Local Section Activities Committee: Getting Back on Track

Welcome and Introductions

- Introductions
  - Name, Section, Current Local Section Office
  - What are the main things you want to get/learn from attending this Leadership Institute (LI)?
Operations & Support Subcommittee

- Objective: to help Local Sections "be all they want to be", usually by providing assistance and guidance to sections who may benefit

- Local Section performance is assessed by the Local Section Activities Committee (LSAC)
  - By review of Annual Reports
  - By contact with Local Section Officers, Councilors

- Local sections that do not meet performance parameters are referred to the Operations and Support subcommittee (O&S)
  - On average 20 – 25 sections (out of 185) per year get O&S review.
  - 10 - 15 sections are invited to participate in the Getting Back on Track session at the Leadership Institute

Responsibilities of Local Sections

- Purpose:
  - Serve their members
  - Foster the ACS Mission and Goals

- Responsibilities:
  - Maintain a functioning Executive Committee of Officers and Councilors
  - Organize activities, meetings, events
  - Be fiscally responsible:
    - Set and monitor budget
    - Provide timely tax filing to IRS and ACS (tax umbrella) each year
  - Communicate with membership
  - Hold valid elections each year (in compliance with bylaws)
  - Submit Councilor certification and Officer information to ACS by December 1
  - Complete Section Annual Report by February 15
Key Actions as New Chair-Elect (or Chair)

- Know your members (examine e-rosters and demographic information)
- Read your bylaws; do they need to be updated?
- Elections are Important! (Learn the process, current and “Best Practices”)
- With Executive Committee, draft a budget and monitor spending
- Know process for completing the annual reports on time. (Allotment depends on this!). (Chair typically leads this process.)
- Set your goals as Chair-Elect and Chair.
- Start planning meetings and activities for the coming year. Get buy-in from Executive Committee!

What are your “Challenges?”

- Administrative:
  - Delinquent annual report?
  - No annual election? Repeat officers?
  - Personality issues, poorly functioning Executive Committee?

- Functioning:
  - No/minimal Local Section programming?.
  - No/minimal participation in national events (LI, national meetings, National Chemistry (NCW), Chemists Celebrate Earth Week (CCEW), etc.)?
  - Wide geographical distribution – difficult for members to travel?
  - Declining Section membership?
  - Difficulty in getting participation from members, recruiting volunteers?
  - Effective communication with members (website, newsletters, use of email and social media)?
Creative Problem Solving

• How can you get your members more involved?
• Are you spending enough of your budget?
• Target specific programs, events for different demographics?
• Interesting speakers of more general interest?
  – Science reporters/writers
  – Jewelers or metalsmiths
  – Microbrewers
  – Bloggers on science topics
• Joint meetings with neighboring sections, other societies?

Let’s Talk
What can O&S do for you!

• At Leadership Institute:
  – Links to Resources
  – Training on Social Media, Communication, Event Planning and more

• Support:
  – Establish an O&S Section Advisor after Leadership Institute
  – Onsite Visits to Sections: Meetings with Executive Committee, Members
  – Other
Local Section Officer Resources

Local Section Officer Resources - ACS website link:  
https://www.acs.org/content/acs/en/membership-and-networks/ls/local-section-officer-resources.html

There you will find useful information including:

- Local Section Organization and Job Responsibilities
- Duties for chair, chair-elect, secretary, and treasurer as well as typical local section committees and their objectives.
- Treasurer’s Webinar Presentation
- Event Insurance Coverage
- Digital Resource Guide

Get Involved, Stay Involved - ACS website link:  
https://www.acs.org/content/acs/en/membership-and-networks/acs/getinvolved.html

There you will find tools and information geared to Community Outreach and Volunteer Support