American Chemical Society

Chemists with Disabilities Committee

DRAFT Committee Member Handbook
Forward

This handbook is a guide for members of the Chemists with Disabilities Committee of the American Chemical Society. This handbook is also designed to be a model for universal accessibility for other entities. For more information on accessibility features used in this handbook, please see the appendices.

Please note that the information in this handbook is updated approximately every 5 years and is subject to change. The descriptions in this handbook reflect information as of March 10, 2014.
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*Illustration 1* Drawing of children playing. Some children have assistive devices.
Welcome

Welcome to the Chemists with Disabilities Committee!

CWD History
Our committee's history began in 1977, when the American Association for the Advancement of Science (AAAS) established the AAAS Resource Group of Handicapped Scientists. In 1978, a few members of the American Chemical Society (ACS), who participated in this project, began to work in partnership with AAAS to remove the many obstacles to the education, employment, and professional development for persons with disabilities. In 1980, the ACS Committee on the Handicapped was formed as a board committee. After the Americans with Disabilities Act (ADA) was signed into law in 1990, our committee’s name was changed to Committee on Chemists with Disabilities (CWD) in 1991. In 2007, we became a joint Board-Council committee and are part of the Diversity and Inclusion Advisory Board (DIAB) of the ACS.

The goals for our committee since its formation, have always been, and are:

- improving accessibility
- advocating participation
- promoting inclusion for all members of the ACS.

These goals are reflected in CWD’s mission and vision statements.
CWD Mission Statement

The committee will promote educational and professional opportunities in the chemical sciences and in fields requiring knowledge of chemistry for persons with disabilities. The committee will champion the capabilities of those persons to educators, employers, and peers.

Vision Statement:
The committee envisions a time when all individuals, including those with disabilities, will advance the chemical enterprise by drawing on the full range of their talents.

CWD objectives are:

OBJECTIVE: Ensure that all ACS-sponsored services and programs promote and advance the full participation of students with disabilities.

OBJECTIVE: Promote opportunities for individuals with disabilities employed in or seeking employment within Chemistry and its allied fields, supporting the ACS Strategic Plan. Provide and promote a portfolio of programs, products and services to increase their participation and leadership in the chemical community.

OBJECTIVE: Serve as a resource to the Chemistry community as a whole with reference to issues concerning the education and employment of individuals with disabilities.

Photo 1 USA 18¢ stamp with a wheelchair user peering into a microscope. On the bottom of the stamp it is written “Disabled doesn’t mean Unable.”

Return to text
Progress

Since 1981, CWD has produced four editions of the landmark publication, *Teaching Chemistry to Students with Disabilities*. We are currently in the process of producing an updated fifth edition of this book.


CWD members have participated with other organizations such as AAAS (American Association for the Advancement of Science) and NSF (National Science Foundation) as part of national initiatives to improve educational opportunities and increase professional acceptance of scientists with disabilities.

Since 2005, our committee has focused on working with the ACS leadership and other ACS committees to increase the diversity our society's membership and better serve the needs of all ACS members.

There have been ongoing issues that have be a concern of our committee for many years. Progress still needs to be made in the areas of:

1) Ensuring full accessibility of all current and future ACS material which includes but is not limited to:
   - Accessible web-based material
   - Video materials which use both captioning and embedded video or similar technologies
   - web browsers for printed material which are compatible with current technology for those with visual impairments

2) Improving accessibility at both national and regional ACS meetings

![WebAIM's Hierarchy for Motivating Accessibility Change](image)

Figure 2 There is an illustration titled “WebAIM’s Hierarchy for Motivating Accessibility Change.” It depicts a pyramid constructed from a series of layers labeled, from base to tip, Guilt, Punish, Require, Reward, Enlighten and Inspire. An arrow indicates that effectiveness increases as you rise through the layers from guilt to inspire.

Return to text
3) Educating others of the many contributions made by chemists with disabilities to the chemical sciences
4) Increasing understanding that persons with disabilities are unique individuals that are differently abled.

**Awards**

CWD Chemistry Ambassador Award
Award CWD gave to Tom Kucera to recognize his lifetime achievement in advancing the inclusion of persons with disabilities in Chemistry.

ChemLuminary Award: Committee on Chemists with Disabilities Inclusion Award
This award recognizes the outstanding effort of a local section that has a program designed to increase the participation of people with disabilities in Chemistry.

Hopefully in the future, we will have a CWD Travel Award used to defray expenses connected with meeting attendance.

**Selected Landmark Achievements:**

- 1973: AAAS convened the first meeting of the Committee on Opportunities in Science, inviting African American, Latino, and Native American scientists and engineers.

- 1975: At the request of John Gavin, a Biochemist with a disability, AAAS placed an article in Science inviting other scientists with disabilities to self-identify. A session at the AAAS Annual Meeting in New York City on “The Handicapped in Science” (language of the time) was thinly attended. Six speakers were on the panel and approximately six more in the audience. AAAS opened its full-time Project on the Handicapped in Science.
• 1976: The AAAS Annual Meeting in Boston was the first barrier-free meeting of any organization in the country. It was followed by the publication, Barrier-Free Meetings (1st edition), which became a best-seller at the U.S. Department of Education, reflecting the national effort to open pre-college and post-secondary education to students with disabilities.

• 1977-78: AAAS expanded its research on the education and professional lives of scientists with disabilities and published the first edition (1978) of the Resource Directory of Handicapped Scientists, in which members of the group offered to speak or consult on accessibility.

• 1978: AAAS convened a small meeting on scientists with disabilities, faculty, and researchers who had a strong interest in opening up STEM (Science Technology Engineering and Mathematics) opportunities for people with disabilities. ACS played an important role in recommending participants and in writing up the report of the meeting.

• 1980: AAAS published Scientific and Engineering Societies, Resources for Career Planning (compiled by Virginia W. Stern and Martha Ross Redden), funded by HEW (Department of Health, Education, and Welfare), in an effort to encourage AAAS Affiliates to become aware of and accommodate students with disabilities to join student chapters of the societies. Marshall W. Mead, Head of the ACS Membership Activities Department, wrote the preface to the book.

• 1980: ACS formally established the Committee on the Handicapped, which met at the ACS Headquarters on 16th Street. AAAS played an active role, partly due to geographic proximity to the then 1776 Massachusetts office of AAAS and more importantly the experience of AAAS for the previous five years with underrepresented groups in science. ACS immediately made plans to make its meetings as barrier-free as possible.
• 1981: ACS published Teaching Chemistry to Physically Handicapped Students, (1st edition), the first book offering practical solutions to challenges of chemistry students with disabilities, at the post-secondary and precollege level. The book continues through four editions, and the name has changed to Teaching Chemistry to Students with Disabilities, reflecting progress in both legislation and technology, and serves faculty and students in other science disciplines.

• 1985: More ACS members joined the AAAS Resource Group.


• 1990: In March, thousands of people with disabilities marched on to advocate for the passage of the Americans with Disabilities Act (ADA), the first civil rights law for people with disabilities. On July 26, the law was passed by Congress and signed on the White House lawn by President George H.W. Bush. The ADA was a watershed moment for Americans with disabilities in the areas of employment, public accommodation, public transportation, and telecommunications. It took several years for the articles of the law to be implemented. Within a few years, many of the ADA articles took effect, but there is still much room for education and improvement.

• 1990: Reflecting the need for more practical suggestions for participation on campus, professional meetings, and media relations, AAAS published four small booklets: Barrier Free in Brief: Laboratories and Classrooms; Workshops and Conferences; Access to Science Literacy (accommodating students with visual, hearing, speech, learning, and mobility disabilities); and Access in Word and Deed (attitudes and language). The content of these booklets received significant contributions for the CWD meeting in Boston. Anne Swanson was a major contributor to the editing.
• 1992: ACS published the 3rd edition of *Teaching Chemistry to Students with Disabilities*.

• 1996: Recognizing that many high-achieving science and engineering students with disabilities graduated from excellent colleges and universities, but still did not get employment in their chosen fields, AAAS initiated the ENTRY POINT! program, to recruit and vet top students and get them paid internships in government and industry. NASA and IBM were the initial sponsors. Later, Merck and Dow were among the chemical companies supporting interns. These internships have been truly the gateway to professional employment and advancement to more than one thousand students.

ENTRY POINT! still continues today. Approximately 92% of alumni of the ENTRY POINT! program are fully employed in STEM or pursuing a graduate degree.

• 1996: ACS published *Working Chemists with Disabilities: Expanding Opportunities in Science*, (co-edited by Todd Blumenkopf, Virginia Stern, Anne Swanson, and David Wohlers, and written by Michael Woods), a groundbreaking book profiling a wide variety of chemists with disabilities and describing in detail how they worked in a range of professional settings. This publication also included an appendix with many resources.

• 2000: ACS published the 4th edition of *Teaching Chemistry to Students with Disabilities*.

• 2001: AAAS published *Roadmaps and Rampways*, profiling the early education and careers of scientists with disabilities who had or had not received accommodations during their education. The book also featured development of assistive technology for education and jobs.

• 2001: In December, AAAS Project on Science, Technology, and Disability received the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring (PAESMEM) from the White House.
• 2002: AAAS published *New Career Paths for Students with Disabilities*, which advocated for better legislation, development of technology, business and community support.

• 2005: AAAS celebrated 30 years of the Project on Disability at its Annual Meeting in St. Louis, and published *Thirty Years of Changing Lives*. A timeline in the publication tracked progress in legislation, assistive technology, programs, and publications, including the CWD publications.

• 2006: AAAS published the 4th edition of the Resource Directory, the first to be electronic.

• 2009: December 13-14, AAAS convened a major conference: “The Problem Solvers: Education and Career Paths of Engineers with Disabilities”. The NSF Engineering Directorate funded the meeting. Several members of ACS CWD were invited and participated because of their extensive experience in issues of disability and science. Alumni of the AAAS ENTRY POINT! program who had internships and now working in industry, government, and academia were also participants.
CWD STRUCTURE

Appointment to the Chemists with Disabilities Committee
The Members and Associates of CWD are appointed by the ACS president and the board chair based on a list of recommendations from Committee on Committees (CONC). This list of recommendations is based on recommendations from the CWD chair, staff liaison, and others.

- Appointments are made by the Board of Directors or the Council (elected; or appointed by the President-Elect and the Chair of the ACS Board of Directors).

- Full members serve a term of three years. They are permitted up to three consecutive three-year terms, not including the time served as Associate Members.

- Associate Members are appointed for a one year term. Being an Associate Member enables newer members an opportunity to become familiar with CWD before taking on a 3 year full membership. Associate Members are appointed in the same manner as Full Members.

- It has been CWD’s tradition to allow Associate Members the same voting rights as our Full Members. However, every year Full Members must vote whether or not to allow Associate Members voting privileges during the present year.

- The Chair is appointed in the same manner as the Members for a one year term. Chairs must be voting Councilors and are limited to three consecutive one-year terms.

- Consultants bring particular skills or expertise to the Committee through a clearly defined role such as a special project. Consultants serve for one year terms. Consultants should serve no more than five years. CWD traditionally has a staff member of AAAS as a consultant on our committee. Consultants do not have voting privileges.

Photo 3
Headshot of Laureen Summers, AAAS consultant to CWD.
• The Staff Liaison is an ACS staff member who has the administration of the CWD as one of their significant job responsibilities. Paula Christopher, the current CWD Staff Liaison, is a Membership Specialist in the Department of Diversity Programs.

• Throughout this handbook, there is no attempt to distinguish the difference between Committee Members and Associate Members. Everything in this handbook that applies to Full Committee members also applies to Associate Members.

Benefits to CWD Appointment:

• Support and understanding from the community of chemists with disabilities
• Low risk environment to develop and practice leadership skills
• Opportunity to practice diverse communication skills in an accessible environment
• Improve interpersonal skills
• Opportunity for networking and making new contacts
• Coaching/mentoring
• Professional development
• Be an advocate for people with disabilities
• Increase knowledge of the ACS
• Recognition within CWD
• Personal satisfaction in helping others/making a difference
• Opportunity to make a lasting contribution
• Opportunity to directly impact issues of importance to chemists with disabilities in the chemical enterprise
• Increased interaction & access to ACS leadership
• Leadership training and future opportunities in ACS
• Travel compensation for National Meetings

Photo 4 A group of happy chemists, enjoying the festivities at the ACS meeting in New Orleans.
Membership Expectations:

- Be familiar with the content in the CWD Member Handbook
- Attend CWD Executive Meetings at the biannual ACS National Meetings
- Be an active and contributing member of at least one Subcommittee
- Remain active and up to date between meetings (i.e., participate in telephone conferences, answer e-mails, assist with technical programming, perform subcommittee work, etc.)
- Read agenda book and be prepared for Executive and Subcommittee Meetings
- Be a liaison from CWD to other ACS entities, as requested
- Promote awareness, advocacy, respect, and understanding for all people
- Be an advocate for chemists with a disabilities both within and outside the ACS
- Improve visibility of CWD and persons with disabilities in ACS
- Mentor others when the opportunity presents
- Promote universally accessible environments both within ACS and the wider chemical community
- Be informed about disability laws and rights
- Keep up to date on disability related technology

Leadership Responsibilities

CWD Chair:

- Provide vision and guidance to the CWD
- Seek opinions of Committee Members in areas of growth and concern
- Interpret and carry out all rules and bylaws with the help of the Staff Liaison
- Assume responsibility and accountability for committee strategic planning

Photo 5 Karl Bookish, 2014 CWD chair, seated at his office at the University of Delaware

Return to text
• Head CWD open and executive meetings at ACS national meetings and coordinate the work of the full Committee
• Conduct meetings in a business-like manner, following a printed agenda.
• Ensure that areas of concern are discussed and views of all Committee members are heard
• Serve as the official representative of the Committee to Council, Board, and other ACS Governance
• Initiate discussions on various aspects of CWD programs and activities with Committee Members, ACS staff, ACS Governance, members at large, and the public

Subcommittee Chairs:
• Provide vision and guidance to the Subcommittee
• Head Subcommittee meetings at ACS national meetings and in-between meetings.
• Coordinate volunteer efforts of the Subcommittee Members to ensure timely completion of all action items, setting deadlines as necessary
• Seek opinions of Subcommittee Members in areas of services
• With the Subcommittee, review all programs, projects, and services for relevance.

Staff Liaison – Paula Christopher:
This is a key role for the Committee as the Staff Liaison is the bridge between ACS staff and the CWD committee. This person is also an administrator, a communicator, a financial analyst, a motivator, a facilitator of team cohesiveness, and a finder of common ground between committees.

• Understand the staff liaison’s role and responsibilities.
• Provide support to the Committee
• Exhibit awareness of the committee’s mission and goals.
• Work with the chair.
• Understand the Committee’s structure.
• Provide in-depth knowledge and supporting information during meetings
• Follow up on assignments and action items.
• Provide a carefully prepared and easy to follow agenda
• Submit documents and committee communications in a timely manner.

Committee liaisons

CWD has liaisons to and from several other ACS bodies (committees, divisions, etc.). This structure improves communications and partnering between different groups.

▪ If possible CWD liaisons should attend the open meeting of their designated committee. Sometimes the other committees meet at the same time as CWD does. If this is the case, the CWD liaison should obtain a copy of the agenda and make contact with the committee when possible
▪ Respond to email inquiries regarding attendance at CWD meetings, activities and events.
▪ Submit a written report to Paula Christopher with less than 500 words no later than four (4) weeks after the meeting summarizing activities and actions of interest to CWD
▪ During national meetings, brief oral reports should be given in regards to items of immediate interest to the business of CWD. Routine or unrelated matters should be relayed through the liaison’s written report.

CONC Liaison (Committee on Committees Liaison)

▪ Observe the CWD group dynamics, share findings, and propose solutions to any concerns.
▪ Recommend ACS members for appointment to the Committee.
▪ Facilitate the CONC 5-year performance reviews
▪ Build a pipeline of diverse talent pool for CWD
▪ Recruit CWD members for other ACS governance committees.
Subcommittee Structure

All Members, including Associate Members, must serve on at least one subcommittee. Historically CWD subcommittees were: projects, awareness, and content. Then, in 2012 the subcommittee structure was revised to ad hoc as per project or objective. Subcommittees can be revised or added at biannual national meetings and may be disbanded when project or objective has been completed. Subcommittees do not meet during the CWD open and executive meeting. Subcommittees should informally meet in between national meetings to accomplish objectives.

Subcommittees as of Fall 2013

Revision of *Teaching Chemistry to Students with Disabilities*
Michael Kenney, Chair
Zelda Wasserman
Todd Pagano
Dorothy Miner
Annemarie Ross
Cary Supalo

*Historical Preservation*
Marilynn Sikes, Chair
Missy Postlewaite
Partnering with Other Agencies
Laureen Summers (Advisor)
Karl Booksh
Publications for C&EN
Allison Aldridge, Chair
Todd Pagano
Laureen Summers
Cary Supalo

Symposium planning for March 2014 Dallas Meeting
Roland Hirsh, Chair
Cary Supalo
Karl Booksh
Allison Aldridge

CWD Travel Grant
Dorothy Miner
Karl Booksh
Missy Postlewaite

ACS Network Communications for CWD
Robert Gates
Cary Supalo
Dennis Fantin
Judith Summers-Gates
Annemarie Ross

CWD Handbook
Marilynn Sikes
Missy Postlewaite
Zelda R Wasserman

Workshop on Understanding Different Experiences of People with Disabilities
Allison Aldridge
Karl Booksh
Cary Supalo
Annmarie Ross

Working Chemists Video Project
Judith Summer's Gate's (Chair)
Karl Booksh
Dennis Fatin

Chem Luminary Award
Allison Aldridge
Taylor Hood
Missy Postlewaite
Judy Summers-Gates

Chem Ambassador Award and ACS Fellow Award
Daniel E. Libby
Lee Hoffman
Karl Booksh

For a complete and updated list of subcommittees please see the CWD Agenda from the most recent ACS meeting. To receive a copy of the updated list of subcommittees you may contact Paula Christopher at P_Christopher@acs.org.
ACS Biannual Meeting

CWD members are required to attend the biannual national meetings. Although it may be subject to future change, the CWD open and executive meetings are held on Sunday during the national meetings. CWD tries to schedule this meeting at the governance hotel and all CWD members are encouraged to try to make their accommodations there. This not only makes it easier to access meetings and events, it keeps the committee members in a central location to help facilitate cooperation and productivity.

CWD members will be notified via email by the staff liaison, Paula Christopher, indicating which hotel the executive meeting will be held and when VIP housing will start. VIP housing is only open for a limited amount of time. CWD members should make reservations and travel arrangements as soon as possible.

Information for the CWD national meeting events will be emailed to members by Paula Christopher about 3 months before the national meetings. Information will include events, places, locations, and times. The CWD Committee Dinner is currently held on Saturday and may have an approximate time and a location to be determined. CWD members are required to RSVP to the events within the deadline provided by Paula Christopher in the email.

Expenses associated with CWD business are reimbursable on an actual cost basis. This includes expenses for CWD members to attend the ACS national meetings. However, expenses outside of the scope of CWD business, such as other committee luncheons, dinners, liaison expenses, etc., are not reimbursable. Currently, CWD does provide ticketed lunch for the CMA Luncheon which is customarily on Mondays. Entertainment expenses are non-reimbursable as are alcoholic beverages.

According to the ACS bylaws, everyone attending the meeting must register including committee members and presenters. Registration for the national meetings can be done online on the ACS website, by phone, by fax, or at the convention site. CWD members will not be reimbursed for the registration fee. CWD members are not required to pay for a ticket to the CMA luncheon when they register for the biannual national meetings.
To make travel arrangements for the ACS meetings contact Kelley Maddox, the ACS Travel Coordinator. She will make your flight arrangements and charge the CWD budget for your ticket. Kelley will send you an e-mail with a proposed flight itinerary for your approval before actually booking it. Kelly Maddox can be reached by calling 1.800.227.5558 (press 16053#) or by e-mail K_Maddox@acs.org. Please make your flight arrangements as early as possible because, prices on flights increase as time goes on.

If you wish to drive to the ACS meetings, use of a personal vehicle will be reimbursed at the Internal Revenue Service tax-deductible rate for mileage, currently 56.5¢ per mile, provided total does not exceed the cost of air coach class. Gasoline or oil is not reimbursable. CWD does not reimburse for rental cars expenses for national meetings except for very special circumstances that are approved in advance. Because ACS provides shuttle buses during the meeting, taxi charges other than the days of arrival and departure are subject to scrutiny and may not be reimbursed.

Photo 8 Group photograph of attendees at CWD open and executive meeting in Indianapolis in fall of 2013.

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CWD Reimbursement Forms and Procedures

The following guidelines will help avoid the time-consuming and money-delaying problems with travel reimbursements.

All travel expense forms should be sent within 10 days after the national meeting to:

American Chemical Society
Attn: Paula Christopher
1155 16th Street, NW
Washington, D.C. 20036

Please keep full expense documentation consistent with established ACS travel guidelines (for example, traveler's copy of rail or airline ticket, hotel bill, meal receipts, and taxi receipts). Please tape original receipts on a separate page(s) and attach to your travel expense form for meals, transportation, and hotel. An original receipt must be shown for every expense. Do not staple receipts; use scotch tape or equivalent. If CWD member travels by air and purchases an electronic ticket, do not include credit card statements or itineraries as proof of travel. Airline representatives can provide as many receipts as wanted when requested by the traveler. Keep track and tally the expenses for each day on the expense reimbursement form. Any expense that does not have a corresponding receipt could delay reimbursement.

When completing these forms please fill in the "Voucher Prepared and Phone Number" lines. Also, complete the "Purpose of Travel" section. Leave the account distribution, approval signature and date lines blank.

Separate charges from the hotel bill and record in the appropriate spaces on page 2. Horizontal and vertical column totals on page 2 are required; the totals should match. Check that the totals of the various line items for which you are requesting reimbursement equal the total bill. If some portion of the hotel bill is a personal expense (e.g., dry cleaning, in-room movie or bar), CWD members should indicate charges for which they are paying. If you share a room with another CWD member, please note on the form in the traveler's comments section the name of the person with whom you shared a room. Plan your expense reporting strategy with your partner. You have two options: either each claims one-
half the room charges; or one claims all room charges and the other nothing. The room charge equals the per-night fee plus related taxes.

An example of how to fill out a travel expense form is given below. For a blank electronic copy of the travel expense forms email Paula Christopher at P_Christopher@acs.org

The deadline to process meeting expenses is 10 days after the national meeting. Be sure to keep copies of your form and receipts should any discussion about your reimbursement be required.

FORM 5.08 TRAVEL EXPENSE WORKSHEET FOR REIMBURSABLE EXPENSES

<table>
<thead>
<tr>
<th>RECEIPTS ARE REQUIRED FOR CHARGES OVER $25 AND ALL ENTERTAINMENT EXPENSES</th>
<th>DAILY EXPENSES</th>
<th>REIMBURSABLE CHARGES</th>
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<td>8/20 Mon</td>
</tr>
<tr>
<td>8/18 Sun</td>
<td>8.30</td>
<td>6.30</td>
</tr>
<tr>
<td>8/20 Sun</td>
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</tr>
<tr>
<td>8/21 Sun</td>
<td>73.76</td>
<td>56.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>73.76</td>
<td>56.00</td>
</tr>
<tr>
<td>MEALS AND ENTERTAINMENT</td>
<td>POST TO REIMBURSABLE TOTAL</td>
<td>517.68</td>
</tr>
<tr>
<td>PERSONAL AUTO MILS</td>
<td>175.20</td>
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</tr>
<tr>
<td>TOTAL PER DAY</td>
<td>73.76</td>
<td>443.14</td>
</tr>
</tbody>
</table>

TRAVELER'S NOTES AND DESCRIPTIONS OF ENTERTAINMENT AND OTHER EXPENSE ITEMS - (IF ADDITIONAL SPACE FOR COMMENTS IS NEEDED PLEASE ATTACH ANOTHER PAGE)

Tolls across Walt Whitman Bridge and Ben Franklin Bridge into PA are highlighted on my easypass statement.

$20.00 was deducted from the total on my 8/20 receipt from Bookbinders Restaurant for nonreimbursable expenses of alcoholic beverages. I paid for this out of pocket.

Travel expense calculations.xls

Revised: 7/1/11
Accounts Payable  
Form 5.08 TRAVEL EXPENSE VOUCHER

TO: (PAYEE)  
Jane Doe

ADDRESS:  
42 Inclusion Way  
Hometown, NJ 08080

Special Instructions for mailing of check:  
(This will not appear on the check)

<table>
<thead>
<tr>
<th>FOR ACCOUNTS PAYABLE USE ONLY:</th>
<th>ACCOUNT DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>VOUCHER #</td>
<td></td>
</tr>
<tr>
<td>TRIP #</td>
<td></td>
</tr>
<tr>
<td>AUDITED BY:</td>
<td></td>
</tr>
<tr>
<td>MAILED BY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ - Total</td>
</tr>
</tbody>
</table>

PURPOSE OF TRAVEL:

To participate and serve the Chemists with Disabilities Committee and participate in governance at the ACS national meeting.

Note: Internal Revenue Code Regulation 1.274-5 stipulates that no deduction will be allowed for any expenditure for travel or entertainment unless the expenditure is substantiated by inclusion of the location, participants, and business purpose of the expenditure on the request for reimbursement. If not properly substantiated, the expenditure may be considered taxable compensation to the employee.

<table>
<thead>
<tr>
<th>SUMMARY OF EXPENSES (FROM WORKSHEET-PAGE 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>REIMBURSABLE CHARGES $ 593.78</td>
</tr>
<tr>
<td>LESS PERSONAL CHARGES</td>
</tr>
<tr>
<td>SUBTOTAL $ 593.78</td>
</tr>
<tr>
<td>LESS TRAVEL ADVANCE</td>
</tr>
<tr>
<td>BALANCE DUE $ 593.78</td>
</tr>
</tbody>
</table>

I certify that the expenses claimed on this voucher were incurred by me in connection with travel on ACS business, and that I have not been, nor do I expect to be, reimbursed from any other source for any portion of the net amount claimed from ACS.

If advance exceeds total reimbursable expenses, please attach your check payable to ACS for the balance due. Please include a copy of your travel advance voucher with this travel voucher.

PAYEE SIGNATURE: Jane Doe  
PHONE: 609-867-5309

PREPARED BY:  
(If other than Payee)  
(Print Name/Signature)

APPROVAL SIGNATURE:  
(Print Name/Signature)  
DATE:  
(Today's Date)
Communications between National Meetings

Being a member of CWD is not just showing up to the national meetings. A lot of the work is done between meetings. CWD members are required to work on subcommittee work and other projects between meetings.

With our members spread all over the United States, it is difficult to meet in person to collaborate on projects. Sometimes the subcommittees communicate through e-mail, conference calls, Google drive, TTY, and Skype.

Figure 9 Map of the United States with markers where 2014 members of CWD live.
ACS Governance and CWD

CWD Committee Charter

Bylaw III, 3, e, g

- Promoting educational and professional opportunities in the chemical sciences and in fields requiring knowledge of chemistry for persons with disabilities
- Championing the capabilities of those persons to educators, employers, and peers
- Envisioning a time when all individuals, including those with disabilities, will advance the chemical enterprise by drawing on the full range of their talents

a) Ensuring that all ACS sponsored services and programs promote and advance the full participation of students with disabilities;
b) Promoting opportunities for individuals with disabilities employed in or seeking employment within chemistry and its allied fields, supporting the ACS Strategic Plan;
c) Providing and promoting a portfolio of programs, products and services to increase their participation and leadership in the chemical community and
d) Serving as a resource to the chemistry community as a whole with reference to issues concerning the education and employment of individual with disabilities
ACS Structure and Governance

The American Chemical Society (ACS) is made up of a variety of pieces. The two deliberative bodies that govern the ACS are the Council and the Board of Directors.

The members of the American Chemical Society Council serve as a kind of "Congress" for the ACS. They are elected for a three-year term and serve as a vital bridge between national and local section, or division, concerns. They help to set national policies for ACS that directly or indirectly affect constituency. Council members integrate the views of their constituency with an open and objective evaluation of the broader needs of the ACS on the national level. Thus, Councilors are a voice for their constituency to the national ACS.

The ACS Board of Directors is the legal representative and policy-setting body of ACS. The Board includes the ACS President, the President-Elect, the Immediate Past-President, the Executive Director & CEO, six District Directors, and six Directors-at-Large. The ACS Board holds all of the Society's property and funds, and manages its affairs.

When someone joins the ACS they are automatically assigned to the nearest ACS Local Section. Local sections are geographically based member groups. They enable members to communicate and interact with other ACS members in their community. Local Sections elect their own officers and Councilors.

Local Sections are organized into Regions. Each Region of the ACS may host Regional Meeting. ACS Regional Meetings are organized by ACS Local Sections and reflect the diverse professional interests in their geographic regions. Regional meetings are smaller-scale than national meetings, and provide more opportunities for ACS technical and professional interactions.

When an individual becomes a member of ACS, they are offered an opportunity to join a Division. ACS Division memberships are optional and
are selected by an individual’s personal preference. The Divisions are responsible for programming at national meetings and offer awards, scholarships, workshops, and publications in their technical field. Divisions elect their own officers and Councilors. A list of ACS Divisions and their abbreviations are located in the appendix.

ACS Committees

The ACS Board and Council cannot do everything alone and sometimes has to delegate the work. That is why there are ACS Committees. At the national level, the committees of ACS can be classified into one of four basic categories: Society, Council, Board, and Joint Board-Council. There are 2 Society Committees: Budget and Finance, and Education and they report to both the ACS Council, and the ACS Board of Directors. Committees that report to the ACS Board of Directors are known as Board Committees. Committees that report to the ACS council are Council Committees. The third type of committee is a Joint Board-Council committee which report to both the ACS Council and the Board of Directors. CWD is a Joint Board-Council committee.

Committees are the driving forces of the ACS. They significantly influence the goals and actions of the Society; they are where most initiatives for Council consideration originate and are developed.
ACS Strategic Plan for 2013 and Beyond

Vision
Improving people’s lives through the transforming power of chemistry

Mission
Advance the broader chemistry enterprise and its practitioners for the benefit of Earth and its people

Core Values Goals
In pursuing the ACS Goals, we systematically apply the following Core Values:

Passion for chemistry in the broadest sense
• Research
• Education
• Innovation
• Solutions

Focus on members
• Service to members
• Volunteer contributions

Professionalism
• Integrity and transparency
• High standards

Diversity and inclusion
• Diverse community of highly-skilled chemistry professionals
• Advancement of chemistry as a global multidisciplinary science
ACS Strategic Goals:

1. **Be the most authoritative, comprehensive, and indispensable provider of chemistry-related information.**

   ACS will be the most trusted source for chemistry related information by providing indispensable products and services. These include high-quality journals and periodicals, databases, and meetings that advance the practice of chemistry and related sciences. Through creative collaborations, transformative technologies, and best practices, ACS will ensure that its information products and services are the most authoritative and accessible.

2. **Empower an inclusive community of members with networks, opportunities, resources, and skills to thrive in the global economy.**

   ACS will provide and develop resources to enable its members and other chemistry-related professionals to succeed in the global scientific enterprise at all stages of their careers. ACS will be a key resource for professional and career development and peer collaboration, and will encourage diversity in the chemical sciences. Through advocacy efforts, ACS will encourage the creation and retention of chemistry-related jobs within the U.S.

3. **Foster the development of the most innovative, relevant and effective chemistry education in the world.**

   ACS will promote the development and dissemination of best practices in chemistry education to ensure a scientifically literate citizenry and a highly qualified chemical workforce. High-quality, evidence-based approaches to chemistry education and advanced professional development for teachers will be fostered. ACS will support reforms and initiatives that result in safer laboratory practices and a pipeline of competent, ethical, and competitive U.S. chemists ready to address global challenges.
4. Communicate Chemistry’s Value

*Communicate chemistry’s vital role in addressing the world’s challenges to the public and policymakers.*

ACS will lead in communicating the value of chemistry. Active participation of individual members in public outreach efforts will be encouraged and supported. ACS will be the premier advocacy organization to promote science, engineering, and innovation within the chemistry enterprise.

**ACS Statement on Diversity** (Approved by the ACS Board of Directors – 2007)

The American Chemical Society believes that to remain the premier chemical organization that promotes innovation and advances the chemical sciences requires the empowerment of a diverse and inclusive community of highly skilled chemical professionals regardless of race, gender, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, presence of disabilities, educational background, and other factors. Chemical scientists rely on the ACS to promote inclusion and diversity in the discipline. To enable scientific progress and maintain its global competitive edge, the ACS remains committed to inspiring and educating the present and future generations of diverse, innovative, and creative chemical professionals. By promoting inclusion and equity to all, the ACS will succeed in fostering a diverse community of professionals in the chemical sciences who will be the catalyst for transforming the world through their full participation and integration into the chemical professions.
Department of Diversity Programs (DDP)

The DDP is chartered with increasing the diversity of ACS membership, educating members and stakeholders on the value and status of diversity in chemical science, and recognizing and communicating outstanding diversity achievements. DDP seeks to increase the representation and inclusion of underrepresented minorities, women, younger chemists, and chemists with disabilities in the chemical sciences, as well as establishing strategic collaborations within ACS and with other organizations which are critical to success. The core DDP program focuses essentially on two things: facilitating and implementing ACS committee-driven initiatives and reaching out to diversity-related scientific groups to enhance ACS’s diversity image and lay the groundwork for future partnerships. This administrative support involves ACS statements on diversity, internal educational presentations, committee support, and relationship-building with other organizations.

Organizational chart DDP

- Joy Titus-Young, Manager with four direct reports Staff Liaison to CMA and D&I, Managing relationships with our sister societies AISES, SACNAS, NOBCChE.
- Audley Burke, Sr. membership Associate
- Staff Liaison to YCC, Project Manager for D&I Presidential Task Force recommendations, NSBE, URM Undergraduate students.
- Paula Christopher, membership Associate Staff Liaison to CWD, and NOBCChE. Focuses on African-American issues and chemists with disabilities.
- Victoria Fuentes, membership Associate, assists with CMA & D&I, SACNAS, AISES
- Katherine Hoffman, membership Specialist, Staff Liaison to WCC, Women Chemists of Color Program and Woman’s issues
DIVERSITY & INCLUSION ADVISORY BOARD (DIAB)

The ACS Diversity & Inclusion (D&I) Advisory Board was constituted by P&MR December 2010 to leverage efforts of the Joint Subcommittee on Diversity to drive synergies, leverage, and integration across ACS governance and other units to maximize opportunities and growth for members across the spectrum of gender, race, physical ability, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, educational background and other factors. The D&I will be made up of 12 representatives, drawn from the following ACS units: Committee on Professional Training (CPT), Committee on Minority Affairs (CMA), Committee on Technician Affairs (CTA), Women Chemists Committee (WCC), Chemists with Disabilities (CWD), Younger Chemists Committee (YCC), Senior Chemists Subcommittee, Division of Professional Relations, and diversity partners representing the African-American, Asian, Hispanic and Native American communities.

Vision:
The American Chemical Society is an inclusive community of highly skilled chemical professionals that reflects the diversity of the chemical enterprise today.

Mission:
D&I exists to promote and advance diversity and inclusion within and on behalf of the Society by increasing the diversity of ACS membership and governance.
Responsibilities:

- Advise the ACS Board of Directors on ways to increase the participation and membership of underrepresented minorities in ACS governance and other volunteer activities.
- Monitor the implementation of the recommendations resulting from the Report of the Presidential Task Force on Implementing the ACS Diversity Reports.
- Advance diversity and inclusion in the chemical sciences by raising awareness among ACS members, students, and relevant stakeholders.
- Recognize and disseminate information on outstanding achievements in diversity by members, staff, and other stakeholders.

It is easy to confuse the Diversity and Inclusion Board (DIAB) and Department of Diversity Programs (DDP). DIAB is made up of committees of volunteers and DDP is made up of ACS staff members.

**Division of Professional Relations (PROF) Chemists with Disabilities Subdivision**

The Division of Professional Relations, or PROF, is a Technical Division of the ACS, not a committee. PROF is present at all ACS National Meetings and some Regional meetings. PROF does programming at ACS meetings to help ACS members with their careers.

The objectives of PROF are:

- To represent its membership and to inform general membership in professional rather than scientific matters.
- To increase awareness of members and to influence SOCIETY policies on professional matters through the organization of appropriate programs, conferences and discussion groups.
- To assess member opinions on professional matters and to make this information available to SOCIETY members through appropriate means.
PROF has several subdivisions. These subdivisions are:

- Gay and Transgender Chemists and Allies
- Chemists with Disabilities
- Minority Affairs
- Ethics
- Women Chemists
- Younger Chemists

Notice that PROF has a Chemists with Disabilities Subdivision. This is easily confused with us, Chemists with Disabilities Committee. PROF Chemists with Disabilities is a subdivision of Technical Division of the ACS. We are Chemists with Disabilities Committee, a joint Board-Council committee and are part of the Diversity and Inclusion Advisory Board (DIAB) of the ACS.

The goals of the PROF Chemists with Disabilities Subdivision:

- Promote Inclusion, Advocacy, Recognition, Mentoring, Networking for American Chemical Society members who are, or work with, disabled chemists and aspiring chemical professionals.

- Educate the American Chemical Society, its members, employers of chemists, chemical educators, and science education leaders and policymakers about why overt inclusion, advocacy, recognition, and respect of disabled people is important – in curricular and pedagogical practices, learning and training settings, laboratory settings, career guidance, The Americans with Disabilities Act, Affirmative Action/Equal Opportunity Employment policy and practices, hiring/benefit practices, the workplace social environment in academic and industrial settings, diversity training, and diversity outreach.

- Collaborate with other organizations concerned about educational, workplace and career issues unique to disabled people and those who work with them.

For more information on the PROF Chemists with Disabilities Subdivision go to http://prof.sites.acs.org/chemwithdisabilities.htm or e-mail the subdivision chair at cas380@gmail.com.
ACS Career Consultants

Career consultants are volunteers who offer advice to chemical professionals in all stages careers. They provides information and services to ACS members including job search strategies, résumé and curriculum vitae formats, effective use of electronic communication, and career management & planning. When a Chemist with a disability seeks a position in their career field, they may look for different attributes in their job search. ACS career consultants need volunteers who understand the unique perspectives and challenges a chemist with a disability has when searching for a career. That is why volunteers with expertise in disability related issues are needed for the ACS Career Consultant Program.

Responsibilities for ACS Career Consultants:

- Respond to member’s request for one-on-one career assistance within 3 days, and continue timely contact
- Remain current on trends in chemical employment and the workforce
- Participate in career development workshops at national, regional, or local meetings
- Interact with local sections to provide career development resources
Requirements for the ACS career consultant program:

- Must be a current ACS member with at least 2 years of pertinent work experience in the chemical sciences.
- Should have job search and career change experience, including but not limited to: hiring, promotions, layoffs, downsizing, or retirement.
- Be proficient with online communications including e-mail, e-mail attachments, internet, search engines, LinkedIn, Facebook, blogs, share software packages and other internet related services
- Annual weekend training retreat, shadow experienced, volunteer, electronic access to policies and instructions
- Recertify every 5 years
- Apply online or on paper, with resume and 2 letters of recommendation

For more information:
visit acs.org/careers > Job Search Strategies
or contact Malahat Layazali at 1-800-227-5558 ext6204 m_layazali@acs.org
ACS Leadership Development System

The mission of the ACS Leadership Program is to build skills and create leaders ready, willing, and able to step into leadership roles in their volunteer and professional lives with confidence and competence.

As volunteer leaders in the American Chemical Society, committee members often find themselves operating in uncharted territory. Whether taking on new responsibilities, trying to achieve buy-in, or organizing a team of volunteers, their leadership skills will be put to the test. Therefore, members of CWD are encouraged to take advantage of the ACS Leadership Development System courses.

ACS Leadership Development System courses:

- Competency-based, integrated framework of learning modules designed to help members develop into highly skilled leaders
- Highly rated, research based curriculum tailored to the needs of ACS members
- All courses are taught by an ACS Member trained and certified to facilitate the course
- CART and other accommodations available upon request
- Customized courses available upon request
- Over 45 courses offered throughout the year at:
  - ACS Leadership Institute
  - National Meetings
  - Regional Meetings
  - Local Sections
  - Some courses are offered online

For list of available courses, schedule, and detailed descriptions go to

http://www.acs.org/leaderdevelopment
### Chart of areas of core leadership, competency, and the correlating ACS leadership courses

<table>
<thead>
<tr>
<th>Personal Capability</th>
<th>Interpersonal Skills</th>
<th>Focusing on Results</th>
<th>Setting A Clear Direction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emerging Volunteers</td>
<td><strong>The ACS and You</strong></td>
<td>Engaging Colleagues in Dialogue</td>
<td><strong>Matching Interests with Goals</strong></td>
</tr>
<tr>
<td></td>
<td>Managing Projects Effectively</td>
<td><strong>Running Productive Meetings</strong></td>
<td>Engaging and Motivation Volunteers</td>
</tr>
<tr>
<td>Emerging Leaders</td>
<td>Fostering Innovation</td>
<td>Coaching and Feedback</td>
<td>Collaborating Across Bounds</td>
</tr>
<tr>
<td>Developing Leaders</td>
<td>Leading Without Authority</td>
<td>Developing Communication Strategies</td>
<td><strong>Succession Planning</strong></td>
</tr>
<tr>
<td>Advanced Leaders</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Areas</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extraordinary Leader</td>
<td>-8 hours</td>
</tr>
</tbody>
</table>

**Figure 13** Chart of areas of core leadership, competency, and the correlating ACS leadership courses. Courses written in italics are online courses.

The ACS and You – online course FREE
4-Hour Facilitated Courses $150 for members
8-Hour Extraordinary Leaders Course $650 for members
Self-Paced online courses $25 for members

The fee for each four hour course is normally $150 for ACS members. However, all committees, including CWD, have scholarships available. In the past, some CWD members have received full scholarships to attend the ACS Leadership Institute classes.

For information on CWD scholarships for ACS Leadership Development courses, contact the CWD chair or Paula Christopher.

For more information on ACS Leadership Institute scholarships, contact leaders@acs.org to obtain the scholarship codes and registration instructions.

For more information on the ACS Leadership Institute or their courses go to: [http://www.acs.org/content/acs/en/careers/profdev/leadership.html](http://www.acs.org/content/acs/en/careers/profdev/leadership.html)
APPENDIX

Accommodations of this Handbook:

- Handbook is available as an audiobook for dyslexic and blind
- Handbook available in electronic format to be assessable to screen readers.
  - Handbook is created in word along with the charts and figures. Screen readers will not read charts and other material copied and passed into the word document.
- Captions in all the photos for visually impaired.
  - Captions contain concise details pertaining to the function and message of the picture. Captions do not provide superfluous details
  - Captions end with “return to text” to instruct someone reading out loud to say “return to text” before they resume reading the principle text.
- Content is written in easy to understand English for learning disabled and different cognitive levels.
- Text is written in Times New Roman font for visually impaired. The text size is a minimum of 16 point.
The ADA

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services. The current text of the ADA includes changes made by the ADA Amendments Act of 2008, which became effective on January 1, 2009. The ADA was originally enacted in public law format and later rearranged and published in the United States Code.

The 2010 Regulations

On Friday, July 23, 2010, Attorney General Eric Holder signed final regulations revising the Department's ADA regulations, including its ADA Standards for Accessible Design. The official text was published in the Federal Register on September 15, 2010 (corrections to this text were published in the Federal Register on March 11, 2011).

These final rules went into effect on March 15, 2011, and were published in the 2011 edition of the Code of Federal Regulations (CFR).

For more information on the ADA go to: http://www.ada.gov/2010_regs.htm
WEBSITES AND RESOURCES

American Association for the Advancement of Science  www.aaas.org/
American Chemical Society  www.acs.org/
National Federation of the Blind  https://nfb.org/
Association on Higher Education and Disability  www.ahead.org
The Center for Universal Design  www.design.ncsu.edu
Children and Adults with Attention Deficit Disorders  www.chadd.org
Equal Opportunity Commission  www.eeoc.gov
International Dyslexia Association  www.interdys.org
National Center for Learning Disabilities  www.ncld.org
National Federation for the Blind  www.nfb.org
National Technical Institute for the Deaf  ntidweb.rit.edu/
National Science Foundation  www.nsf.gov
National Institutes of Health  www.nih.gov
Office for Civil Rights  www.ed.gov/offices/OCR
Learning Ally (Recording for the Blind and Dyslexic)  www.learningally.org
American Council of the Blind  http://acb.org/
A GUIDE OF ACRONYMS OFTEN USED WITHIN CWD

ACS  American Chemical Society
ADA  American with Disability Act
ADD  Attention Deficit Disorder
AHEAD  Association on Higher Education and Disability
ASL  American Sign Language
C3S  Chemistry Consultants Services
CAS  Chemical Abstracts Service
CTPAS  Chemical Technology Program Approval Service
ESL  English as a Second Language or Exact Sign Language
DVR  Division of Vocational Rehabilitation
IchC  International Chemistry Celebrations
LD  Learning Disability
NCW  National Chemistry Week
NFB  National Federation for the Blind
NSF  National Science Foundation
PRF  Petroleum Research Fund
SEE  Signed Exact English
STEM  Science Technology Engineering and Mathematics
TAGs  Technician Affiliate Groups
2YC3  Two-Year College Chemistry Conferences
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Name</th>
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</thead>
<tbody>
<tr>
<td>B&amp;F</td>
<td>Society Committee on Budget and Finance</td>
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<tr>
<td>BOT</td>
<td>Board of Trustees, Group Insurance Plans</td>
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<tr>
<td>C&amp;B</td>
<td>Constitution and Bylaws</td>
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<td>CA</td>
<td>Corporation Associates</td>
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<tr>
<td>CCA</td>
<td>Community Activities</td>
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<tr>
<td>CCAS</td>
<td>Chemical Abstracts Service</td>
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<tr>
<td>CCPA</td>
<td>Chemistry and Public Affairs</td>
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<tr>
<td>CCS</td>
<td>Chemical Safety</td>
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<tr>
<td>CEI</td>
<td>Environmental Improvement</td>
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<tr>
<td>CEPA</td>
<td>Committee on Economic and Professional Affairs</td>
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<tr>
<td>CMA</td>
<td>Committee on Minority Affairs</td>
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<tr>
<td>COMSCI</td>
<td>Committee on Science</td>
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<tr>
<td>CONC</td>
<td>Committee on Committees</td>
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<td>CP&amp;RM</td>
<td>Patents and Related Matters</td>
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<tr>
<td>CPC</td>
<td>Council Policy Committee</td>
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<tr>
<td>CPRC</td>
<td>Public Relations and Communications</td>
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<td>CPT</td>
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<td>CWD</td>
<td>Committee on Chemists with Disabilities</td>
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<tr>
<td>DAC</td>
<td>Divisional Activities Committee</td>
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<tr>
<td>G&amp;A</td>
<td>Committee on Grants &amp; Awards</td>
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<td>IAC</td>
<td>International Activities</td>
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<td>LSAC</td>
<td>Committee on Local Section Activities</td>
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<td>M&amp;E</td>
<td>Meetings and Expositions Committee</td>
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<td>MAC</td>
<td>Membership Affairs Committee</td>
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<td>WCC</td>
<td>Woman Chemists Committee</td>
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<tr>
<td>N&amp;E</td>
<td>Nominations and Elections Committee</td>
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<td>P&amp;I</td>
<td>Pensions and Investments</td>
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<td>P&amp;MR</td>
<td>Professional and Member Relations</td>
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<td>PA&amp;PR</td>
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<td>Project SEED</td>
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<td>SOCED</td>
<td>Society Committee on Education</td>
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<tr>
<td>YCC</td>
<td>Younger Chemists Committee</td>
</tr>
</tbody>
</table>
ACS - DIVISIONS

AGFD       Agricultural & Food Chemistry
AGRO       Agrochemicals
ANYL       Analytical Chemistry
BIOT       BioChemical Technology
BIOL       Biological Chemistry
BMGT       Business Development & Management
CARB       Carbohydrate Chemistry
CST        Catalysis Science and Technology (probationary)
CELL       Cellulose and Renewable Materials
CHED       Chemical Education
CHAL       Chemistry & The Law
CHAS       Chemical Health & Safety
CINF       Chemical Information
COLL       Colloid & Surface Chemistry
COMP       Computers in Chemistry
ENVR       Environmental Chemistry
FLUO       Flourine Chemistry
FUEL       Fuel Chemistry
GEOC       Geochemistry
HIST       History of Chemistry
I&EC       Industrial & Engineering Chemistry
INOR       Inorganic
MEDI       Medicinal Chemistry
NUCL       Nuclear Chemistry & Technology
ORGN       Organic Chemistry
PETR       Petroleum Chemistry
PHYS       Physical Chemistry
POLY       Polymer Chemistry
PMSE       Polymeric Materials: Science & Engineering
PROF       Professional Relations
RUBB       Rubber
SCHB       Small Chemical Businesses
TOXI       Chemical Toxicology