

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”, through 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
- *Consider finding speakers via ACS Speaker Directory
- 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

Resources & Opportunities



ACS Resources for Local Sections



ACS
Chemistry for Life®

The ACS Local Section Officer Toolkit is home to many resources including:

- Job Descriptions and Volunteer duties
- Treasurer's Handbook and Webinar
- Past monthly local section webinars and presentations
- Digital Resource Guide
- Event Insurance Resources



Want to get more involved in your local section? Learn more here: