Committee Preference Form

User Guide
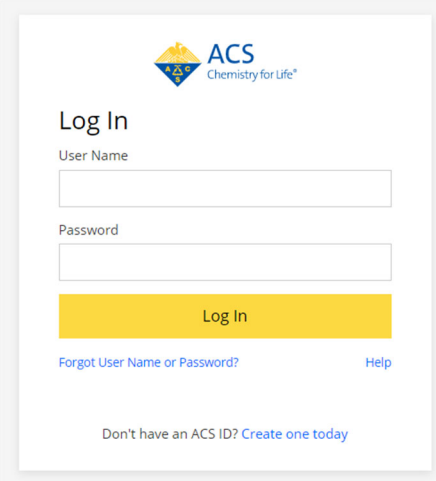
Contents

Accessing the Preference Form

The Committee Preference Form can be found at https://www.cmte.acs.org/.

An ACS ID is required to login to the application. Existing users can enter their Username and Password into the provided fields.

Users without an ACS ID should click on Create one today. Please note that to successfully access the Preference Form, prospective new users will also have to become ACS members.

Users who do not remember their username or password can use the password recovery option.

Preference Form Welcome Page

A welcome page will be displayed for all users who successfully log into the application for the first time.

The welcome page includes:

- Timeline: The opening and closing date of the selection of committee preferences for the current calendar year
- Instructions: Information on where to access help resources for the Committee Preference Form and the Committee Appointment Process
- Currently Serving Committee: User-specific information about current committee service. This section will notify the user whether they need to complete committee preferences for this year or not.
- Privacy Statement: Information on ACS' privacy policy

The Dashboard

The Dashboard is the central page in the Preference Form application and has several sections:

- Committee Preference: Users who are currently serving in a committee will be reminded of their assignment. Users who are eligible to submit preferences can click on the **Submit your preferences button** to continue to the committee preference selection page. After users submit their preferences, their selections will be displayed in this section of the Dashboard.

- Skills Assessment: Users can click on **Select your skills** to continue to the Skills Assessment section. After users submit their assessment, their choices will be displayed in this section of the Dashboard.

- My Contact Information: Users can click on **Edit** to make changes to their contact information directly from the Dashboard. All changes are immediately autosaved.

- My Biography: Users can click on **Edit** to make changes to their biography information directly from the Dashboard. All changes are immediately autosaved.

- Yellowbook: Users with the necessary permissions to view the ACS YellowBook, will see a **Yellowbook** button that when clicked will launch the application.

- Bottom navigation bar: Users can click in up to three external links that can direct them to information about the committee assignment process.

The Skills Assessment

Users should begin the process of completing their preferences by accessing the Skills Assessment section.

The **Skills Assessment** is a quick way for users to provide information about their skills. The Committee on Committees (ConC) will use this information when considering appointments. The individual skills listed are directly correlated to the skills sought by committees.

For a description of each skill, users can hover over each help bubble.
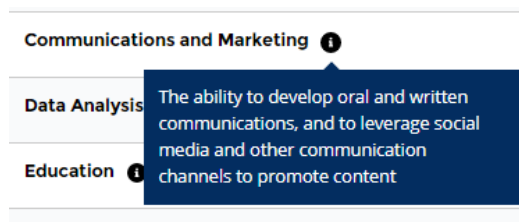
For a description of what Beginner, Intermediate, and Advanced are, users can hover over each help bubble.

Users who don't consider themselves have a beginner, intermediate, or advance level for any given skill, can choose the N/A option for that skill.

Once a user has completed the Skills Assessment, they can return to the Dashboard to continue to the next step.

Back to Dashboard

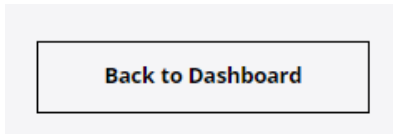# Selecting and Submitting Committee Preferences

Users who are ready to select their committee preferences, should click on **Select Your Preferences**

in the dashboard screen. There are three sections to the committee preference selection process:

Committee Selections, Committee Qualifications, and Submission.
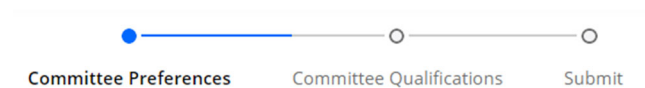
Committee Preferences Section

The Committee Preferences section is comprised of two steps: Confirmation of Term and the Committee Selection screen.

Confirmation of Term

Users are required to confirm whether they are currently serving on a committee and whether they'd like to continue and submit committee preferences.

There are three possible scenarios that determine the options that appear on the Confirmation of Term drop-down menus.

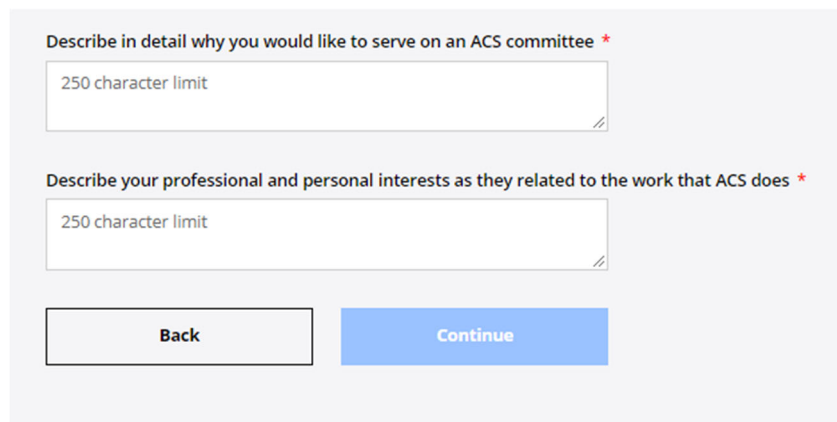1. Users who are not currently serving on a committee

2. Users who are currently serving on a committee whose term is expiring and are eligible for re-appointment

3. Users who are currently serving on a committee whose term is expiring and are not eligible for re-appointment

In all three scenarios, users should continue and submit preferences.

Users who are not interested in submitting preferences for specific committees, can select the **No Committee Preference** option. However, users will be asked to information about their interests and motivations for wanting to serve on committees.
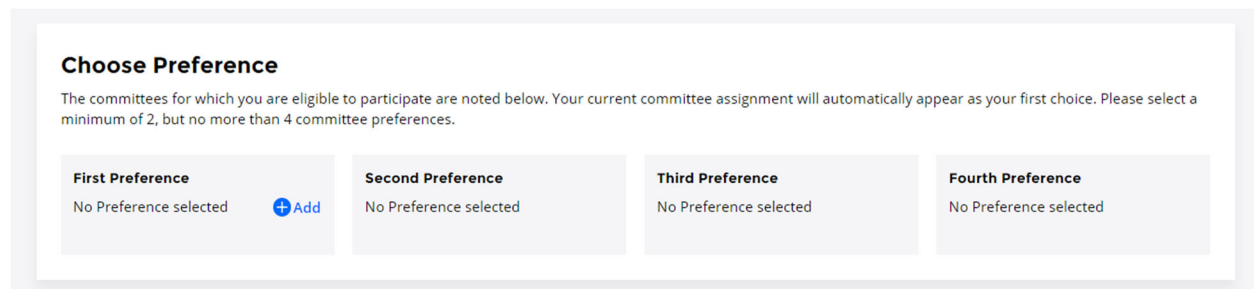

Choosing Preferences

Users who are currently serving on a committee, and are eligible for reappointment, will see their First Preference be automatically populated with their current committee.

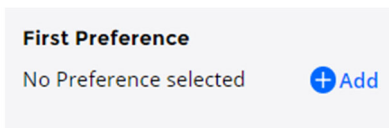All other users will see a blank slate of committee preferences.

Please note that all users are required to select at least two, but up to a maximum of four, committees. All users are highly encouraged to submit preferences for all four slots.
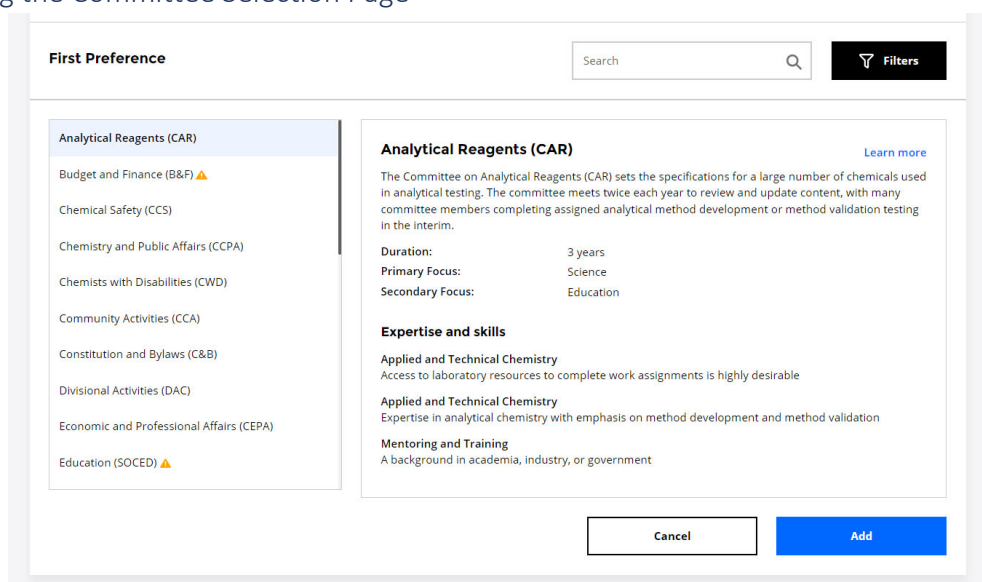
Entering the Committee Selection Page

To begin with selecting a committee, locate and click Add

First Preference

No Preference selected ➕Add

Navigating the Committee Selection Page

First Preference   Search 🔍   ▼ Filters

Analytical Reagents (CAR)

Budget and Finance (B&F) ⚠

Chemical Safety (CCS)

Chemistry and Public Affairs (CCPA)

Chemists with Disabilities (CWD)

Community Activities (CCA)

Constitution and Bylaws (C&B)

Divisional Activities (DAC)

Economic and Professional Affairs (CEPA)

Education (SOCED) ⚠

Analytical Reagents (CAR)   Learn more

The Committee on Analytical Reagents (CAR) sets the specifications for a large number of chemicals used in analytical testing. The committee meets twice each year to review and update content, with many committee members completing assigned analytical method development or method validation testing in the interim.

Duration:	3 years
Primary Focus:	Science
Secondary Focus:	Education

Expertise and skills

Applied and Technical Chemistry
Access to laboratory resources to complete work assignments is highly desirable

Applied and Technical Chemistry
Expertise in analytical chemistry with emphasis on method development and method validation

Mentoring and Training
A background in academia, industry, or government

Cancel   Add

1. Users can begin reviewing the list of available committees by using the left navigation panel to scroll up and down the list
2. Information about each committee is contained on the right-hand panel. For each committee, the following information is available:
   a. Committee description
   b. Term duration
   c. The Committee's primary and secondary focus
   d. List of Expertise and Skills
   e. A link to the committee's website that can be found by clicking on Learn More
3. Users can enable a filter to display committees that contain only a specific Skill and Expertise or Primary Focus of Area. Users can click the Filter button to launch it, select the desired checkbox, and click Apply

Selecting a committee

To select a committee in any of the four available slots, users can click on the Add button

As a result, users should see their choice reflected on the Committee Selection Page

Committee Qualifications

Users who have selected at least two, but preferably up to four, committees can continue to the next step by clicking on **Continue**

Committee Qualifications Write-up

For each selected committee, users are required to submit information about why they are interested in joining a committee and how they may be qualified to do so. Users have up to 1,000 characters for each committee qualifications write up.

For a best-in-class example of the type of entry that the Committee on Committees (ConC) is looking for, users can hover over the help bubble.

When users have entered information into each of the provided spaces, they can click on Continue to move onto the next screen

Committee Qualifications Questionnaire

The final screen in the process consists of five questions that allow the user to provide more background information about themselves which will be helpful to ConC when considering appointments.

Select from the available options to choose the one that best reflects your current employment sector. Users can select Something Else to enter their own response into a text field

Users can select from the options in the two drop-down menus to indicate their primary and secondary fields of focus in chemistry. Users should think of their choices in this drop-down within the context of the committees that they've selected in the previous screens.

Users are required to indicate if they'd like to become a candidate for ACS National Office. Users who are not interested can select **No**. Users who click yes will be ask to rank their preference for each of the three office types.
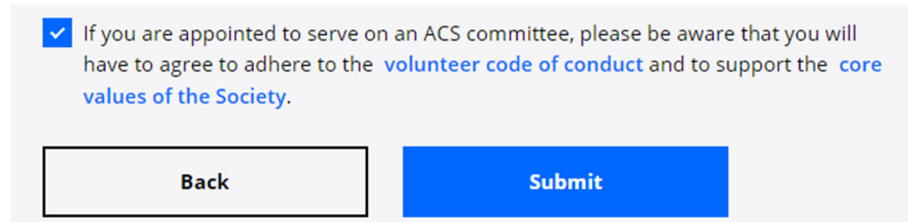
Submitting Your Preferences

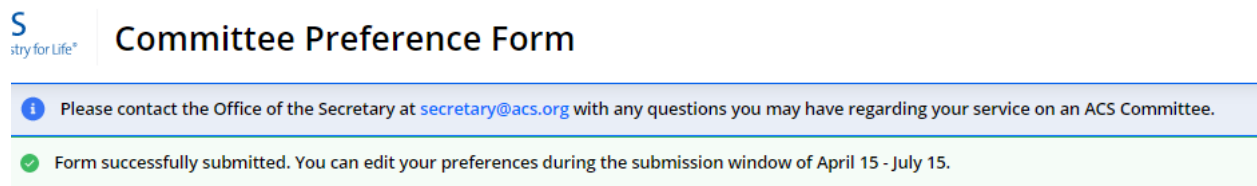Users who have completed all the previous steps can move to the final step.

Before a user can submit their preferences, they are required to confirm their understanding of the ACS volunteer code of conduct and core values of the society.

The **Submit** button will become actionable after the check mark is completed

Users who successfully submit their preferences, will see a confirmation message:

Alert: Skills Assessment Incomplete

Users who attempt to submit their preferences without completing the Skills Assessment will see an alert.

Users should click on **Go to Skills Assessment** to complete the necessary section

It's important that users return to the Submission window after completing their preferences to formally submit their committee preferences. Users can do this by clicking on Edit your preference and navigating to the Submit screen.

If you experience any problems or need assistance during this process, please contact the Office of the Secretary at (800-227-5558, ext. 4461). Thank you in advance for your cooperation, and for all your efforts on behalf of our Society.