

BMGT Operations HANDBOOK

The Division of Business Development and Management of the AMERICAN CHEMICAL SOCIETY is organized exclusively for charitable, educational, and scientific purposes as a 501(c)(3) exempt organization. Ref. Bylaw II, Sec 3.

The officers of the Division consist of the Chair, Chair-Elect, Secretary, and Treasurer. The Secretary and Treasurer positions may be held by the same person.

The Executive Committee is the governing body of the Division comprising the Officers of the Division, the Immediate Past-Chair, the Councilors and Alternate Councilors, a Member-at-Large, and the Chairs of the standing committees.

Per Bylaw IV, the specific duties of the officers and members of the Executive Committee are outlined in this Operations Handbook of the Division, which shall be reviewed annually, and may be revised by a majority vote of the Executive Committee.

Section 1 Duties of the Officers and Executive Committee

The duties and responsibilities of the officers and members of the Executive committee shall include, and not be limited to, the following:

(Specific duties are to be reviewed and updated annually. Each officer and chair is expected to compile a list of specific guidelines and procedures to pass on to subsequent office holders).

CHAIR (One year term beginning January 1)

- *General Duties (as specified in the proposed bylaws)*
 1. Serve as Chair and member of the Executive Committee,
 2. Preside at meetings of the Executive Committee,
 3. Carry into effect the decisions and recommendations of that Committee,
 4. Preside at business meetings of the Division,
 5. Appoint all committee chairs and committee members, with approval of the Executive Committee, except as stated elsewhere in the bylaws, and
 6. Carry out the duties required by the Constitution and Bylaws of the SOCIETY.

- *Overall Responsibilities*
 1. Provide focus, leadership, and guidance
 2. Facilitate and coordinate the prioritization of resources so that the officers and committees can carry out their duties and activities

3. Represent the Division in Society matters:
 - a. Receive official correspondence from the national office and/or other Sections and organizations in matters of Division business
 - b. Route requests from the ACS office to appropriate Officers or Committee Chairs, and take responsibility for follow-up on such requests - preferably receiving copies of correspondence
 - c. Report communications from the ACS Office to the Division at Executive Committee meetings or Division business meetings
 - d. Act for Division as legal representative on contracts, agreements, etc., with approval by the Executive Committee
 - e. Interact with the Division Activities Committee
 4. Assure fiscal soundness of the Division
 - a. Appoints audit committee per bylaw requirements
 5. Convene ad hoc meetings as needed
 6. Appoint new committees, working groups and task forces, including representatives to MPPG, Chemical Innovation and Entrepreneurship Council (CIEC), Strategic Planning, Bylaws, Regional Meeting Coordinator, and other non-standing committees/positions needed by the Division.
 7. Dissolve obsolete committees, working groups and task forces
- *Specific duties and responsibilities – by month*
Times and dates are guidelines except where Society mandated times are specified.

1. Every Month:

- a. Develop monthly executive committee meeting agenda and distribute one week prior to call
- b. Schedule and preside at monthly executive committee meetings

2. January:

- a. Review preparation of prior year's annual report at monthly executive committee meeting
- b. Appoint and activate audit committee
- c. Coordinate Spring meeting activities

3. February:

- a. Approve annual report from previous year in FORMS by ACS specified due date (Feb 15)

4. March/April:

- a. (at the spring national meeting): Attend and represent BMGT at symposia, programs and networking events, or identify suitable representatives in case of conflicts
- b. (at the spring national meeting): Preside at Henry Whalen Award presentation and symposium, if one is planned
- c. (end of 1st quarter): Receive Audit Committee findings and recommendations; ensure report is given at Executive Committee meeting

5. May: Schedule Division business meeting to be held at the fall national meeting

6. June and July: Coordinate ongoing business, including participation in Regional Meetings

7. August/September:

- a. (at the fall national meeting): Preside at Division business meeting

- b. (at the fall national meeting): Represent BMGT at symposia, programs and networking events, or identify suitable representatives in case of conflicts
- c. (at the fall national meeting): Ensure a Division representative is present at Chemluminary Awards if the Division is a finalist
- d. (at the fall national meeting): Ensure a Division representative is present when a Division member is inducted as ACS Fellow

8. September: Request input from all to be provided to Treasurer for budget proposal for following year

9. November:

- a. (immediately after votes tallied and certified) Announce election results
- b. Work with incoming Chair-elect on selections for appointments for committee chairs and members

10. December:

- a. Start preparing Division annual report for submittal in February
- b. Review and Update duties in Operations Handbook
- c. (December Exec Call): Announce Chair-elect's selections of standing committee chairs and members, for approval by the Executive Committee
- d. (December Exec Call): Place proposed budget on the agenda for action
- e. In preparation for past Chair duties as Awards Chair, convene Awards Committee

- *Additional Input from Incumbent*

- 1. Responsible for the integration and supervision of the activities of the Division, its committees and its officers
- 2. Ensures there is a Division leader present for vital Division activities
- 3. Keeps the Chair-Elect informed of and involved in the activities of the Division, thus ensuring continuity of Division operation
- 4. Works with the Secretary to secure a meeting place for the Executive Committee and formulates the agenda of the Executive Committee meetings in conjunction with the Secretary with input from Committee Chairs and interested members

CHAIR-ELECT (One year term beginning January 1)

In the case of vacancy in the office of Chair, the Chair-Elect shall assume the added duties of Chair for the remainder of the term.

- *General Duties (as specified in the proposed bylaws)*
 - 1. Preside at Executive Committee and Division meetings in the absence of the chair,
 - 2. Serve as member of the Executive Committee, and
 - 3. Participate in planning the budget, programs and activities of the Division for the Chair-Elect's forthcoming term as Chair.
- *Overall Responsibilities*
 - 1. When the chair is absent, handle the duties of the office
 - 2. Stay up to date on and be involved in the activities of the Division

3. Become familiar with Division activities and operations to prepare for role as Chair
 4. Serve as a member of the Program Committee to participate in planning for the forthcoming year as Chair.
- *Specific Duties and responsibilities – By month*
Times and dates are guidelines except where Society mandated times are specified.
 1. **Every Month:**
 - a. Attend monthly executive committee meetings
 - b. Provide Chair with appropriate items for monthly executive committee agenda
 2. **January:** Attend the ACS Leadership Institute to become familiar with ACS protocols and enhance leadership skills.
 3. **March/April** (at the spring national meeting): Attend and represent BMGT at symposia, programs and networking events
 4. **August/September** (at the fall national meeting):
 - a. Attend Division business meeting
 - b. Attend and represent BMGT at symposia, programs and networking events
 5. **September:** Provide input to Treasurer for budget items for following year
 6. **November:** Identify committee chairs and members for forthcoming term as Chair pending Exec Committee concurrence.
 7. **December:**
 - a. Review and Update duties in Operations Handbook.
 - b. (December Exec Call): Discuss proposed budget on the agenda for action
 - *Additional Input from Incumbent*
 1. Assist nominating committee in identifying candidates for offices that will be vacated at year end
 2. Collaborate on annual budget preparation
 3. Be available, along with past and current chair, to discuss strategic direction of the division
 4. Be an active listener to Division members, open to ideas for the programming and services to members

IMMEDIATE PAST-CHAIR (One year term beginning January 1)

- *General Duties*
 1. Serve as a member of the Executive Committee,
 2. Serve as Awards Committee Chair (Historical Role), and
 3. Serve as Nominating Committee Chair (Historical Role).
- *Overall Responsibilities*
 1. Submit Division annual report for tenure as Chair for input and required approval,
 2. Prepare slate of nominees for offices to be filled in the coming year

3. Incorporate Chemluminary Award self-nominations in annual report, including required electronic form of poster
 - a. If Division is selected as a finalist, ensure poster is printed and shipped and
 - b. Attend Chemluminary Awards ceremonies
 - c. Publish receipt of award on website, newsletter, etc.
 4. Plan, facilitate and coordinate all activities for the Division's Henry F. Whalen, Jr. Award for Outstanding Chemical Business and Development (Whalen Award)
 - a. Coordinate solicitation for and selection of the Whalen Award recipient
 - b. Arrange symposium and award presentation ceremonies, working with the BMGT Program Chair to ensure all ACS Programming deadlines are met for the meeting
 - c. Issue media release announcement
 5. Identify Division Nominees for ACS Fellows
 - a. Oversee nomination process (ACS allows Divisions to have 2x the number of Councilors for the number of Division-supported ACS Fellows each year). BMGT may support 2 ACS Fellows nominations for 2016-2020.
 - b. Attend ACS Fellows Award presentation
 - c. Announce recipients in newsletter, on website, etc.
- *Specific Duties and responsibilities – By month*
Times and dates are guidelines except where Society mandated times are specified.

1. Every Month:

- a. Provide items for monthly executive committee meeting agenda
- b. Attend monthly executive committee meetings

2. January: Convene Awards committee to select Whalen Award winner and identify nominees for ACS Fellow; announce at monthly executive committee call

Note: The announcement, organization and timing depend on whether the award is given at the Spring or Fall meeting and must be adjusted according to appropriate programming deadlines.

3. February:

- a. Organize Whalen award presentation activities
- b. Submit annual report from previous year in FORMS by ACS specified due date

4. March:

- a. (before the spring national meeting): Announce Whalen Award Winner, attend award presentation and/or symposium
- b. (at the spring national meeting): Attend and represent BMGT at symposia, programs and networking events

5. August (at the fall national meeting):

- a. Attend Division business meeting
- b. Attend and represent BMGT at symposia, programs and networking events
- c. Represent Division at the ACS Fellows Award presentation
- d. Prepare poster and represent Division at the Chemluminary event, if Division is selected as a finalist for any awards

- e. Work with Communications on Call for Nominations for offices available for the following year.
- 6. September:**
 - a. Present slate of nominees to the executive committee for offices to be filled
 - b. Inform Treasurer of expected expenses for awards activities for the budget proposal for next year
- 7. October 15:** As Nominating Committee Chair, validate other nominations and finalize slate for the Secretary to prepare ballot
- 8. December:** Review and Update duties in Operations Handbook

SECRETARY (Two year term beginning January 1)

- *General Duties (as specified in the proposed bylaws)*
 1. Serve as a member of the Executive Committee
 2. Keep a record of the minutes of the meetings of the Division and of the Executive Committee,
 3. Obtain a list of division members for voting purposes from the National Office,
 4. Send to members and affiliates such notices as the business of the Division may require,
 5. Submit a report to the Division at its annual meeting, and
 6. Carry out the duties required by the Constitution and Bylaws of the SOCIETY and elsewhere in these bylaws.
- *Overall Responsibilities*
 1. Record minutes at each executive committee and business meeting of the division
 - a. provide draft minutes to executive committee for review and additions/corrections no later than one week prior to the following executive committee meeting
 - b. Consolidate changes and present draft minutes for approval at the following executive committee meeting
 - c. Maintain final version of minutes for division history
 2. One month prior to the meetings, provide to National Office the name(s) of those who will represent the division at the Spring and Fall Council meetings, presumably the councilor(s) or alternate councilor(s)
 3. Provide to National Office the division's decision regarding divisional dues for the following year
 4. Obtain the election roll from the National Office
 5. Prepare the ballot for the annual election of divisional officers. After review by the executive committee, distribute the election ballot to division members eligible to vote (per #4) as according to the bylaws
 6. With assistance of another member of the Executive Committee (who is not on the ballot), tally the results of the election and present the results at the following executive committee meeting. If the ballot includes the office of secretary, and the presiding secretary is a candidate for another term, the election tally will be done by two other members of the Executive Committee
 7. Provide National Office with the results of the divisional officers' election by December 1.
- *Specific Duties and responsibilities – By month*
Times and dates are guidelines except where Society mandated times are specified

1. **Every Month:**
 - a. Provide items for monthly executive committee meeting agenda
 - b. Attend monthly executive committee meetings
2. **March/April (at the spring national meeting):** Attend and represent BMGT at symposia, programs and networking events
3. **April/May:** Provide National Office the division's decision regarding divisional dues for the following year
4. **August/September (at the fall national meeting):**
 - a. Attend Division business meeting
 - b. Attend and represent BMGT at symposia, programs and networking events
5. **September:** Obtain election roll from National Office.
6. **October:**
 - a. Prepare ballot for divisional election for executive committee offices, using a program like Survey Monkey.
7. **November:** Administer division election per the bylaws
8. **December:**
 - a. Provide election results to National Office.
 - b. Review and Update duties in Operations Handbook.
 - c. Provide minutes from Secretary's tenure to the succeeding Secretary and to the division's operations manager.

TREASURER (Two year term beginning January 1)

- *General Duties (as specified in the proposed bylaws)*
 1. Serve as a member of the Executive Committee
 2. Have charge of the funds of the Division,
 3. Keep an accurate record of all receipts and disbursements,
 4. Receive dues,
 5. Make those disbursements approved by the Executive Committee,
 6. Submit a report to the Division at its annual meeting,
 7. Render an account of all transactions and of the financial condition of the Division to the Executive Committee at times set by the Committee, and
 8. Submit such reports as are required by the constitution and bylaws of the SOCIETY.
- *Overall Responsibilities*
 1. Ensure overall financial health of the Division
 - a. Make recommendations to the Executive Committee for necessary budgetary changes
 - b. Reconcile the budget on a quarterly basis and inform the Chair of any inconsistencies
 - c. Explore investment opportunities, when appropriate
 - d. Establish reimbursement policies according to sound accounting practices (GAAP)
 2. Reconcile debit and credits in a timely fashion
 - a. Pay approved bills net 30 days from receipt of invoice

- b. Follow up on expected credits to ensure timely payments (e.g. ACS dues payment)
 - 3. Maintain accurate records
 - a. Provide financial records to audit committee
 - b. Participate in audit process
 - 4. Establish reimbursement procedures
 - a. Require pre-approval of expenditures
 - b. Require invoices or approved expense reimbursement forms
 - 5. Ensure GAAP are utilized.
 - 6. Assure requisite IRS filings are made.
- *Specific Duties and responsibilities – By month*
 - 1. Every Month:**
 - a. Provide items for monthly executive committee meeting agenda
 - b. Attend monthly executive committee meetings
 - 2. January:** Prepare annual budget report and present at Executive Meeting for approval
 - 3. February:** Submit budget report in FORMS by February 15.
 - 4. March/April:**
 - a. (at the spring national meeting): Attend and represent BMGT at symposia, programs and networking events
 - b. Quarterly review of budget
 - 5. June:** Quarterly review of budget
 - 6. August (at the fall national meeting):**
 - a. Attend Division business meeting and provide financial report at annual open meeting
 - b. Attend and represent BMGT at symposia, programs and networking events
 - 7. September:** Quarterly review of budget
 - 8. October:** Prepare Budget for following year with Executive Committee input
 - 9. November:** Finalize Division Budget for approval at Executive Committee meeting
 - 10. December:** Review and Update duties in Operations Handbook.
- *Additional Input from Incumbent*
 1. Establish GAAP reimbursement policies
 - a. Prior Request for approval of unbudgeted expenditures
 - b. Submit BMGT Expense reimbursement form or Invoice
 2. Implement Audit committee recommendations

COUNCILOR(S) AND ALTERNATE COUNCILOR(S) (Three year term beginning January 1)

The Division shall elect Councilors and Alternate Councilors as provided in the Bylaws. In addition to performing such duties as may be prescribed by the Constitution and Bylaws of the SOCIETY, the Council shall act as an advisory body in matters pertaining to the general management of the SOCIETY, and is one of the two

deliberative bodies that govern the ACS. Councilors have a unique opportunity and responsibility to affect policies of the Society and its strategic direction.

DIVISION COUNCILORS The divisions collectively are represented by one-fourth as many Councilors as are the local sections. Depending upon a division's size, it may be represented by one or more Councilors, up to a maximum of four. BMGT has 1 elected Councilor for 2016 – 2020.

ALTERNATE COUNCILORS Each Division elects Alternate Councilors equal in number to the number of Councilors to which each is entitled. In the event a Councilor is unable to attend a Council meeting, the Division selects an Alternate Councilor to attend the meeting. Alternate Councilors may not vote unless they have been officially appointed to replace a Councilor who cannot attend the Council meeting (see Charter, Constitution, Bylaws, and Regulations of the American Chemical Society, Bulletin 5).

The Council is composed of Local Section Councilors, Division Councilors, Ex Officio Councilors (see Section I.A.3.), and Bylaw Councilors (see Section I.A.4.), and certain non-voting Councilors. It has many important functions as the popular deliberative assembly of the ACS. Thus, the Council:

- nominates members for the office of the ACS President-Elect;
 - elects Directors-at-Large and members of the three Council-elected Committees;
 - nominates, through electoral voting, members for the offices of District Directors;
 - studies, recommends, and acts on all activities of direct and indirect interest to the members of the ACS, including the setting of ACS annual dues;
 - advises the ACS Board of Directors on matters concerning the general management of the Society;
 - influences decisions for which the ACS Board has responsibility;
 - charters local sections and divisions; and
 - is responsible for amending the Constitution and the Bylaws.
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- *General Duties (Specified in the Councilors Handbook and referenced to Bulletin 5)*
 1. Serve as a member of the BMGT Executive Committee
 2. Represent members of the division at the national level and help to set national policies for ACS that directly or indirectly affect BMGT's constituency
 3. Integrate the views of BMGT's constituency with an open and objective evaluation of the broader needs of the ACS on the national level
 4. Attend and vote in the Council meeting at each national meeting of the SOCIETY (currently held on Wednesday morning during each meeting).
 5. Report back to the BMGT constituency all important actions and votes taken by Council (Posting the "Councilor Talking Points" on the BMGT website, prepared by the ACS Office of the Secretary and General Counsel is a common way to disseminate this information.)
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- *Overall Responsibilities*
 1. Serve as a vital bridge between ACS National policy and BMGT concerns.
 2. Ensure your name and term of service is submitted by the BMGT Secretary to the ACS Executive Director & CEO and certified on or before December 1 each year
 3. Attend all Division Executive Committee meetings
 4. Submit "Yellow Book" information each May/June timeframe, and indicate willingness to serve on an ACS national committee. Almost all of the Council's business originates in the committees.
 5. Attend both ACS National Meetings and participate and vote in the Council meeting (currently held on Wednesday morning during each meeting). A Councilor who cannot attend the Council meeting should notify the division secretary promptly so that an Alternate Councilor may be certified as a replacement.

6. Review the minutes of previous Council, Council Policy Committee, and ACS Board of Directors meetings prior to attending the two annual Council meetings. (These items appear in each Councilor agenda package.)
7. Attend your District's Councilor Caucus meeting (times and locations are given in the National Meeting Program in C&EN). Divisional Councilors should also attend the Division Officers' caucus.
8. If you accept an appointment to an ACS national committee, you also accept the obligation to work year-round throughout that term, to attend all committee meetings and undertake special assignments that require work between meetings.

Alternate Councilors assume all the duties outlined above, when certified to act in the absence of the Division's Councilor. Alternate Councilors may also serve on ACS national committees, and follow the same process to submit annual "Yellow Book" information, though Alternate Councilors may not serve on Committees that require Councilor status.

Reference: <http://www.acs.org/content/acs/en/about/governance/councilors.html>

MEMBER-AT-LARGE (Two year term starting January 1)

- *General Duties*
 1. Serve as a member of the Executive Committee
 2. Bring before the Executive Committee such items of concern to members of the Division as shall have been brought to their attention
 3. Carry out duties assigned by the Executive Committee.
- *Overall Responsibilities*

Responsibilities will be determined based on division needs and skills of the Member-at-Large. The position is largely for the purpose of developing future officers and assuring they are familiar with BMGT operations.

STANDING COMMITTEE CHAIRS (One year appointment beginning January 1)

Awards Committee – see Immediate Past Chair

Communications Committee

- *General Duties*
 1. Serve as a member of the Executive Committee
 2. Develop communication strategy for Division in alignment with Executive Committee and Strategic Plan.
 3. Curate social media platforms assuring alignment with BMGT communication plan.
 4. Develop and maintain branding strategy for all BMGT communications, to include online and print.
 5. Develop signage and advertisements for National ACS Meeting programs through collaboration with the Programming Chair.

Membership Committee

- *General Duties*
 1. Serve as a member of the Executive Committee
 2. Maintain forms for membership application and provide at all events
 3. Add members to roll who complete paper forms rather than electronic ones
 4. Assist with membership communications for elections
 5. Carry out duties assigned by the Executive Committee.

- *Overall Responsibilities*
Assure consistent focus on membership recruitment and retention

Nominating Committee – see Immediate Past Chair

Webmaster

- *General Duties*
 1. Maintain bmgt.org web site, keeping all content fresh and up to date
 2. Maintain access login and password, along with BMGT Chair and Communications Chair
 3. Annually renew domain name registration and web site hosting contract
 4. Solicit content from Program Chair in advance of national and regional meetings, and post
 5. Move historical information to archives
 6. Update officer positions and email aliases every January 1, and when positions change
 7. Attend BMGT board meeting and phone calls to solicit information for on the web site
 8. Maintain back up copy of all web site content

Program Committee

- *General Duties (specified in the Program Chairs Handbook and related online resources)*
 1. Serve as a member of the BMGT Executive Committee
 2. Develops the technical program for the Division, working with the Program Committee (including the Chair-elect of the Division)
 3. Operationalizes the technical program, working with ACS staff and Division symposium organizers to ensure all deadlines, and online input is complete and accurate for all symposia and Division events
 4. Arranges for non-technical events such as coffee breaks, social receptions associated with award presentations or poster sessions, and committee or meeting rooms
 5. Register sponsored speakers and 1-day non-member speakers—if the division is to pay for sponsored speaker registration fees, working with the Division Treasurer to assure registrations are within budget

- *Overall Responsibilities*
 1. Manages the Call for Papers, Session Management (including SciMix), and Other Events
 2. Ensure overall program meets Even Programming Rules

3. Ensure all details for programming are complete, accurate, and input in accordance with ACS meeting deadlines and protocols, including Call for Papers, Preliminary Program, Final Program and Event Planning.
4. Work with the Communications committee who has primary responsibility to develop and have printed all appropriate special signage for programming and events
5. Develop and assign co-sponsorships with other Divisions, Committees and outside sponsors
6. Coordinate any outside the norm approvals with the Executive Committee
7. The Program Chair may specify days, times, room sizes (estimated attendance), and number of sessions; in accordance with even programming policies from M&E.
8. The Program Chair specifies first and second preferences for co-location with other divisions and committees.
9. The Program Chair ensures each symposium attendance form and any issues, no-shows, etc. are reported to the Operations Office. Post meeting, the Program Chair review/edit the report in MAPS for accuracy. The session attendance reports are used by ACS to calculate the yearly division allocation.
10. Arrange for the annual business meeting. Divisions are encouraged, if feasible, to hold their business meetings at the end of one of their technical sessions to help lower the demand for meeting room space. If a separate meeting room is required, then the room request can be made to ACS meetings using the Event Coordinator Resources for ACS National Meetings to make the meeting room request.
11. The Program Chair ensures each session has the required technical equipment. The standard tech set for oral sessions includes an LCD projector, screen, laser pointer, and microphone. ACS does not currently provide a computer in each room. Laptops are normally provided by the speakers themselves or the session organizer. Special equipment requests must be approved by the Program Chair or Division Chair in order to be billed back to the division.

Reference: <http://www.acs.org/content/dam/acsorg/membership/td/manuals/2015-program-chair-handbook-072514.pdf>

General Meeting Timelines for Programming and Events

Spring Meeting

	JUL	AUG	OCT	NOV	DEC	JAN	FEB	MAR
MAPS	Document future symposia	MAPS opens to authors; Call for Papers in C&EN	Abstract deadlines	Preliminary Program due	Final Program due	Prelim appears in C&EN; housing and registration opens; Final program appears on Web	Final Program prints in C&EN	Meeting occurs

Logistics/ EMS			Space request forms made available; Virtual EMS	Request forms due		Space assignments completed; menus due		
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Fall Meeting

	DEC	JAN	FEB	MAR	APR	JUN	JUL	AUG
MAPS	Document future symposia	MAPS opens to authors; Call for Papers in C&EN		Abstract deadlines	Prelim and Final Programs due	Prelim appears in C&EN; housing and registration opens; Final program appears on Web	Final Program prints in C&EN	Meeting occurs
Logistics/ EMS			Space request forms made available; Virtual EMS opens		Request forms due	Space assignments completed; menus due		