

JOB DESCRIPTIONS

Pittsburgh Section.

AMERICAN CHEMICAL SOCIETY

May 1983

These job descriptions are an attempt to meet the needs of Section Officers and Committee Chairmen taking office for the first time. They are meant as a guide and a checklist, indicating what needs to be done and where the responsibility lies, but not presenting rules by which the activities should be carried out.

These job descriptions can be found in abbreviated form in the Bylaws of the Pittsburgh Section of the American Chemical Society: Bylaw IX, Duties of the Officers; Bylaw X, Standing Committees; Bylaw XI, Duties of the Committees; Bylaw XII, Groups; and Bylaw XIV, "The Pittsburgh Award."

I wish to acknowledge the previous job descriptions manual efforts of Drs. T.J. Hardwick and R.N. Wenzel (1969), Dr. K.C. Schreiber and W.A. Straub (1974), and Drs. G. Gibbon and F.R. Brown (1980). This manual is an update of the 1974 and 1980 efforts with input from the Directory of Members, Pittsburgh Section, American Chemical Society, 1974.

T.C. Ruppel

PLEASE BE SURE TO PASS THIS MANUAL ALONG TO YOUR SUCCESSOR

Revised November, 1994

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CHAIRMAN

Duties:

1. Preside at all General Meetings of the Section. When appropriate, co-preside at intersociety meetings.
2. Call and preside at all meetings of the Executive Committee. A minimum of four meetings a year must be called.
3. Appoint all Section Committees. In practice, the Chairman usually appoints the Chairman to the various committees, and then in consultation with the Committee Chairman selects the committee members. All such appointments are subject to the approval of the Executive Committee.
4. Serve as Chairman of the Pittsburgh Award Committee. Appoint two members to the Pittsburgh Award Committee before June 1st in accordance with Bylaw XIV, Sec. 3.
5. Serve as an active member of the Library Fund Maintenance Committee.
6. Serve as "ex-officio" member of each Section Committee, except those where he serves either as Chairman or as an active member (see above).
7. Transmit to the incoming Chairman the Job Description folder and any other papers pertinent to the proper disposition of the Chairman's duties.
8. Assist the Secretary in preparing the Annual Report.

Additional Duties and Practices

1. It is customary for the new Chairman to publish a brief "Message" in the first Crucible after taking over as Chairman.
2. The Chairman is expected to attend and to participate, as needed, in a variety of other functions, which include:
 - a. Dinners which host Section speakers and special guests.

- b. Annual Regional ACS Student Affiliate meetings held at one of the local universities.
- c. Buhl Science Fair Award presentations.
3. The Chairman formally presents the Pittsburgh Award to the Awardee.
4. The Chairman presides in the role of Toastmaster at the Student Awards night, a dinner meeting regularly scheduled in May. This duty is alternated on a year-by-year basis with the Chairman of the Society for Analytical Chemistry of Pittsburgh (SACP).
5. The Chairman arranges for the new Chairman-Elect to attend the Local Section Officers Conference in November, immediately after the election results are obtained.

Deadlines

January 31 (approx.) --Obtain approval from the Executive Committee of all Committee appointments. Then publish the appointments in the first Crucible as soon as possible, and announce the appointments at the first Section meeting.

April 1 (approx.) --Appoint Nominating Committee (note: Secretary must initiate action relating to this appointment on March 1) and obtain approval of Executive Committee; announce the appointment of the Nominating Committee in the Crucible.

June 1 --Appoint two members to the Pittsburgh Award Committee.

July 1 --Schedule a meeting of the Pittsburgh Award Committee (preferably in mid-June).

September 1 --Appoint a Committee of Tellers and obtain approval of Executive Committee.

November 1 (or somewhat earlier) --Present Award at the Pittsburgh Award Dinner.

December 1 --Transmit to the Editor of the Crucible a list of new Section and Group Officers for the January issue.

CHAIRMAN-ELECT

Duties:

1. Assist the Chairman in the discharge of the Chairman's duties.
2. Preside at meetings in the absence of the Chairman.
3. Serve as Chairman of the Program Committee.
4. Serve as an active member on the following Section Committees: Executive Committee; Library Fund Maintenance Committee; Pittsburgh Award Committee; and Finance Committee.
5. Organize Pittsburgh Award Dinner. (See Modus Operandi for details.)
6. Coordinate activities of the Section's Groups in order to prevent meeting conflicts and to facilitate joint meetings.

Deadlines:

Material for the Crucible must be submitted to the Editor one month prior to publication.

MODUS OPERANDI FOR STRUCTURING AND ARRANGING THE

PITTSBURGH AWARD DINNER

The following lists, in approximate chronologic order, the actions which the Chairman-Elect of the Pittsburgh Section of the ACS should take, or supervise, in order to structure the annual Pittsburgh Award Ceremony.

1. In consultation with the Section Chairman, set tentative dates for the Award Dinner and arrange for the reservation of a dining room and a room for the social hour by about June 1 or as soon as the site will accept reservations. The affair is normally scheduled for an evening in October or November--but be aware of the SACP AND SSP schedules and try to avoid conflicts.
2. Attend the Award Selection meeting and participate in selecting the Award Winner.
3. Notify the Awardee by telephone, followed by formal notification by letter sent from the Section Secretary.
4. Meet with the Award Winner and discuss the affair and the date. The date is critical, and sometimes must be adjusted to accommodate the schedule of the Award Winner and/or his or her key speaker. The Award Winner should select a Master of Ceremonies and two or three appropriate individuals (preferably one or two locally, and one or two from out of town) who can speak as "character witnesses." These talks should be 10-20 minutes in length and usually cover the Awardee's scientific profile and his personal stature. Some levity definitely adds to the occasion.
5. Communicate promptly and positively with the selected speakers (do this by telephone). Upon acceptance, follow up with a letter which provides all the necessary details, such as an assignment of topic, the time, date, location, travel and accommodations, dress (the choice of black tie, or "head table black tie," should be up to the Award Winner), etc. Inform each speaker of the identity of the Master of Ceremonies and the other speakers and their topics. This will aid in

integrating the program and will prevent too much overlap. Also, inquire about materials which the speakers will expect to use (such as overheads and slides).

6. Send copies of all correspondence to the Award Winner and the Master of Ceremonies.
7. Arrange for a recent 5x7 photograph (and extra prints for newspaper release, etc.) of the Award Winner. Also, ask the Award Winner to write a suitable biography of himself or herself.
8. Arrange for the construction and delivery of a cast bronze plaque (and two photographs of same, if possible), appropriately inscribed. The plaque inscriptions and art remain the same from year-to-year except that the inscribed year and the name of the Award Recipient change. These plaques have traditionally been obtained from J.H. Matthews & Co., 1315 West Liberty Avenue, Pittsburgh, PA 15226. It is essential that the plaque be ordered early because it takes some time to make it and photographs of it are needed for the cover of the Pittsburgh Award dinner program.
9. Coordinate formal announcements or publicity releases with the Section Chairman. The minimum announcement is a formal announcement in the Crucible, but a direct mail campaign urging reservations for the dinner while publicizing the event is extremely effective. The direct mail can be in the form of a personal letter from the Chairman-Elect, or can take any other form such as a flier or brochure.
10. Arrange with the banquet manager of the site selected how dinner and social hour refreshments will be handled. Have the Award Winner approve at least the general menu choices.
11. Construct a program based on previous years' formats and traditions.
12. Submit the biographical sketch, photograph of the Award Winner, program and menu to the editor of the Crucible for publication.

13. Entertainment is optional and should be discussed with the Award Winner. If scheduled, it should probably appear first on the program. The best type of entertainment to book, however, is a pianist to play during the social hour and during the actual serving of dinner. The Section has previously engaged David Robert Brewton in this role--412-621-2530--although any piano player who does not play too loudly will do.

14. Reservations:

A reservation coupon should be printed in the Crucible (both October and November issues) together with the announcement of the Award and the dinner.

If a separate mailing is made it should precede the Award date by enough time to allow a response before the date of final reservation count.

If feasible, give a discount for early reservations. Otherwise, most of the reservations for the dinner will actually be received within about 48 hours of the reservations cut-off (and some after), which is a hair-raising experience for the Chairman-Elect.

15. Determine how programs are to be laid out, printed and paid for. In years gone by, program copy and a sample, together with photographs, were sent to Knepper Press, who did all layout and printing. Recently, the Section has done the layout and the Award Winner's institutions have executed and paid for printing. These matters must be negotiated on a year-by-year basis. Obviously, not all Award Winners will have affiliations with institutions that can or will pick up the program printing tab.

16. The task of assembling and binding congratulatory messages is usually taken care of by the Master of Ceremonies. The Master of Ceremonies and the Chairman-Elect should coordinate mailing of announcements of the Award selection to those who are expected to respond with congratulatory letters.

17. Send letters of invitation to the National ACS Officials (President and Executive Secretary) and to the editor of the C&E News. Send letters of invitation, also, to the leaders of the institution with which the Award Winner is affiliated, if any. Send a blind carbon of the institutional invitations to the Award Winner. Notify the Section Treasurer and the Award Winner and speakers of any acceptances of these invitations.
18. Arrange for a photographer to be present to photograph the tables at the dinner, candid shots during the social hour, and portraits of the ceremonies and Award presentation.
19. Arrange for microphone(s), slide projector(s), operator and bartenders (if necessary).
20. The above 19 items should be completed or in advanced stages, by about 21 days (three weeks) preceding the Award dinner.
21. Coordinate activities with the Section Treasurer. Arrange for complimentary dinner tickets for:
 - a. The Award Winner and immediate members of the family (spouse and children).
 - b. The Master of Ceremonies and spouse (if attending).
 - c. Each of the speakers and spouses (if attending).
 - d. Distinguished guests.
 - e. Entertainers.
 - f. Photographer.
22. Arrange for transmission of a picture and biographical sketch to the editors of appropriate local newspapers. Submit a suggested condensed announcement and the picture for publication on the day following the Award.
23. During the week of the dinner, double-check regarding the room, food, slide projectors, microphones, bartenders, reservations, etc.
24. If the caterer is NOT providing beverage service, arrange for liquor, soft drinks and wine and beer for an open bar--or add drink tickets and someone to sell them, if the bar is not to be open.

25. Two days before the event, compile a list of the people who have sent in reservations--and do not overlook the complimentary reservations discussed above. Construct a seating arrangement at least for the head table, if not the entire guest list. Decide now, if you have not already done so, whether you plan to use a traditional head table dais arrangement, or some other seating plan.
26. Decide whether the guests should wear name tags and, if so, prepare them in advance for distribution at the door. Arrange for someone to man the name tag table and also to take care of last minute seating substitutions and payments.
27. Be sure to bring the plaque to the Award dinner.
28. Double check the reservation numbers vs. dinners to be served, to avoid overcharges.
29. Within 1-3 days after the event, send thank you notes to the speakers, entertainers and distinguished guests. Arrange for payment of the entertainers and/or photographer.
30. Congratulate yourself on a job well done. Traditionally, this rejoicing was urged with the reassurance that organizing the Pittsburgh Award dinner can only happen to one once. At this writing, however, such reassurance may be fleeting.

Helpful tips

1. It is easy to forget to make dinner reservations for the photographer and piano player--don't forget.
2. It is traditional to seek corporate financial support to underwrite the social hour. Send requests to historic contributors by letter, but do not be afraid to develop new financial support for the event.
3. Set a ticket price that will not bankrupt the Section, but which is appealingly low for the guests. "Competitor" organizations subsidize their dinner meetings and the Pittsburgh Section members are somewhat accustomed to the concomitantly low dinner prices. Remember when choosing the

menu that the more expensive menu items are usually not appreciated any more than the less expensive ones--and there are always other good reasons to "serve the chicken" anyway.

4. For years, it was traditional to offer a menu choice for the Pittsburgh Award Dinner. Those who wish to undertake this additional organizational task are welcome to do so, but it really does not add to the ambiance of the event.
5. If the site selected is a private club, arrange with the Section Treasurer for prompt reimbursement of the club charges to the sponsoring member.
6. Even if you do not provide flowers for the tables, it is very effective to arrange for candles (tapers) in festive holders. Most clubs and caterers do NOT provide candles, and ordering them from a florist can be expensive, so it is best to solicit volunteer help if possible. If any flowers are provided, they should be in the form of boutonnieres or corsages for the Award Winner and spouse.
7. Arrange for butlered hors d'oeuvres during the social hour if possible.
8. Site selection is important. It is a good idea to vary the site of the event from year-to-year, choosing a downtown club (The Duquesne Club) one year, a suburban country club the next year, perhaps followed by a university ballroom, and etc. The site chosen should reflect the prestige of the Award as much as possible.

SECRETARY

General duties:

1. Handle Section correspondence as required.
2. Ensure that job description manuals have been transmitted from the outgoing officers to the new incumbents of the various offices of the Section.
3. Ensure that each Committee Chairman receives that committee's specific job description.
4. In cooperation with the Program Chairman, help in arrangements for meetings and dinners.
5. Certify Alternate Councilor for attendance at ACS Council Meeting when requested.
6. Update the Section mailing list bimonthly. Send the additions, deletions, and changes of address received bimonthly from ACS Columbus, Ohio to the mailing list processor.
7. In cooperation with the Chairman, prepare the Annual Report of Section Activities carried out during the Secretary's term of office.

Duties re Executive Committee:

1. Cooperate with the Section Chairman in scheduling at least four Executive Committee meetings per year.
 - a. Obtain meeting room.
 - b. Notify members of the Executive Committee and invited guests of meeting and coordinate dinner reservations, if required.
 - c. Record minutes of meeting; mail them to the Executive Committee for approval.

- d. Submit Executive Committee meeting highlights for publication in the Crucible.
2. Maintain a bound set of the Crucible which includes a complete set of the year's minutes--however, do not send copies of the minutes with the Section's Annual Report to ACS National.
3. Attend and record proceedings at Section Meetings, as required.

Duties re Annual Report:

1. Complete the Annual Report form submitted by the American Chemical Society.
 - a. Obtain required information from Section Officers, Committee Chairmen, Group Chairmen, the Crucible editor and the Chairman of the Pittsburgh Conference.
 - b. Compile the Report and arrange for typing, duplication and mailing. Coordinate the entire Annual Report with the Chairman and, if possible, the Chairman of the ACS Affairs Committee.
 - c. ACS National does not wish to receive Annual Reports having the volume of one or more telephone books. The most important section of the Annual Report is the narrative section describing the year's accomplishments and events. Meeting notices, Executive Committee minutes, brochures and fliers should generally be excluded. Vivid exhibits (copies of newspaper articles, photographs, etc.) illustrating the various entries in the narrative report are useful, however.

Duties re Pittsburgh Award:

1. Insert notices soliciting nominations in the February or March issue of the Crucible.
2. Serve as Secretary of the Pittsburgh Award Committee.
 - a. Ensure that the Section Chairman has appointed two new members of the Committee before June 1st.

- b. Receive Nomination dossiers in triplicate from Pittsburgh Award Canvassing Committee by June 1st. (Nominations are valid for three years.)
 - c. Circulate Nomination Dossiers to Committee starting June 1st.
 - d. Have Chairman call meeting and hold election prior to July 15th (preferably by the end of June). Secretary should provide ballots.
 - e. Remind the Chairman to notify the Award Winner, and follow up the notification with an official letter of congratulations on behalf of the Section. Notify the Crucible. Write minutes of selection meeting and send a copy to the Chairman.
3. Retain possession of all Nomination Dossiers.

Duties re Election of Officers and Certification of Councilors:

1. Coordinate nominations of Officers.
 - a. Request the name of a member from each Group to be considered for the Nominating Committee for Section Officers - March 1st.
 - b. Submit these names to the Section Chairman by April 1.
 - c. Provide Nominating Committee the names of all members who are eligible to hold office.
 - d. Advise Nominating Committee of the expected number of Councilor and Alternate Councilor positions to be filled.
 - e. Receive list of Nominees from the Nominating Committee and transmit it to the editor of the Crucible for publication in the June issue (by May 15).
 - f. Receive additional nominations by July 15.

2. Submit biographies and prototypes of ballot and two envelopes to publisher--by August 1. This ballot will be included in the September issue of the Crucible, which should in turn be mailed by September 5 at the latest.
3. Collect and alphabetize ballots and transmit them to the Tellers Committee, or coordinate the Treasurer's doing. Provide to the Tellers Committee a current list of Section Members (by October 15).
4. Receive report of election results from Tellers Committee by November 10. Notify candidate, Executive Committee, Crucible and American Chemical Society.

Deadlines:

Executive Committee

1. Mail notices and agenda of Executive Committee Meetings--about two weeks prior to each meeting.

Annual Report

1. Arrange for delivery of the completed Annual Report to ACS National headquarters in Washington, D.C. by February 15.

Pittsburgh Award

1. Close nominations--June 1.
2. Start circulation of the Nomination Dossiers to the Pittsburgh Award Committee members--June 1.
3. Hold Pittsburgh Award Committee Meeting--prior to July 15th (preferably by end of June).
4. Notify Awardee and the Crucible--immediately after the selection process.

Election of Officers

1. Certify Councilors to the ACS National headquarters--when allotment is known.

2. Request name of a member of each Group to be considered for Nominating Committee--prior to February 15.
3. Submit these names (see No. 2) to the Section Chairman--March 1.
4. Provide membership list and Councilor requirements to Nominating Committee--as soon as appointed by the Section Chairman.
5. Transmit list of Nominees to the Editor of the Crucible--by May 15.
6. Submit biographies of all Nominees and prototypes of ballot and envelope--August 1.
7. Transmit ballots to Tellers Committee--November 2.
8. Send results of election to candidate, Executive Committee, Crucible and ACS headquarters.

TREASURER

Duties:

1. Schedule audit of Section's financial records of the previous fiscal year. This is to be accomplished immediately upon taking office. Report the results to the Executive Committee at its first meeting subsequent to the audit.
2. Disburse funds as provided by the current budget of the Section and the Groups. All other disbursements must be authorized by the Executive Committee.
3. Keep a complete record of all income, all expenses and all bank statements. Represent the Section in all dealings with banks.
4. Report on the financial condition of the Section at each meeting of the Executive Committee.
5. As a member of the Finance Committee and the Executive Committee, participate in their activities.
6. Prepare an Annual Financial Report for incorporation into the Annual Report of the Pittsburgh Section.
7. Assist the Treasurer-Elect with ticket arrangements for the Pittsburgh Award dinner.

Deadlines:

1. Arrange for the audit of the Section's books--immediately upon taking office.
2. File IRS Tax Form 990 for preceding Fiscal Year by the IRS due date for nonprofit organizations--May 15th.
3. Annual Financial Report--January, or as requested by the Section Secretary.
4. Participation in preparation of the Section budget--November.

TREASURER-ELECT

Duties:

1. Assist Treasurer in the discharge of his or her duties.
2. Cooperate with the Section Secretary and Secretary-Elect for a combined mailing of dues notices and election ballots.
3. As a member of the Finance Committee and the Executive Committee, participate in their activities.
4. Serve as Treasurer in subsequent fiscal year.
5. Cooperate with the Chairman-Elect in obtaining reservations, payments and, if applicable, meal choices, for the Pittsburgh Award dinner.

Deadlines:

1. Use Crucible insert for dues notices (see No. 2 under Duties)--by August 1st.

GROUP OFFICERS

Deadlines:

1. By March 1, name a member for the Section nominating committee.
2. By November, notify the Section with election results.
3. By December, submit material including a Treasurer's report for the Section Annual Report; this can be presented at the December Executive Committee meeting if the Group Officers are invited.

COUNCILORS

Duties:

1. Represent the Section at National ACS Council Meetings (at least once a year, preferably at both Council Meetings).
 - a. Participate in the general session of the Council.
 - b. Attend pertinent Council committee meetings and transmit Section viewpoints particularly as formulated by the Executive Committee of the Section.
 - c. On request of ACS National, indicate preferred committee assignments.
 - d. Serve on committees of the National Council.
2. Attend local pre-meeting briefing session called by local Chairman of ACS Affairs Committee to discuss Section problems and viewpoints relating to council agenda. Receive assignments for individual committee meetings to attend.
3. Submit a report of the meetings attended to the Section Chairman.

Deadlines:

1. Dates of Council meetings are concurrent with National ACS Meetings.
2. The pre-meeting briefing is called usually about 1 week prior to the National Meeting.
3. Apply in writing to the Section Secretary at least four weeks prior to the National Meeting if travel assistance will be needed.
4. Submit as soon as possible a report concerning the National Council meeting to the Section Chairman after attending a meeting.

5. Submit an accounting of transportation expenses to the Section Secretary within three weeks after the National Meeting.

DIRECTORS

Duties:

1. Attend and participate in Executive Committee Meetings.
2. Act on all matters that may properly be brought before the Executive Committee.

ACS AFFAIRS COMMITTEE

Councilors and Alternate Councilors shall function as a Committee on American Chemical Society Affairs. The Committee shall convene at the call of its Chairman when appropriate (e.g., prior to National Meetings) and shall, by publication in the Crucible, report at least twice annually to the Section regarding activities of the Council pertinent to the Section.