Local Section Activities Committee: Getting Back on Track
• 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)
  o By review of Annual Reports
  o 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)
  o On average 20 – 25 sections (out of 185) per year get O&S review.
  o 10 - 15 sections are invited to participate in the Getting Back on Track session at the Leadership Institute
Responsibilities of Local Sections

• Purpose:
  o Serve their members
  o Foster the ACS Mission and Goals

• Responsibilities:
  o Maintain a functioning Executive Committee of Officers and Councilors
  o Organize activities, meetings, events
  o Be fiscally responsible:
    • Set and monitor budget
    • Provide timely tax filing to IRS and ACS (tax umbrella) each year
  o Communicate with membership
  o Hold valid elections each year (in compliance with bylaws)
  o Submit Councilor certification and Officer information to ACS by December 1
  o 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:
  o Delinquent annual report?
  o No annual election? Repeat officers?
  o Personality issues, poorly functioning Executive Committee?

• Functioning:
  o No/minimal Local Section programming?
  o No/minimal participation in national events (LI, national meetings, National Chemistry (NCW), Chemists Celebrate Earth Week (CCEW), etc.)?
  o Wide geographical distribution – difficult for members to travel?
  o Declining Section membership?
  o Difficulty in getting participation from members, recruiting volunteers?
  o 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?
    o Science reporters/writers
    o Jewelers or metalsmiths
    o Microbrewers
    o 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:
  o Links to Resources
  o Training on Social Media, Communication, Event Planning and more

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

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: