

**American Chemical Society  
2024 Committee Information Sheet**

**PLEASE NOTE:** In the event of governance meetings taking place virtually or hybrid, guidance on the meeting schedule and reimbursement of expenses will be determined by the Committees who have purview over these areas.

<b>Committee</b>	Committee on Meetings and Expositions (M&E)
<b>Type</b>	Society Committee (Appointed by the President)
<b>Mission Statement</b>	<p style="text-align: center;">M&amp;E Vision Statement, as of August 2023: <i>Meetings that advance the global chemistry enterprise</i></p> <p style="text-align: center;">M&amp;E Mission Statement, as of August 2023: <i>Provide premiere meeting venues and platforms to amplify interdisciplinary chemical sciences and networking that are accessible and inclusive for all.</i></p>
<b>Duties as Outlined in the Standing Documents</b>	<p>Standing Rule VI, Meeting Functions Section 1.</p> <p>The Committee on Meetings and Expositions shall be responsible for the Meetings Function.</p> <p>The duties of the Committee on Meetings and Expositions shall include the following, <i>inter alia</i>: study and make recommendations to the Council concerning policies and problems of meetings and expositions organized and operated by the SOCIETY, its Divisions, and groups of Local Sections; study and make recommendations to the Council on dates and locations of meetings and expositions sponsored by the SOCIETY; and cooperate with the Committee on Divisional Activities in areas of mutual interest.</p>
<b>Normal Meeting Schedule</b>	<p>M&amp;E meets at each biannual Society meeting, typically Saturday, 12:00 PM – 5:00 PM. The four subcommittees—Attendee Experience, Expositions, Operations &amp; Finance, and Regional Meetings—meet virtually prior to the start of the biannual meeting. M&amp;E also holds at least three virtual meetings throughout the year, at the beginning of the year, mid-year, and end of the year.</p>

<p><b>Reimbursement Policy</b></p>	<p>ACS will reimburse volunteer committee members, associates, and consultants for ordinary and necessary transportation, lodging, and meal expenses incurred by attending meetings of Council-related committees at the spring and fall meetings. If necessary, ACS will also reimburse certain travel expenses incurred due to authorized committee meetings and work performed outside of spring and fall meetings. Advanced authorization is required.</p> <p>The <b>Councilor Attendance Incentive Allotment Program</b> provides funds for members, associates and consultants who are Councilors. Under this program, if the Councilor attends the Council meeting, either virtually or in-person, an allotment will be sent to the Local Section or Division they represent soon after the Council meeting.</p> <p>Non-Councilors are eligible for reimbursement under the <b>Volunteer Reimbursement Program</b>.</p>
<p><b>Staff Liaison</b></p>	<p>Liz Huh  Director, Meetings Operations  Department of Meetings &amp; Expositions Services  (202) 872-6266; <a href="mailto:l_huh@acs.org">l_huh@acs.org</a></p>
<p><b>Committee on Committees Liaison</b></p>	<p>Sue Schelble</p>