



### Georgia Local Section Administration Form 2011

Local Section Administration Form - Governance	
1. How many times did the executive committee conduct governance business during 2011?*	6
2. How many members were there in the executive committee during 2011?*	16
3. How did the executive committee communicate with one another during 2011?*(Check all that apply.)	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Teleconference <input type="checkbox"/> ACS Network <input type="checkbox"/> Other -
4. What percentage of your councilors were in official attendance at the Spring and Fall ACS Council meetings?*	100%
5. Did a member of your local section attend the Local Section Leaders Track at the 2011 ACS Leadership Institute?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
6. Did your local section have a succession and/or leadership development plan during 2011?	<input type="radio"/> Yes <input checked="" type="radio"/> No
7. How did your local section identify future leaders and get them into the leadership pipeline during 2011?*(Check all that apply.)	<input checked="" type="checkbox"/> Self-nomination <input checked="" type="checkbox"/> Solicitation or advertising <input checked="" type="checkbox"/> Identify active committee members <input type="checkbox"/> Formal leadership training <input type="checkbox"/> Long term plan <input checked="" type="checkbox"/> Outreach to new members <input type="checkbox"/> Arm-twisting <input type="checkbox"/> Other -
8. Did your local section conduct an officer election during 2011? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
9. Did your local section conduct its elections electronically during 2011?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
10. How many members voted in your local section officer election in 2011?*	120

Questions 11-13 provide the opportunity for your section's leadership to communicate successes, challenges, goals, and progress towards meeting those goals. We want to hear from you! Please use the required comment boxes to share your thoughts about your section. In questions 12 and 13, do not feel limited by having spaces indicated for the top three goals. Other goals can be added in the comment box if needed.

11. 2011 Chair's report: Please provide a narrative of the past year's activity/successes/challenges:\*

#### OVERVIEW

There were 43 Section member volunteers, assisted by 40 undergraduate chemistry students, who engaged in 70 projects and activities: 28 for ACS members (1,690 contacts); 42 for PR and outreach to non-chemists (71,450 contacts). Please see highlights of the major activities contained in the attached Chair's Annual Report.

#### MAJOR INITIATIVES in 2011

##### Communications Task Force

It has become increasingly apparent that the Executive Committee, and its supporting committees, find it very difficult to communicate with our nearly 2000 Section members in timely and targeted ways. Partly this is the result of not having fully integrated the numerous kinds of content that we need to communicate, relative to the numerous electronic channels of communication available, while still recognizing that paper has a role too. Partly this is the result of the number of electronic channels of communication themselves, which require significant attention to sort out their pros and cons. Therefore, I asked the Executive Committee to authorize the formation of a Communications Task Force. To guide the Task Force, I created a spreadsheet to analyze the complex issues of who [sources] needs to communicate what [content] by what means [channels, esp. electronic] to what audiences. (Please see the FORMS activity entry for this document.) This document will assist in identifying future needs and solutions.

##### - Meeting announcements

The Task Force determined that our most pressing problem was to find a way to make the meeting announcements more timely. Our solution was to decouple them from the newsletter, and instead distribute them as a synoptic e-mail (standard 1-screen format), which includes a link to our website where the speaker's bio, picture, and topic are presented in a visually-appealing, standard PDF format. This avoids the unacceptable issue of e-mailing this "heavy" PDF to 2000 members.

##### - Employment opportunities

The Section has large numbers of employers (6 colleges and 6 universities; several state and federal labs; >300 chemical businesses). Therefore, the Section has an obligation to provide a one-stop forum for employment opportunities. The Task Force addressed this need by creating an open group named Georgia Section/ Employment Opportunities on the ACS Network, to which any ACS member may upload a job description.

##### Senior Chemists Initiative

It has become increasingly difficult to find people who are willing to serve in elected office, or even to serve as chairs of supporting committees. It appeared to me that retirees might be a good source of personnel, and the Silver Circle initiative seemed to support that. Therefore, the Executive Committee approved a proposal (please see the FORMS activity entry for this document) to assess the extent of interest, and availability, of the nearly 200 retired and emeritus ACS members in the Section, to engage in the work of the Section. This resulted in identification of two very well-qualified nominees for Chair-Elect, plus another member who is now active in two committees.

##### Technical Division/ Chemical Businesses Group Initiative

75% of our membership (1,500 members) are employed by the more than 300 small chemical businesses (1-50 employees), and the more than 50 larger chemical businesses (>50 employees), that operate within our Section's territory. Yet only 10-20% of the attendees at any dinner meeting are from this large segment of our membership. Furthermore, there are only 6 members in the Section who belong to the Small Chemical Businesses Division. Therefore, the Executive Committee approved a proposal (please see the FORMS activity entry for two documents) to launch this initiative. This Group now has a very well-qualified Chair, and 6 members from businesses, and will function as the local affiliate of the Small Chemical Businesses Division.

##### Bylaws Review Task Force

During the course of the year, it became apparent that our Bylaws, even though they were adopted in 2005, are significantly misaligned with the realities of the Section as

	<p>it, and its operating environment, have evolved. Therefore, the Executive Committee approved a proposal (please see the FORMS activity entry for this document) to initiate a complete review of the Bylaws. Our intent is to adopt as much of the Model Section Bylaws as may be appropriate, and to simplify the Bylaws. Simultaneously, we will draft an Administration Manual to complement the Bylaws.</p> <p>Summary                  These initiatives address some basic infrastructure issues within the Georgia Section, and should serve the Section well in the future. In addition, all the other activities that are described in the Chair's Annual Report, and in the 37 FORMS entries, indicate that the Section has much energy and enthusiasm.</p>
<p>12. 2012 Chair's goals for the Section</p>	
<p>a. Please list your top 3 goals:</p>	<p>Expand exposure to different demographics targeting younger and non-traditional chemists.</p>
	<p>Expand the member attendance of those serving in roles in industry.                  An increased number of members to become more active in the local section.</p>
<p>b. What are your concerns and challenges?*</p>	<p>The concerns or challenges that we'll face as a Local Section would be the same as we do most years and that's getting the percentage of participation of members in the Section more involved. Increasing the different number of activities/events/outreach (as elaborated below) and providing better communication in 2012, will be the driving forces for this challenge.</p> <p>? Expand exposure to different demographics targeting younger and non-traditional chemists. Through this, I'm hoping the Section would see more involvement from those demographics within the organization through our monthly meetings and committees, YCC and any outreach programs.</p> <p>? Expand the local chapter's member attendance of those serving in roles in industry. I would like to see those in industry use the Section for networking and resources and to strengthen relationships within the community, and as a result the Section gains more local industry knowledge and forming of partnerships. These initiatives can be formed from the new Chemical Businesses Group.</p> <p>? An increased number of members that become more active in the local section. We have a 1900+ member organization and we need more involvement from those that are members. Not only would the Section gain value from this increase, but the community would as well, with more members volunteering time to help support events such as WCC, Science Fairs, and Educational programs.</p>
<p>13. 2012 Chair-Elect's goals for the Section</p>	
<p>a. Please list your top 3 goals:</p>	<p>Plan a least 9 programs during 2012 that appeal to a broad variety of interests of our members.</p>
	<p>Increase the diversity (geographic, affiliation, age, etc.) of those who participate in activities.                  Encourage mentoring and networking among students, those in career transition, and entrepreneurs</p>

<p>b. What are your concerns and challenges?*</p>	<p><b>Demographics</b> The demographics of the Georgia Section are not completely understood. While many of our members come from top-notch colleges and universities, national brand companies, and renowned Government Agencies, we believe a significant number are situated at small to medium-sized enterprises. The challenge is to identify and reach out to these members so that activities are planned that encourage more active participation.</p> <p><b>Geographic locations</b> The Georgia section membership is concentrated within the metro Atlanta area. However, the geographical area of the section is much larger, and includes several remote areas that may have been under-served by past activities. The challenge is to develop ways and programs that include these outlying areas without sacrificing attendance of those from the core region.</p> <p><b>Networking with entrepreneurs</b> Like most of the country, members of the Georgia section have been faced with employment challenges because of the ongoing recession. Fortunately, many have landed, launched successful new ventures, or moved into non-traditional positions. These people have a great deal that they could share with others in transition who may be considering a similar path. The challenge is to find a vehicle that will foster such sharing without putting a huge time burden on participants who are already stretched thin. Certainly, identifying and providing mutual benefits that such networking provides will be key.</p>
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**Local Section Administration Form - Organization**

<p>1. Did your local section have any active committees with two or more members during 2011?*</p>	<p><input checked="" type="radio"/> Yes    <input type="radio"/> No</p>																																																																								
<p>a. If the response to 1 (above question ) is YES, please select the committee and enter the chair's name.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px;"><input checked="" type="checkbox"/></td> <td>Awards</td> <td>Rigoberto Hernandez</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Budget/Finance</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Career assistance/Employment</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Chemistry Olympiad</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Community Activities</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Continuing Education</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Educational</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>EHS</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Environmental</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Government Affairs</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Industry Relations</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Long Range Planning</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Membership/Membership Retention</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Mentoring</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Minority Affairs</td> <td>Julius Green</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Newsletter/Publications</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Nominations</td> <td>Deb Sauder</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Professional Relations</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Project SEED</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Public Relations</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Senior Chemists</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Women Chemists</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Younger Chemists</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other</td> <td></td> </tr> </table>	<input checked="" type="checkbox"/>	Awards	Rigoberto Hernandez	<input type="checkbox"/>	Budget/Finance		<input type="checkbox"/>	Career assistance/Employment		<input type="checkbox"/>	Chemistry Olympiad		<input type="checkbox"/>	Community Activities		<input type="checkbox"/>	Continuing Education		<input type="checkbox"/>	Educational		<input type="checkbox"/>	EHS		<input type="checkbox"/>	Environmental		<input type="checkbox"/>	Government Affairs		<input type="checkbox"/>	Industry Relations		<input type="checkbox"/>	Long Range Planning		<input type="checkbox"/>	Membership/Membership Retention		<input type="checkbox"/>	Mentoring		<input checked="" type="checkbox"/>	Minority Affairs	Julius Green	<input type="checkbox"/>	Newsletter/Publications		<input checked="" type="checkbox"/>	Nominations	Deb Sauder	<input type="checkbox"/>	Professional Relations		<input type="checkbox"/>	Project SEED		<input type="checkbox"/>	Public Relations		<input type="checkbox"/>	Senior Chemists		<input type="checkbox"/>	Women Chemists		<input type="checkbox"/>	Younger Chemists		<input type="checkbox"/>	Other	
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<p>2. How many subsections were active in your local section during 2011?*</p>	<p>0</p>																																																																								
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4. How many topical groups were active in your local section during 2011?*	0
5. How many topical group meetings were held in your local section during 2011?*	0
6. Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2011?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
7. How many dues-paying affiliate members were in your local section during 2011?*	0
8. What was the approximate number of active volunteers in your local section during 2011?*	43
9. Please estimate the number of new volunteers in your local section during 2011?*	4
10. Please indicate all the ways that your local section recognized volunteers during 2011.* (Check all that apply.)	<input type="checkbox"/> Certificates <input checked="" type="checkbox"/> Awards <input type="checkbox"/> Letter to volunteer supervisor <input type="checkbox"/> Letter to volunteer <input checked="" type="checkbox"/> Recognition at an event <input type="checkbox"/> Recognition on web <input type="checkbox"/> Recognition in newsletter <input type="checkbox"/> Other -

Local Section Administration Form - Communications

1. How many local section meetings were held during 2011?*	9
2. On average, how many members attended a local section meeting during 2011?*	27
3. How did Councilors report to your local section members about national ACS matters during 2011?*(Check all that apply.)	<input checked="" type="checkbox"/> At a section meeting <input checked="" type="checkbox"/> At an executive committee meeting <input type="checkbox"/> In the newsletter <input type="checkbox"/> On the local section web site <input type="checkbox"/> Other -
4. Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2011?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. How does the sections leadership communicate information to its members?*	The Executive Committee determined that our single biggest concern is how to achieve efficient and effective communications to our members. To that end, it initiated a Communications Task Force in 2011, which has undertaken a review of the complete spectrum of our communications needs (please see the activity titled Executive Committee/ Communications Task Force/ Mandate for details). The Task Force determined that our two most immediate communications needs were: timely meeting announcements, and a mechanism for employers to post employment opportunities (please see the activity titled Executive Committee/ Communications Task Force/ Specific Issues for details). Our newsletter (The Filter Press) is recognized as performing certain irreplaceable functions, e.g. the document of record which reports the Section's activities to our members, and it is expected to take on a significantly enhanced role, probably by means of a paid editor .
5a How Often do these communications occur:	
5a1 Number of newsletters published:*	7
5a2 Number of meeting notices:*	9
6. Did your local section have a website during 2011?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
6a. If the answer to 6 (above question) is YES, what was the URL for your local section's website?	<a href="http://chemistry.gsu.edu/ACS/">http://chemistry.gsu.edu/ACS/</a>
7. Did your local section post its Annual Report on your website during 2011?*	<input checked="" type="radio"/> Yes <input type="radio"/> No

Local Section Administration Form - Nomination

1. Our Section would like to self-nominate for the Local	<input checked="" type="radio"/> Yes <input type="radio"/> No
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