

Committee Preference Form

User Guide

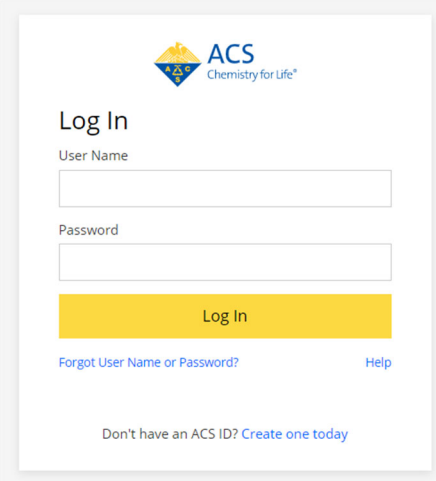
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Accessing the Preference Form

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.



The image shows a screenshot of the ACS login page. At the top center is the ACS logo with the tagline "Chemistry for Life". Below the logo is the heading "Log In". There are two input fields: "User Name" and "Password". Below these fields is a yellow "Log In" button. At the bottom of the form, there are two links: "Forgot User Name or Password?" and "Help". At the very bottom, there is a link that says "Don't have an ACS ID? Create one today".

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.

Committee Preferences

No Committee selected

Please select your Committee Preferences

[Select your preference](#)

Committee Preference Form
contact information and biography.

Timeline
The form is open for you to submit your committee preferences from March 31st to April 29th. Outside of this period, you can use this application to view your previous committee preference selections and edit your contact information and biography.

Volunteers who are appointed to serve in committee will be notified on behalf of the appointing officers (ACS President and/or Board Chair) starting in November.

Instructions
The Committee Preference Form has recently been redesigned, please take a few minutes to review the changes and upgrades.
<https://www.acs.org/content/acs/en/about/governance/committees/committees/information/preferences/new-preference-form.html>
For more information about the committee appointment process, including a detailed timeline, visit the committee information page.
[Committee Preferences - American Chemical Society \(acs.org\)](#)

When you enter the form, we suggest you begin by completing your skills assessment and before selecting your preferences.

If you have any questions, please contact secretary@acs.org.

Currently Serving Committee
You are not currently serving on any committees. Please proceed to submit your committee preferences.

Privacy Statement
Please see our [Privacy Policy](#) for information on how your data will be used.

[Continue](#)

How to use this page
View our short tutorial.
[Learn more](#)

Timeline
Your committee preferences are due on April 29, 2022.
[Learn more](#)

Committees
ACS committees serve a diverse set of functions.
[Learn more](#)

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

ACS
Chemistry

Committee Preference Form

Please contact the Office of the Secretary at secretary@acs.org with any questions you may have regarding your service on an ACS Committee.

Welcome

Committee Preferences

No Committee selected

Please select your Committee Preferences

[Select your preference](#)

My Contact Information

[Edit](#)

Name:	Mr. John Doe III	Address:	ACS Palm Spring Rd. Palmdale CA United States 90137
Nickname:		Email:	doe@mac.edu
Organization:	CaChem Inc	Phone:	(555)842-2486
Department:	Applied Chemistry		

My Biography

[Edit](#)

Academic Record:	B.S. Chemistry - UMC 2006; M.S. Biology - USC 2008
Honors:	
Professional Position:	Associate Chemist, CaChem Inc 2008 - present
Memberships:	

Skill Assessment

Please select your Skills

This assessment is a quick way for you to give us more information about your skills and expertise. This information will be used when considering which of the committees you may be best suited for.

[Select your skills](#)

YellowBook

View the directory of ACS national officers, directors, councilors, committees, local section officers, and technical division officers.

[YellowBook](#)

How to use this page
View our short tutorial:
[Learn more](#)

Timeline
Your committee preferences are due on: April 29, 2022.
[Learn more](#)

Committees
ACS committees serve a diverse set of functions.
[Learn more](#)

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.

Committee Preferences

No Committee selected

Please select your Committee Preferences

[Select your preference](#)

- **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.

Skill Assessment

Please select your Skills

This assessment is a quick way for you to give us more information about your skills and expertise. This information will be used when considering which of the committees you may be best suited for.

[Select your skills](#)

- **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 Contact Information [Edit](#)

Name:	Mr John Doe III	Address:	425 Palm Spring Rd Falsstad CA United States 60137
Nickname:		Email:	doe@mac.edu
Organization:	CalChem Inc	Phone:	(555)942-2486
Department:	Applied Chemistry		

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

My Biography [Edit](#)

Academic Record:	B.S. Chemistry - UMC 2008; M.S. Biology - USC 2008
Honors:	
Professional Position:	Associate Chemist, CalChem Inc 2008 - present
Memberships:	

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

YellowBook

View the directory of ACS national officers, directors, councilors, committees, local section officers, and technical division officers.

[YellowBook](#)

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

<p>How to use this page</p> <p>View our short tutorial. Learn more</p>	<p>Timeline</p> <p>Your committee preferences are due on April 29, 2022. Learn more</p>	<p>Committees</p> <p>ACS committees serve a diverse set of functions. Learn more</p>
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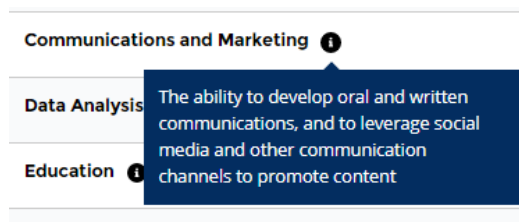
The Skills Assessment

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

The screenshot shows a 'Skill Assessment' form with a table of skills and their proficiency levels. The skills listed are: Applied and Technical Chemistry, Championing Diversity, Communications and Marketing, Data Analysis, Education, Event Planning, Finance, International Experience, Knowledge of ACS, Mentoring and Training, Networking and Outreach, Public Policy, Research and Publishing, and Safety in Chemistry. Each skill has a horizontal slider with four markers labeled N/A, Beginner, Intermediate, and Advanced. A 'Back to Dashboard' button is located at the bottom left of the form.

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.

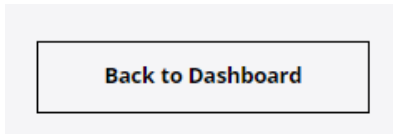


For a description of what Beginner, Intermediate, and Advanced are, users can hover over each help bubble.



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.

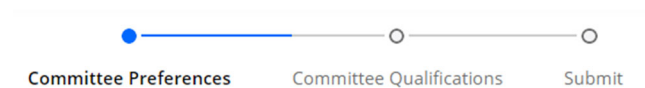


Selecting and Submitting Committee Preferences

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

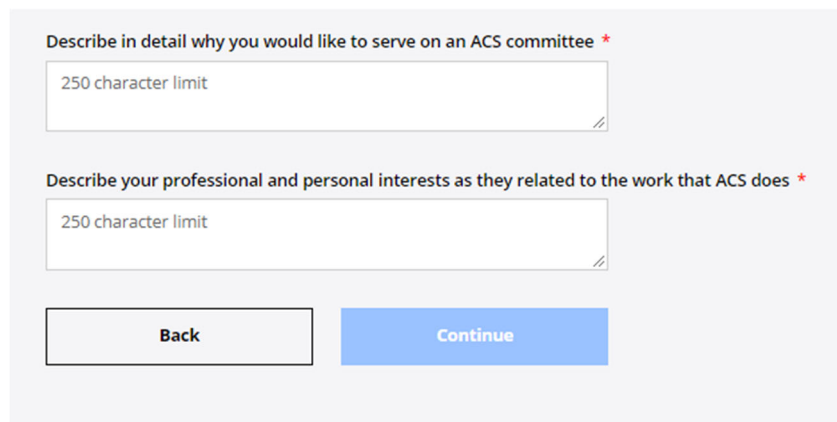
Users are required to confirm whether they are currently serving on a committee and whether they'd like to continue and submit committee preferences.

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.



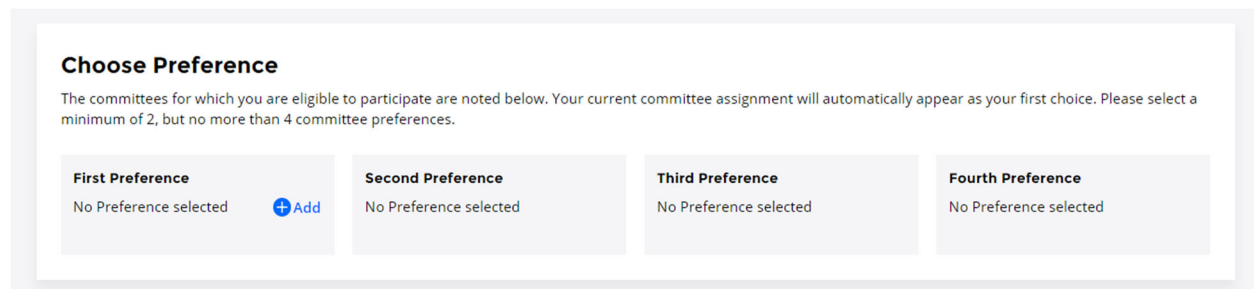
The screenshot shows a form with two text input fields and two buttons. The first input field is labeled "Describe in detail why you would like to serve on an ACS committee *" and has a "250 character limit" placeholder. The second input field is labeled "Describe your professional and personal interests as they related to the work that ACS does *" and also has a "250 character limit" placeholder. Below the input fields are two buttons: "Back" and "Continue".

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.

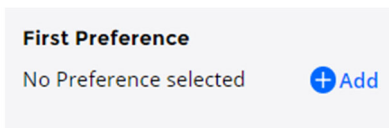
Please note that all users are required to select at least two, but up to a maximum of four, committees. All users are highly encouraged to submit preferences for all four slots.



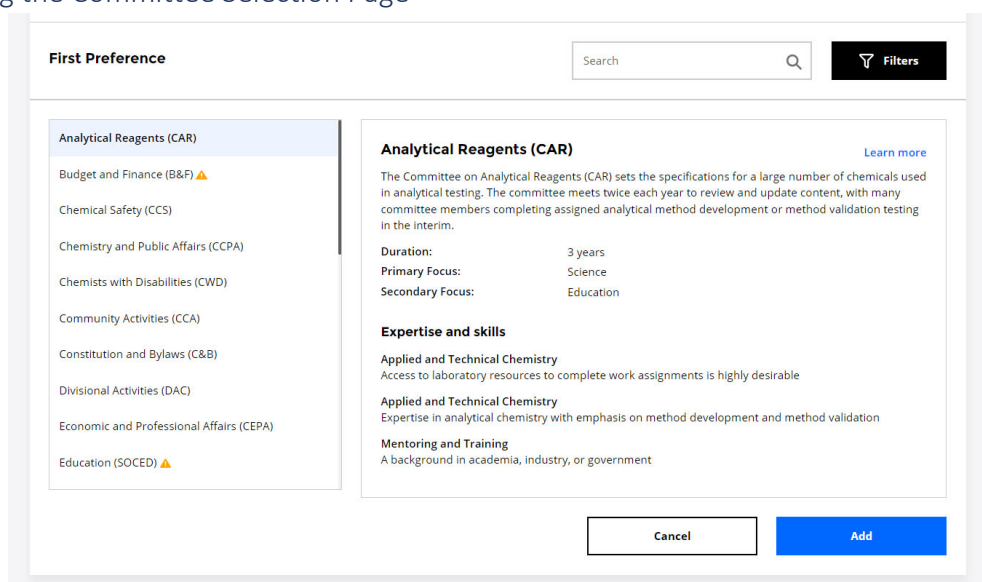
The screenshot shows the "Choose Preference" section. It has a title "Choose Preference" and a paragraph: "The committees for which you are eligible to participate are noted below. Your current committee assignment will automatically appear as your first choice. Please select a minimum of 2, but no more than 4 committee preferences." Below this are four preference slots: "First Preference", "Second Preference", "Third Preference", and "Fourth Preference". Each slot shows "No Preference selected" and a "+ Add" button.

Entering the Committee Selection Page

To begin with selecting a committee, locate and click Add



Navigating the Committee Selection Page



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

First Preference

Filters

Skill and Expertise

- Applied and Technical Chemistry
- Data Analysis
- Finance
- Mentoring and Training
- Research and Publishing
- Championing Diversity
- Education
- International Experience
- Networking and Outreach
- Safety in Chemistry
- Communications and Marketing
- Event Planning
- Knowledge of ACS
- Public Policy

Primary Focus Areas

- Diversity & Inclusion
- Education
- Effective Governance
- External Outreach & Advocacy
- Membership
- Science

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

Choose Preference

The committees for which you are eligible to participate are noted below. Your current committee assignment will automatically appear as your first choice. Please select a minimum of 2, but no more than 4 committee preferences.

<p>First Preference </p> <p>Analytical Reagents (CAR)</p>	<p>Second Preference </p> <p>No Preference selected + Add</p>	<p>Third Preference </p> <p>No Preference selected</p>	<p>Fourth Preference </p> <p>No Preference selected</p>
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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**

Choose Preference

The committees for which you are eligible to participate are noted below. Your current committee assignment will automatically appear as your first choice. Please select a minimum of 2, but no more than 4 committee preferences.

<p>First Preference </p> <p>Analytical Reagents (CAR)</p>	<p>Second Preference </p> <p>Economic and Professional Affairs (CEPA)</p>	<p>Third Preference </p> <p>Constitution and Bylaws (C&B)</p>	<p>Fourth Preference </p> <p>Ethics (ETHX)</p>
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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.

Committee Qualifications

You have selected the following committee(s). Please provide your qualifications and comments for each selection. Please enter your interests and motivations for joining each committee. Also consider how your relevant experience will contribute to the committee's work. [?](#)

First Preference Analytical Reagents (CAR)	Second Preference Economic and Professional Affairs (CEPA)
<div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;">1000 Character limit</div>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;">1000 Character limit</div>
1000 characters left	1000 characters left

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.

Committee Qualifications

You have selected the following committee(s). Please provide your qualifications and comments for each selection. Please enter your int committee. Also consider how your relevant experience will contribute to the committee's work. [?](#)

First Preference Analytical Reagents (C	Third Preference Constitution and Byla
<div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;">asdf</div>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;">asdf</div>
996 characters left	

This is an example of the quality and level of detail that you should aim for in your entry:

I am a PhD graduate from the chemistry program at the University of Washington. I recently started seeking professional volunteer opportunities to put my public policy and scientific knowledge to use, and I believe my expertise and perspective could be particularly useful to the Committee on Chemistry and Public Affairs (CCPA). As a recent PhD graduate, I am early in my career trajectory in public policy, but I am eager to leverage my training, expertise, and experiences to help the committee continue to be forward-looking in its objectives.

In my role as a research assistant at Axal Informatics, I am currently staffing several projects that are surveying the future landscape of chemical research. One of my projects looks to understand the effects that investments in fundamental chemistry research have on the global economy. I am also working on a project looking at applications of new technologies in the chemical industry, a project that requires collaboration with professionals and academics in various fields outside of chemistry. By working on these projects, I have been able to get a broader sense of the policy needs in science and chemistry.

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

Back

Continue

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.

The screenshot shows a form titled "Committee Qualifications". It contains the following elements:

- A question: "What is your employment sector? *". Below it is a dropdown menu with "Select" as the placeholder text.
- A question: "Select from the options below to indicate your primary and secondary fields of focus in chemistry *". Below it are two dropdown menus, one labeled "Primary field" and one labeled "Secondary field".
- A question: "Are you interested in running for a ACS National Office? *". Below it is a dropdown menu with "Select" as the placeholder text.
- A question: "Are you interested in serving on an Elected Committee? *". Below it is a dropdown menu with "Select" as the placeholder text.
- A checkbox with the text: "If you are appointed to serve on an ACS committee, please be aware that you will have to agree to adhere to the [volunteer code of conduct](#) and to support the [core values of the Society](#)."
- At the bottom, there are two buttons: "Back" and "Submit".

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

This image shows a close-up of the "What is your employment sector? *" question. It features a dropdown menu with "Select" as the placeholder text and a downward-pointing arrow on the right side.

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.

This image shows a close-up of the "Select from the options below to indicate your primary and secondary fields of focus in chemistry *" question. It features two stacked dropdown menus. The top one is labeled "Primary field" and the bottom one is labeled "Secondary field". Both have "Select" as the placeholder text and a downward-pointing arrow on the right side.

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 asked to rank their preference for each of the three office types.

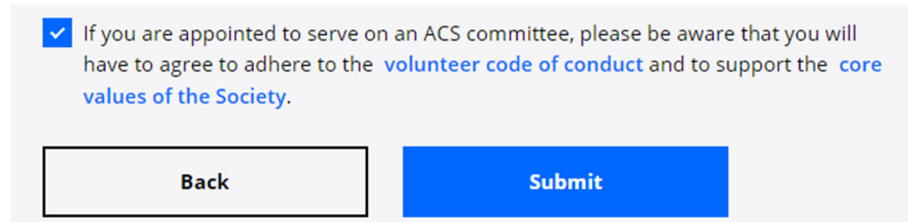
This image shows a close-up of the "Are you interested in running for a ACS National Office? *" question. It features a dropdown menu with "Select" as the placeholder text and a downward-pointing arrow on the right side.

Submitting Your Preferences

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

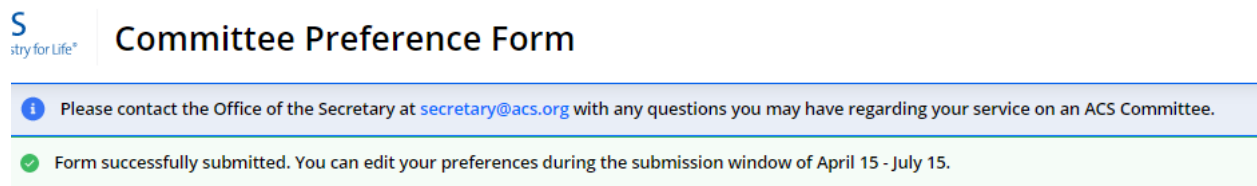
Before a user can submit their preferences, they are required to confirm their understanding of the ACS volunteer code of conduct and core values of the society.

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



If you are appointed to serve on an ACS committee, please be aware that you will have to agree to adhere to the [volunteer code of conduct](#) and to support the [core values of the Society](#).

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



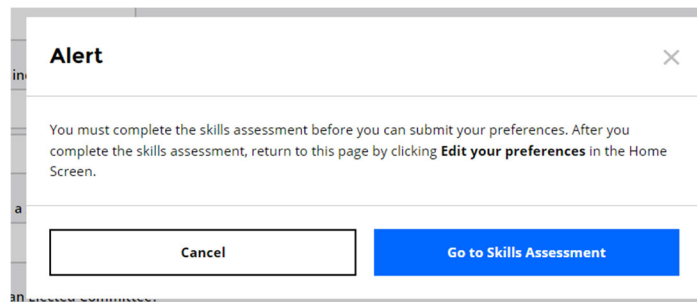
Society for Life® **Committee Preference Form**

i Please contact the Office of the Secretary at secretary@acs.org with any questions you may have regarding your service on an ACS Committee.

✓ Form successfully submitted. You can edit your preferences during the submission window of April 15 - July 15.

Alert: Skills Assessment Incomplete

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



Alert ✕

You must complete the skills assessment before you can submit your preferences. After you complete the skills assessment, return to this page by clicking **Edit your preferences** in the Home Screen.

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.