

Completing the Administration Form

The Administration Form requests information about your local section governance, organization, and communications.

Governance Tab

The Governance tab requests information about the governance of your local section.

Middle Georgia Local Section Administration Form Submit for Councilor/Chair Approval

Governance | Organization | Communications | Nomination | Supporting Materials

Please fill in your local section's administrative details. All fields marked * are mandatory.

Required fields on this tab are missing information.

1. How many times did the executive committee conduct governance business during 2012? *

2. How many members were there in the executive committee during 2012? *

3. How did the executive committee communicate with one another during 2012? *
(Check all that apply.)

Email
 Teleconference
 ACS Network
 Other

4. What percentage of your councilors were in official attendance at the Spring and Fall ACS Council meetings? * %

5. Did a member of your local section attend the Local Section Leaders Track at the 2012 ACS Leadership Institute? * Yes No

6. Did your local section have a succession and/or leadership development plan during 2012? Yes No

7. How did your local section identify future leaders and get them into the leadership pipeline during 2012? *
(Check all that apply.)

Self-nomination
 Solicitation or advertising
 Identify active committee members
 Formal leadership training
 Long term plan
 Outreach to new members
 Arm-twisting
 Other

8. Did your local section conduct an officer election during 2012? * Yes No

9. Did your local section conduct its elections electronically during 2012? * Yes No

10. How many members voted in your local section officer election in 2012? *

Questions 11-13 provide the opportunity for your section's leadership to communicate successes, challenges, goals, and progress towards meeting those goals. We want to hear from you! Please use the required comment boxes to share your thoughts about your section. In questions 12 and 13, do not feel limited by having spaces indicated for the top three goals. Other goals can be added in the comment box if needed.

11. 2012 Chair's report: Please provide a narrative of the past year's activity/successes/challenges: *

12. 2013 Chair's goals for the Section

a. Please list your top 3 goals:

b. What are your concerns and challenges? *

13. 2013 Chair-Elect's goals for the Section

a. Please list your top 3 goals:

b. What are your concerns and challenges? *

Save For Later

Reset

Cancel

Complete and Save Tab

- 1. How many times did the executive committee conduct governance business?**
Complete the field with the numerical value.
- 2. How many members were there in the executive committee during 2014?**
Complete the field with the numerical value.
- 3. How did the executive committee communicate with one another during 2014?**
(check all that apply)
Check all appropriate boxes (Email, Teleconference, ACS Network, Other (if checked complete text box with other identification tools used)).
- 4. What percentage of the local section's Councilors were in official attendance at the Spring and Fall ACS Council meetings?**

Complete the field with the numerical value.

5. Did a member of your local section attend the Local Section Leaders Track at the 2014 ACS Leadership Institute?

Answer Yes or No to the question using the radio buttons adjacent to the correct answer.

6. Did your local section have a succession and/or leadership development plan during 2014?

Complete the check box if the local section has a succession and/or leadership development plan.

7. How did your local section identify future leaders and get them into the leadership pipeline during 2014? (check all that apply)

Check all appropriate boxes (Self-nomination, Solicitation or advertising, Identify active committee members, Formal leadership training, Long term plan, Outreach to new members, Arm-twisting, Other (if checked complete text box with other identification tools used)).

8. Did your local section conduct an officer election during 2014?

Answer Yes or No to the question using the radio buttons adjacent to the correct answer.

9. Did your local section conduct its elections electronically during 2014?

Answer Yes or No to the question using the radio buttons adjacent to the correct answer.

10. How many members voted in your local section officer election of 2014?

Complete the field with the numerical value.

11. 2014 Chair's report: Please provide a narrative of the past year's activity/successes/challenges:

Complete the text box with an overview of the local section's 2014 activities/successes/challenges in 1000 words or less (7000 characters or less). Text can be cut and pasted.

12. 2014 Chair's goals for the Section

12a. Please list your top 3 goals

Complete the text boxes with a list of your top 3 goals in 2000 characters or less. Text can be cut and pasted.

12b. What are your concerns and challenges?

Complete the text box with your concerns and challenges in 3000 characters or less. Text can be cut and pasted.

13. 2014 Chair Elect's goals for the Section

13a. Please list your top 3 goals

Complete the text boxes with a list of your top 3 goals in 2000 characters or less. Text can be cut and pasted.

13b. What are your concerns and challenges?

Complete the text box with your concerns and challenges in 3000 characters or less. Text can be cut and pasted.

Organization Tab

The Organization tab requests information about your committees, subsections, topical groups, members and volunteers.

Middle Georgia Local Section Administration Form Submit for Councilor/Chair Approval

Governance **Organization** Communications Nomination Supporting Materials

Please fill in your local section's administrative details. All fields marked * are mandatory.

Required Fields on this tab are Missing Information.

1. Did your local section have any active committees with two or more members during 2011? *

Yes No

a. If the response to 1 (above question) is YES, please select the committee and enter the chairs name.

<input type="checkbox"/> Awards	<input type="text"/>
<input type="checkbox"/> Budget/Finance	<input type="text"/>
<input type="checkbox"/> Career assistance/Employment	<input type="text"/>
<input type="checkbox"/> Chemistry Olympiad	<input type="text"/>
<input type="checkbox"/> Community Activities	<input type="text"/>
<input type="checkbox"/> Continuing Education	<input type="text"/>
<input type="checkbox"/> Educational	<input type="text"/>
<input type="checkbox"/> EHS	<input type="text"/>
<input type="checkbox"/> Environmental	<input type="text"/>
<input type="checkbox"/> Government Affairs	<input type="text"/>
<input type="checkbox"/> Industry Relations	<input type="text"/>
<input type="checkbox"/> Long Range Planning	<input type="text"/>
<input type="checkbox"/> Membership/Membership Retention	<input type="text"/>
<input type="checkbox"/> Mentoring	<input type="text"/>
<input type="checkbox"/> Minority Affairs	<input type="text"/>
<input type="checkbox"/> Newsletter/Publications	<input type="text"/>

- Nominations
- Professional Relations
- Project SEED
- Public Relations
- Senior Chemists
- Women Chemists
- Younger Chemists
- Other
-
-
-

2. How many subsections were active in your local section during 2011? *

3. How many subsection meetings were held by your local section during 2011? *

4. How many topical groups were active in your local section during 2011? *

5. How many topical group meetings were held in your local section during 2011? *

6. Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2011? * Yes No

7. How many dues-paying affiliate members were in your local section during 2011? *

8. What was the approximate number of active volunteers in your local section during 2011? *

9. Please estimate the number of new volunteers in your local section during 2011? *

10. Please indicate all the ways that your local section recognized volunteers during 2011. *
(Check all that apply.)

- Certificates
- Awards
- Letter to volunteer supervisor
- Letter to volunteer
- Recognition at an event
- Recognition on web
- Recognition in newsletter
- Other

1. Did your local section have any active committees with two or more members during 2014?

Answer Yes or No to the question using the radio buttons adjacent to the correct answer.

a. If the response to 1 (above question) is YES, please select the committee and enter chair's name.

Check all appropriate boxes and complete the text box with the chair(s) name, using commas and a space to separate multiple names (Awards, Budget/Finance, Career assistance/Employment, Chemistry Olympiad, Community Activities, Continuing Education, Educational, EHS, Environmental, Government Affairs, Industry Relations, Long Range Planning, Membership/Membership Retention, Mentoring, Minority Affairs, Newsletter/Publications, Nominations, Professional Relations, Project SEED, Public Relations, Senior Chemists, Women Chemists, Younger Chemists, Other (if checked complete text box with other committees your local section has as part of their structure)).

2. How many subsections were active in your local section during 2014?

Complete the field with the numerical value.

3. How many subsections meetings were held by your local section during 2014?

Complete the field with the numerical value.

4. How many topical groups were active in your local section during 2014?

Complete the field with the numerical value.

5. How many topical group meetings were held in your local section during 2014?

Complete the field with the numerical value.

6. Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2014?

Answer Yes or No to the question using the radio buttons adjacent to the correct answer.

7. How many dues-paying affiliate members were in your local section during 2014?

Complete the field with the numerical value.

8. What was the approximate number of active volunteers in your local section during 2014?

Complete the field with the numerical value.

9. Please estimate the number of new volunteers in your local section during 2014.

Complete the field with the numerical value.

10. Please indicate all the ways that your local section recognized volunteers during 2014. (check all that apply)

Check all appropriate boxes (Certificates, Awards, Letter to volunteer supervisor, Letter to volunteer, Recognition at an event, Recognition on the web, Recognition in newsletter, Other (if checked complete text box with other volunteer recognition strategies)).

Communications Tab

The communications tab requests information about how your local section communications including local section meetings, councilor reports, newsletters, and web.

Middle Georgia Local Section Administration Form Submit for Councilor/Chair Approval

Governance | Organization | **Communications** | Nomination | Supporting Materials

Please fill in your local section's administrative details. All fields marked * are mandatory.

Required Fields on this tab are Missing Information.

1. How many local section meetings were held during 2011? *

2. On average, how many members attended a local section meeting during 2011? *

3. How did Councilors report to your local section members about national ACS matters during 2011? *
(Check all that apply.)

At a section meeting
 At an executive committee meeting
 In the newsletter
 On the local section web site
 Other

4. Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2011? * Yes No

5. How does the section's leadership communicate information to its members? *

a. How often do these communications occur:

a1. Number of newsletters published: *

a2. Number of meeting notices: *

6. Did your local section have a website during 2011? * Yes No

a. If the answer to 6 (above question) is YES, what was the URL for your local section's website?

7. Did your local section post its Annual Report on your website during 2011? * Yes No

1. How many local section meetings were held during 2014?

Complete the field with the numerical value.

2. On average, how many members attended a local section meeting during 2014?

Complete the field with the numerical value.

3. **How did councilors report to your local section members about national ACS matters during 2014?** (check all that apply)
Check all appropriate boxes (At a section meeting, At an executive committee meeting, In the newsletter, On the local section website, Other (if checked complete text box with other ways councilors report to your local section)).
4. **Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2014?**
Answer Yes or No to the question using the radio buttons adjacent to the correct answer.
5. **How does the section's leadership communicate information to its members?**
Complete the text box with an overview of how your local section communicates to its members in 3000 characters or less. Text can be cut and pasted.
 - 5a. **How often do these communications occur:**
 - 5a1. **Number of newsletters published:**
 - 5a2. **Number of meeting notices:**
6. **Did your local section have a website during 2014?**
Answer Yes or No to the question using the radio buttons adjacent to the correct answer.
- 6a. **If the answer to 6 (above question) is YES, what was the URL for your local section's website?**
Complete the text box with the local section website URL. (i.e. <http://alabama.sites.acs.org/>).
7. **Did your local section post its Annual Report on your website during 2014?**
Answer Yes or No to the question using the radio buttons adjacent to the correct answer.

Nomination Tab

The Nomination tab gives your local section the opportunity to nominate themselves for the Local Section Outstanding Performance Award.

Akron Local Section Administration Form Submit for Councilor/Chair Approval

Governance
Organization
Communications
Nomination
Supporting Materials

The Local Section (LS) Outstanding Performance (OP) ChemLuminary Award is given annually to a local section in each section size category by the Local Section Activities Committee. This award recognizes the most outstanding performance of a LS in a particular size category in supporting ACS, its section members, students, the public, the education enterprise, industry, other ACS sections, other professional societies, and partnering organizations. The review is based solely on the LS FORMS annual report (AR), considering primarily the summary self-nomination statement below and the summary descriptions contained within Events, Activities, and Meetings. Other performance indicators may include administrative (e.g. participation in elections) and financial (e.g. sound budgetary policy) aspects. Timely submission of your administration and financial forms is a major factor in the evaluation of your LS for the Outstanding Performance Award.

Please fill in your local section's administrative details. All fields marked * are mandatory.

Edit Tab

Required fields on this tab are missing information.

1. Our Section would like to self-nominate for the Local Section Outstanding Performance Award. *
- Yes No
2. Please provide a summary self-nomination statement of 500-word or less. The summary statement should highlight local section's 2014 activities to support your nomination.

1. Our Section would like to self-nominate for the Local Section Outstanding Performance Award.

Answer Yes or No to the question using the radio buttons adjacent to the correct answer.

2. Please provide a summary self-nomination statement of 500-word or less. The summary statement should highlight local section's 2014 activities to support your nomination.

Complete the text box with an overview of the local section's 2014 activities in 500 words or less (3500 characters or less). Text can be cut and pasted.

Supporting Materials Tab

Add files related to the administration form to this tab. FORMS accepts jpg, png, gif, doc, docx, xls, xlsx, ppt, pdf, pptx, jpeg, and zip for upload.

Middle Georgia Local Section Administration Form Submit for Councilor/Chair Approval

Governance Organization Communications Nomination **Supporting Materials**

Please upload files related to the local section.

Browse and Upload Files

Brief Description

Upload File

Uploaded Files

Brief Description	File Name	File Size	Replace File	Delete File
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1. Upload File

- a. Complete a brief description of the file
- b. Click the Browse button and locate the file on your computer
- c. Choose the file name and click the Open button
- d. Click the Upload button

2. Replace File

- a. Click the icon in the Replace File column for the file you want to replace.
- b. The Brief Description of the file from the table populates the Brief Description field above.
- c. Click the Browse button.
- d. Choose the file name and click the Open button.
- e. Click the Upload button

3. Delete File

- a. Click the icon in the Delete File column.
- b. Answer prompt, 'Are you sure you want to delete (file name).'
- c. Click the OK button to delete the file.

User Tips

- The file can be viewed by clicking the file name
- Files can also be uploaded from the Annual Reports page by clicking the upload hyperlink under supporting materials in the Forms table.

Submitting Form for Approval

This action alerts your local section councilor the form is ready for their approval.



1. Review your form to confirm you have the correct information and the form is complete before submitting for approval.
2. Once all tabs have been completed with required information and saved the Submit for Councilor/Chair Approval button activates.
3. Click the Submit for Councilor/Chair Approval button to alert your local section councilor the form is ready for their approval.