

Completing the Administration Form

The Administration Form requests information about your technical division governance, member relations, and programming.

Governance Tab

The Governance tab requests information about the governance of your division.

AGRO Division Administration Form Submit for Councilor/Chair Approval

Governance | Member Relations | Programming | Best Practices | Supporting Materials

Please fill in your technical division's administrative details. All fields marked * are mandatory.

Required fields on this tab are missing information.

1. Does the Division have a Vision and/or Mission Statement? * Yes No

2. When was your division's strategic plan last updated? *

3. What are the primary challenges confronting your Division?

4. Were Division elections conducted according to its Bylaws? * Yes No

5. What offices were filled by elections during the past year? *

5a. Were any positions left unfilled that were expected to be filled? * Yes No

6. What additional support do you need from DAC or ACS staff?

7. What can DAC do to improve the Annual Review Process?

8. How many Executive Committee meetings were held during the calendar year? *

9. Did your Division hold an open meeting for Division members? * Yes No

9a. Do the Division by-laws require an open meeting? * Yes No

1. Does the Division have a Vision and/or Mission Statement?

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

2. When was your division's strategic plan last updated?

Complete the text box with the date of the last update to your strategic plan.

3. What are the primary challenges confronting your Division?

Complete the text box with the primary challenges confronting your division in 500 words or less (3500 characters or less). Text can be cut and pasted from another document.

4. Were Division elections conducted according to its Bylaws?

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

5. What offices were filled by elections during the past year?

Complete the text box with a list of officers that were elected during the past year.

5a. Were any positions left unfilled that were expected to be filled?

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

6. What additional support do you need from DAC or ACS Staff?

Complete the text box with additional support needed from DAC or ACS Staff in 250 characters or less.

7. What can DAC do to improve the Annual Review Process?

Complete the text box with suggestions to improve the Annual Review Process in 250 characters or less.

8. How many Executive Committee meetings were held during the calendar year?

Complete the text box with the number of executive committee meetings held.

9. Did your Division hold an open meeting for Division members?

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

a. Do the Division by-laws require an open meeting?

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

Member Relations Tab

The Member Relations tab requests information about your members and how the Division serves your members.

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Governance | **Member Relations** | Programming | Best Practices | Supporting Materials

Please fill in your technical division's administrative details. All fields marked * are mandatory.

Required fields on this tab are missing information.

1. Did your total membership increase or decrease in 2012? *

2. Did the Division have an adequate number of volunteers to cover your requirements? Yes No

2a. If the answer to 2 (above question) is NO, please explain. *

3. How does your Division use its website to serve its members? *

3a. What is the URL for your website? *

4. When was your Divisions website last updated? * 

1. Did your total membership increase or decrease in 2014?

Use the dropdown list to choose increase or decrease.

a. What prompted the decrease?

Complete the text box with information about what prompted the increase or decrease in 250 characters or less.

2. Did the Division have an adequate number of volunteers to cover your requirements?

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

a. If the answer to 2 (above question) is NO, please explain.

Complete the text box with information about your volunteers in 500 words or less (3500 characters or less). Text can be cut and pasted from another document.

3. How does your Division use its website to serve its members?

Complete the text box with how your Division uses its website to serve its members in 500 words or less (3500 characters or less). Text can be cut and pasted from another document.

4. When was your Division's website last updated?

Enter date using the date picker (click the icon next to the text box and select specific date), or enter the date in the format MM-DD-YYYY (two digit month, two digit date, and four digit year).

5. What is the URL for your website?

Complete the text box with your Division's website.

Programming Tab

The Programming tab requests information about your Division's programming at National, Regional and other meetings.

AGRO Division Administration Form Submit for Council/Chair Approval

Governance | Member Relations | **Programming** | Best Practices | Supporting Materials

Please fill in your technical division's administrative details. All fields marked * are mandatory.

Required fields on this tab are missing information.

1. In general, how would you assess the programming your Division delivered during 2012 ACS national meetings? *

Enter text here

2. How far in advance does your Division plan its national meeting programming? *

Less than 1 year
 1 Year
 2 Years
 3 Years
 4+ Years
 Others

3. Do you have a Regional Meeting Coordinator for your Division? *

Yes No

a. If the answer to 3 (above question) is YES, provide contact information for your Division's Regional Meeting Coordinator.

i. First Name

ii. Last Name

iii. Phone

iv. E-Mail

b. Did someone attend a planning session last year? *

Yes No

4. Do you have a Program Chair for your Division? *

Yes No

a. If the answer to 4 (above question) is YES, provide contact information for your Division's Program Chair.

i. First Name

ii. Last Name

iii. Phone

iv. E-Mail

b. Did someone attend a planning session last year? *

Yes No

5. Do you have Multidisciplinary Program Planning Group (MPPG) Representative for your Division? *

Yes No

a. If the answer to 5 (above question) is YES, provide contact information for your Division's Multidisciplinary Program Planning Group (MPPG) Representative.

i. First Name

ii. Last Name

iii. Phone

iv. E-Mail

b. Did someone attend a planning session last year? *

Yes No

1. In general, how would you assess the programming your Division delivered during 2014 ACS national meetings?

Complete the text box with how you assess the programming your division delivered during 2014 ACS national meetings in 500 words or less (3500 characters or less). Text can be cut and pasted from another document.

2. How far in advance does your Division plan its national meeting programming?

Choose the answer by clicking the radio button adjacent to the correct answer (Less than 1 year, 1 year, 2 years, 3 years, 4+ years, Other (if checked complete text box with another timeframe your division plans its national meeting programming)).

3. Do you have a Regional Meeting Coordinator for your Division?

a. If the answer to 3 (above question) is YES, provide contact information for your Division's Regional Meeting Coordinator.

Complete the text boxes for the requested information (i. First Name, ii. Last Name, iii. Phone, iv. E-mail)

b. Did someone attend a planning session last year?

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

4. Do you have a Program Chair for your Division?

a. If the answer to 4 (above question) is YES, provide contact information for your Division's Program Chair.

Complete the text boxes for the requested information (i. First Name, ii. Last Name, iii. Phone, iv. E-mail)

b. Did someone attend a planning session last year?

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

5. Do you have Multidisciplinary Program Planning Group (MPPG) Representative for your Division?

a. If the answer to 5 (above question) is YES, provide contact information for your Division's Multidisciplinary Program Planning Group (MPPG) Representative.

Complete the text boxes for the requested information (i. First Name, ii. Last Name, iii. Phone, iv. E-mail)

b. Did someone attend a planning session last year?

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

Best Practices Tab

The Best Practices tab requests information about your Division to serve as best practices for all divisions.

AGRO Division Administration Form Submit for Councilor/Chair Approval

Governance | Member Relations | Programming | **Best Practices** | Supporting Materials

Please fill in your technical division's administrative details. All fields marked * are mandatory.

Required fields on this tab are missing information.

1. Please describe techniques used to develop volunteers.
2. Please describe how you recruit volunteers to serve the Division.
3. How does your Division recognize its volunteers?
4. How does your Division provide meeting content to its members?
5. Describe outreach activities to serve members who don't attend national meetings.
6. What are the most important benefits your Division provides to its members?
7. How does the Division provide information to its members on Divisional activities?
8. Describe activities aimed at students and young professionals.
9. List any Division awards.
10. Did the Division engage in any international outreach or activities, beyond inviting international speakers to present at a symposium or general session? Examples might be (but not limited to): meetings/symposia with international-based groups; a specific effort to recruit international speakers for the Division's meeting; the inclusion of international information in a newsletter or on the website; or, looking at international trends for the specific topical area.
 Yes No
- 10a. If yes, please describe. *
11. List nominations for ACS Fellows.
12. Does the Chair have any other issues to be considered?

1. Please describe techniques used to develop volunteers.

Complete the text box by describing techniques your Division uses to develop volunteers in 500 words or less (3500 characters or less).

2. Please describe how you recruit volunteers to serve the Division.

Complete the text box by describing how you recruit volunteers to serve your Division in 500 words or less (3500 characters or less).

3. How does your Division recognize its volunteers?

Complete the text box by describing how your division recognizes its volunteers in 500 words or less (3500 characters or less).

4. How does your Division provide meeting content to its members?

Complete the text box by describing how your Division provides meeting content to its members in 500 words or less (3500 characters or less).

5. Describe outreach activities to serve members who do not attend national meetings.

Complete the text box by describing outreach activities your Division performs to serve its members who don't attend national meetings in 500 words or less (3500 characters or less).

6. What are the most important benefits your Division provides to its members?

Complete the text box by describing the most important benefits your Division provides to its members in 500 words or less (3500 characters or less).

7. How does the Division provide information to its members on Divisional activities?

Complete the text box by describing how your division provides information to its members on Divisional activities in 500 words or less (3500 characters or less).

8. Describe activities aimed at students and young professionals.

Complete the text box by describing activities aimed at students and young professionals in 500 words or less (3500 characters or less).

9. List any Division awards.

Complete the text box with a list of your Division Awards.

10. Did the Division engage in any international outreach or activities, beyond inviting international speakers to present at a symposium or general session? Examples

might be (but not limited to): meetings/symposia with international-based groups; a specific effort to recruit international speakers for the Division's meeting; the inclusion of international information in a newsletter or on the website; or, looking at international trends for the specific topical area.

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

10a. If yes, please describe.

Complete the text box with information about your international activities in 500 words or less (3500 characters or less). Text can be cut and pasted from another document.

List nominations for ACS Fellows

Complete the text box with a list of nominations for the ACS Fellows. ACS Fellows recognizes members of ACS for outstanding achievements in and contributions to Science, the Profession, and the Society.

11. Does the Chair have any other issues to be considered?

Complete the text box with any further information the chair of your Division would like included in 500 words or less (3500 characters or less).

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.

AGRO Division Administration Form Submit for Councilor/Chair Approval

Governance | Member Relations | Programming | Best Practices | **Supporting Materials**

Please upload files related to the technical division.

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

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

2. Replace File

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

3. Delete File

- Click the icon in the Delete File column.
- Answer prompt, 'Are you sure you want to delete (file name).'
- 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 technical division chair 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 technical division chair the form is ready for their approval.