the awards dinner.
 - a. Once selections are made, hopefully at a meeting by early September, the winners must be notified so that a date can be chosen for the dinner. Winners are notified via email and letter. Be aware of SACP and SSP meetings when the ceremony is being scheduled.
 - b. Once a date is selected, a venue must be chosen for the dinner.
 - c. The Pittsburgh Award winner is to select a Master of Ceremonies to introduce him. Additional “character witnesses” are welcome to speak on the winners’ behalf as well. The Master of Ceremonies should keep his presentation 10-20 minutes in length and should cover the Awardee’s scientific profile and personal status. Some levity adds a to the occasion.
 - d. Once the dinner venue and details are finalized, provide them to the awardees and the

Master of Ceremonies.

- e. Get biographies and photos of the award winners.
- f. Arrange for the delivery of a cast bronze plaque appropriately inscribed. The plaque inscriptions and art remain the same from year to year except for the name and year. These plaques have traditionally been obtained from Matthews International - Pittsburgh Architectural, 1315 West Liberty Avenue, Pittsburgh, PA 15226-1097. The Toll Free number is 800.950.1317. The local number is 412.571.5500. It is essential for the plaque to be ordered early because it takes up to four weeks for them to make the plaque. A photo of the Pittsburgh Award has historically been used as the cover of the program booklet. However, the Chair-Elect can design the program booklet as deemed fitting.
- g. Determine if the speakers need any audio/visual equipment and make sure it is available.
- h. Publicize the event as much as possible. At a minimum, the announcement should go into The Crucible. You do not have to do so, but you can send a personal invitation to past award winners inviting them to the dinner. If feasible, give a discount for early reservations. Otherwise, most of the reservations for the dinner will actually be received within about 48 hours of the reservations cut-off (and some after). If a separate mailing is made, it should precede the Award date by enough time to allow a response before the date of final reservation count.
- i. Send invitation letters were sent to National ACS Officials (President and Executive Secretary) and to the editor of the C&E News. Send letters of invitation, also, to the leaders of the institution with which the Award Winner is affiliated, if any.
- j. Arrange with the Banquet Manager of the site selected how the dinner and social hour refreshments will be handled.
- k. Construct a program based on the previous years' formats and traditions.
- l. Submit a meeting announcement or flyer with a biographical sketch, photograph, and meeting details to The Crucible for publication in both October and November issues. A reservation coupon should be published with the flyer in The Crucible.
- m. Entertainment is optional and should be discussed with the award winner if desired. If scheduled, it should appear first on the program. The best type of entertainment to book is a pianist to play during the social hour and during the actual serving of the dinner. The Section has previously engaged David Robert Brewton in this role. His number is 412.621.2530. The pianist must be advised not to play too loudly.
- n. Determine how the program booklets are to be laid out and printed. Some years, Knepper Press has done the layout and printing. Their number is 724.899.4271. A sample booklet and photographs are sent to them. Recently, the Section has done the layout and the Award Winner's institutions or the Chairman-Elect's institutions have executed and paid for printing. These matters must be negotiated on a year-by-year basis. Obviously, not all Award Winners will have affiliations with institutions that can or will pick up the program printing tab.
- o. In the past, congratulatory letters and messages have been collected and assembled. In recent years, these we have not done these letters.

- p. Arrange for a photographer to be present to photograph the tables at the dinner, candid shots during the social hour, and portraits of the ceremonies and Award presentation.
 - q. Arrange for complimentary dinner tickets for:
 - o Award Winner and immediate members of his or her family (spouse and children).The Master of Ceremonies and spouse (if attending).
 - o Each of the speakers and spouses (if attending)
 - o Distinguished Guests
 - o Entertainers
 - o Photographer
 - r. In the past, a photograph and biographical sketch has been given to the Editors of appropriate local newspapers. In recent years, this has not been done. If the Chairman-Elect decides to do this, a condensed announcement and the picture should go into the publication on the day after the Award.
 - s. During the week of the dinner, ensure with the venue that they have all arrangements handled, including A/V, bartenders, reservation count, etc..
 - t. In the past, a seating chart has been organized two days before the event. If seating arrangements for the entire meal are not made, they should at least be made for the head table(s).
 - u. Decide whether guests should wear nametags and, if so, prepare them in advance for distribution at the door. Arrange for someone to make the nametag table and also to take care of last minute seating substitutions and payments.
 - v. Be sure to bring the plaque to the Awards dinner.
 - w. Double check the reservation numbers versus dinners to be served to avoid overcharges.
 - x. Within 1-3 days after the Awards dinner, send thank you notes to the speakers, entertainers and distinguished guests. Arrange for payment of the entertainers and/or photographers.
7. On the evening of the Pittsburgh Award Dinner, the Distinguished Service Award is also presented. While the Pittsburgh Award is presented each year, the Distinguished Service Award might not be presented every year.
- a. In the event that a Distinguished Service Award is presented, the Chairman-Elect should order the plaque from the ACS Webstore. It is the Large Award Plaque - LS120. The plaque must be engraved. Typically, this is done at Things Remembered.
 - b. This part of the program also has a Master of Ceremonies that should be selected by the winner.
 - c. The Distinguished Service portion of the program is typically done before the Pittsburgh Award presentation. Pertinent items from a. through x. above apply to the Distinguished Service Award also.

Other Helpful Tips for the Awards Ceremony

1. It is easy to forget to make dinner reservations for the photographer and piano player. Do

not forget.

2. It is traditional to seek corporate financial support to underwrite the social hour or have a cash bar. If doing the former, send requests to historic contributors by letter, and consider developing new financial support avenues for the event.
3. Set a ticket price that will not bankrupt the Section but which is appealingly low for the guests. Our sister organizations, subsidize a large portion of the dinner at their meetings and the Pittsburgh Section members are accustomed to this.
4. In the past, it was traditional to offer a menu choice for the Award dinner. Those who wish to undertake this additional organizational task are welcome to do so. If a choice is provided, it is advisable to make table tents to alert the servers of the attendees' meal choice.
5. If the site selected is a private club, arrange with the Section Treasurer for prompt reimbursement of the club charges to the sponsoring member.
6. Even if you do not provide flowers for the tables, it is very effective to arrange for candles in festive holders. Most clubs and caterers do not provide candles, and ordering from a florist can be expensive. It is best to solicit volunteer help if possible. If any flowers are provided, they should be in the form of boutonnieres or corsages for the Award winner(s) and spouse(s).
7. You might consider arranging for served hors d'oeuvres during the social hour.
8. Site selection is important. In the past, the site has varied from year to year, choosing a downtown club such as the Duquesne Club one year, a suburban country club the next year, university ballroom, etc.. The site selected should reflect the prestige of the award as much as possible. In recent years, the Award dinner has been held at the Pittsburgh Athletic Association. The University Club is also an option, but their pricing is roughly 20% more for similar quality.
9. Anywhere from 50-150 people can register to attend, though 50 is more reasonable and expected.

Deadlines

April 1 – The Call for Pittsburgh Award and Distinguished Service Awards should be sent to The Crucible Editor for inclusion in the May issue.

September 1 – If the details of the award dinner are known and biographies are received, start to advertise them in The Crucible.

October or November – Have the Pittsburgh Award Dinner.

SECRETARY

The Secretary's chief duties include:

1. Handle Section correspondence as required.
2. Notify the Executive Committee of upcoming meetings and distribute the agenda. Record minutes at each Executive Committee meeting and distribute in a timely manner.
3. Handle dinner and room arrangements for Executive Committee meetings.

4. Serve as Secretary of the Pittsburgh Award Committee
5. Certify Alternate Councilor for attendance at ACS Council meeting when requested.
6. Receive mailed ballots and get to Tellers Committee once voting deadline passes.
7. Notify election winners once voting is completed and winners are known.
8. Report election results to ACS National once ballots are counted including section officers, certification of councilors and alternate councilors, and committee chairs.

SECRETARY-ELECT

The Secretary-Elect's chief duties include:

1. Assist the Secretary with his duties and resume the role of Secretary in the event the Secretary is no longer able to perform his role.
2. Serve as Secretary in the subsequent year.

TREASURER

The Treasurer's chief duties include:

1. Disburse funds as provided by the current budget of the Section and the groups. All other disbursements must be authorized by the Executive Committee.
2. Keep a complete record of all income, expenses, and bank statements. Represent the Section in all dealings with banks.
3. Report on the financial condition of the Section at each meeting of the Executive Committee.
4. Participate in the Finance Committee activities.
5. Prepare an Annual Financial Report for incorporation into the Annual Report.
6. When needed, help the Chairman prepare the Section budget.

Deadlines

February 15 – Complete Annual Financial Report for incorporation into the Annual Report.

May 15 - File IRS Tax Form 990 for preceding Fiscal Year by the IRS (due date for nonprofit organizations). For quite some time, this has been done by Guy Berry.

TREASURER-ELECT

The Treasurer-Elect's chief duties include:

3. Assist the Treasurer with his duties and resume the role of Treasurer in the event the Treasurer is no longer able to perform his role.

4. Participate in the Finance Committee activities.
5. Serve as Treasurer in the subsequent fiscal year.

GROUP OFFICERS

Deadlines

March 1 – Name a member for the Section nominating committee.

June 30 – Submit 6 Month Report to section Chairman to initiate group allocation for the subsequent half.

November 30 – Notify the Section with election results.

December 30 – Submit material including a Treasurer's report for the Section Annual Report.

December 30 - Submit 6 Month Report to section Chairman to initiate group allocation for the subsequent half.

COUNCILORS

The Councilor's chief duties include:

1. Represent the Section at National ACS Council Meetings at least once per year and preferably at both Council Meetings.
2. Participate in the general session of the Council.
 - a. Attend pertinent Council committee meetings and transmit Section viewpoints particularly as formulated by the Executive Committee of the Section.
 - b. On request of ACS National, indicate preferred committee assignments.
 - c. Serve on committees of the National Council.
3. Submit a report of the meetings attended to the Section Chairman.

Deadlines

1. Dates of Council meetings are concurrent with National ACS meetings.
2. If needed, a pre-meeting briefing can be held about 1 week prior to the National ACS meeting.
3. Apply in writing to the Section Treasurer at least four weeks prior to the national meeting if travel assistance will be needed.
4. After attending a National ACS meeting, as soon as possible, submit a report concerning the National Council meeting to the Section Chairman.
5. Submit an expense report to the Section Treasurer within three weeks after the National ACS

meeting.

DIRECTORS

The Director's chief duties include:

1. Attend and participate in Executive Committee Meetings.
2. Act on all matters that may properly be brought before the Executive Committee.

ACS AFFAIRS COMMITTEE

Councilors and Alternate Councilors shall function as a Committee on American Chemical Society Affairs. The Committee shall convene at the call of its Chairman when appropriate (i.e. prior to National ACS meetings) and shall, by publication in *The Crucible*, report at least twice annually to the Section regarding activities of the Council pertinent to the Section.

WEBMASTER

The Webmaster shall keep the website, www.pittsburghacs.org, up to date for section member to see all section meetings and events. The Webmaster must maintain communication with the Executive Committee, Group Officers, and *The Crucible* Editor to make the website as complete and up-to-date as possible.