

Executive Committee

Shaping the ACS CARB division for the future.

Operating Protocols for ACS Division of Carbohydrate Chemistry (CARB) Executive Committee (EC) Officers

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Revised in 2020 by CARB EC

The Operating Protocols, as noted in this document, describe EC Members' tasks, duties and responsibilities for an effective and efficient Division.

It is the understanding of these written Operating Protocols that immediate changes can be to this document on an as-needed basis and as such can affect the CARB By-Laws.

It is in the best interests of the CARB to make changes to the Operating Protocols on a yearly basis and re-examine the By-Laws every 5 years to keep the latter current and consistent with the Operating Protocols.

Secretary

Two-Year Term (and Two-Year Term as Program Chair/Executive Secretary for a Total of Four Years)

The Secretary of CARB is elected to a two-year term by the CARB membership in a Fall ballot, following nomination by the EC. Upon completion of the two-year term, the Secretary assumes the position of Program Chair/Executive Secretary, whose responsibilities are described under "Program Chair/Executive Secretary". This is also a two-year appointment. Thus, a person elected as Secretary commits to a four-year period of service to CARB.

The Secretary performs the following General Functions:

1. Records the minutes of the EC meeting held at each National Meeting, and other times deemed appropriate by the Chair, and distributes the minutes to the EC in a timely manner.
2. Records the minutes of the Business Meeting held annually at the Spring National Meeting, and distributes the minutes to the EC in a timely manner.
3. Conducts and certifies mail or electronic ballot elections for Chair-Elect, Secretary, Treasurer, Councilor(s) and Alternate Councilor(s). Certifies election results prior to November 15th of each year.
4. Coordinates and honors requests from other EC Officers, and ACS headquarters regarding membership, symposia, CARB activities, and related matters.
5. Performs other functions as described below prior to, during, and after National Meetings.
6. Assists the Treasurer. If the Treasurer is incapacitated or absent, or if the Treasurer's office is vacant, the Secretary fulfills the duties of the Treasurer.

Other Specific Functions:

1. List of CARB EC officials. Provides a current list of elected and appointed officials that comprise the EC. This list includes the starting and ending date of each position. This list is supplied to the Publicity Officer for inclusion on the CARB website.
2. Letterhead. Ensures the CARB letterhead is consistent with ACS recommendations and that Divisional information presented on it, including that of CARB EC officerships, is current. Distributes the letterhead in electronic format to all CARB EC officers.
3. Division Annual Report. An Annual Report (both narrative and financial) is required, no later than February 15th, by ACS Divisional Activities Office. It should adhere to the format and forms required by that office. The financial report is the responsibility of the Treasurer. The narrative report is prepared by the Secretary, working cooperatively with the Program Chair who is more familiar with many of the program details requested, and with the Chair. A copy of the report should be retained by the Secretary and issued to all EC members. It is acceptable to issue the report in the Spring Executive Meeting minutes.

4. National Meetings
 - a. Ahead of the meeting: determine if Councilors will be attending the Council Meeting. When substitutes (Alternate Councilor or other Officer approved by the Chair) are needed, provide certification for the substitute Council attendee.
 - b. The following items need to be ready for distribution at the EC Meeting:
 - Copies of the minutes of the last EC Meeting.
 - The Division Banner – keep track of the banner and ensure a reminder is issued to the person retaining the banner between meetings.
 - Agenda of the EC Meeting, including attachments, reports, and other materials provided by committee members, and in agreement with the CARB Chair. The Program Chair may assist in collating the information for electronic distribution to the EC.
 - A copy of the Annual Report (Narrative) that was submitted to the Divisional Activities Committee of the ACS.
5. Ballot Election. Conduct a ballot election for those nominated for vacant positions and certify the results to the ACS Divisional Activities office no later than November 15th. Mail and electronic ballots are both permissible provided that procedures for electronic ballots are in place to guarantee that only CARB members are allowed to vote and that "one person, one vote" is observed.

Secretary Duties – Timelines

January

1. Early January. Prepare an email distribution list of the CARB membership list provided by the ACS. This list will be updated by the ACS every couple of months. The email distribution lists should be updated accordingly as new members are added to the roster and other members become inactive. Note: When you email the members, remember to insert the addresses as Bcc or set up an anonymous list server. Do not share the email list without first consulting the Chair to ensure the reason for sharing is sufficient.
2. Early January. Email members to solicit inputs for the spring newsletter (**Attachment 1**). Send at least one or two reminders as the deadline gets closer (see below). Make an effort to personally reach out to new CARB members to engage them in the process. No experience/award is too little to report in the Newsletter.
3. Work with Program Chair to email members to encourage registration for the Spring National Meeting (**Attachment 7**).

February

1. Early February. Resend the solicitation for items for inclusion in the spring Newsletter via email.
2. Early February. Email CARB members to solicit ACS Fellow nominations. CARB can support up to two ACS Fellow nominations (**Attachment 2**).
3. Mid-February. Prepare the Spring Newsletter. Include a summary of the CARB technical programming for the Spring National Meeting, which you will receive as separates from

the Program Chair, and a list of current CARB sponsors, including sponsors for the Spring National Meeting.

4. Mid-February. Submit the Spring Newsletter to the EC for review (allow 3-5 days).
5. Mid-February. Submit minutes from previous EC meeting and submit them to the current EC for review at least two weeks prior to the Spring National Meeting.
6. Mid-February. Email the Spring Newsletter to the CARB membership and send a copy to the Publicity Officer for posting on the CARB website.
7. Late February. Email the meeting separates (program/abstracts) for the Spring National Meeting to the CARB membership and encourage attendance at the meeting.
8. Late February. Forward any symposium submissions and ACS Fellow nominations to the Chair for distribution to the EC.

March

1. Attend the EC meeting (usually scheduled on Sunday evenings).
2. Record the minutes of the EC meeting at the Spring National Meeting.
3. Discuss any items that need action from the previous EC meeting and/or any new items.
4. Together with the Program Chair, email the call for symposia for Spring National Meeting next year (the ACS works one year ahead so this will be spring of the following year!) to the CARB membership and give the members one month to respond. Proposals for future symposia should be forwarded to the Program Chair (**Attachment 3**).
5. Send the approved minutes and newsletter to the Publicity Officer for posting on Divisional website

May

1. Resend the call for symposia for the Spring National Meeting for the next year.
2. Email membership about nominations for CARB awards.

June

1. Early June. Send solicitation to CARB membership for items for inclusion in the Fall Newsletter.
2. Late June. Resend the solicitation for items for inclusion in the Fall Newsletter.

July

1. Assemble the Fall Newsletter. Include a summary of the technical programming for the Fall ACS meeting, which you will receive as separates from the Program Chair, and a list of current sponsors, including sponsors of the Fall ACS meeting.
2. Submit the Fall Newsletter to the EC for review (allow 3-5 days).

August

1. Email the Fall Newsletter to the CARB membership and send a copy to the Publicity Officer for posting on the Division website.
2. Email the meeting separates (program/abstracts) for the Fall National Meeting to the CARB membership and encourage attendance at the meeting.

3. Email the CARB membership to solicit ideas and proposals for future ACS National Meetings and forward the proposals to the Program Chair (**Attachment 3**).
4. Email the CARB membership to solicit nominations for new EC members for next year. Specify what positions are open (**Attachment 4**).
5. You will need to transition into the Program Chair role in the second year of the term. This is so you know what is happening in January when you formally become Program Chair for the Spring National Meeting.
6. Notify membership of winners of CARB awards.

September

1. Set up the ballot for new EC members for next year. Check to ensure nominees are CARB members. Per the Bylaws, each nominee needs to have 10 supporters. To satisfy this requirement, please send the ballot to the EC for approval. If the committee approves the ballot, this will satisfy the requirement since there are more than 10 members of the EC.
2. Obtain the roster of CARB members eligible to vote from the ACS. You will receive a form by email from the ACS to request this list, which requires two weeks for processing. Note that ACS maintains two lists of members, one for all division members including those who are not current on dues payment, and the other which only includes dues-paying members. Only members of the latter list are eligible to vote. ACS contact: Carol Payton (olsa@acs.org).
3. Set up the election through [surveymonkey.com](https://www.surveymonkey.com). This is a cost-effective way to run elections. Since CARB has more than 500 members, pro membership of Survey Monkey should be purchased (\$199 for one year) to run the election. The reimbursement should then be requested from the Treasurer. The CARB election should be completed by Nov 1st. Typically, about 25% of the CARB membership (~180) will vote.

October

1. Send reminder emails to the CARB membership and encourage them to vote, it requires about one reminder a week for 3-4 weeks to achieve a reasonable response rate. Email CARB members using a non-Survey Monkey email generator and ask members to check their email filters.

November

1. Tally the election ballot and send the results to CARB EC for certification.
2. Send the election results to the CARB membership after notifying the newly elected members (**Attachment 5**).
3. Send the election results to Cheryl Vockins c_vockings@acs.org in the ACS Secretary's office. The deadline to send the certified election results is December 1st.
4. Update the EC roster, and update the CARB letterhead (**Attachment 6**). Send the roster to the Publicity Officer for posting on the Division website.
5. Send the list of EC members to the ACS. Use the form provided by the ACS (they will send this form to you via email). This must be done by December 1st.

Program Chair/Executive Secretary Two-Year Term (formally Secretary)

The Program Chair/Executive Secretary of the Division of Carbohydrate position is assumed by the Secretary upon completion of the two-year term. This is also a two-year appointment, and it is not uncommon for the Program Chair/Executive Secretary to be nominated for the Chair-Elect position of CARB in their last year.

The Program Chair and Treasurer assemble a list of contacts for past CARB symposia sponsors (last 10 years) and share these contacts with the symposia organizers for upcoming meetings. These can be used by organizers to solicit support for their symposium.

Program Chair Duties – Timelines

January

1. Work with Secretary to email members to encourage registration for the Spring National Meeting (**Attachment 7**).
2. Work with the Chair to submit the annual report to ACS by Feb 15th (Report for 2014 is attached, **Attachment 8**). It is important to submit the report on time. Otherwise, ACS will withhold distribution of division funds.

March

1. Prepare and provide information on the number of papers to be presented during the current meeting at the EC meeting.
2. Organize proposals for future programming and seek EC approval during the program meeting. Set up future programs at ACS National Meetings.
3. Email symposium organizers whose proposals have been approved by the EC with information about the next steps (**Attachments 9 and 10**).
4. Finalize the program for the Fall National Meeting. Make sure enough time is allocated for this as it is very time consuming.

April

1. Work with the Treasurer on registration of invited speakers for the Fall ACS National meeting. A sample email to speakers requesting registration information is shown in **Attachment 11**. The form for registration information needed is found in **Attachment 12**.

July

1. Send the ACS the preliminary program for Spring National Meeting. Set a preliminary deadline for abstract submission. Usually, we start with the ACS recommended deadline, which gives the Program Chair the flexibility to extend it for one or two weeks to accommodate late submissions (which has been the usual practice). Note: the Program Chair organizes the General Poster session. Work with the Past Chair to arrange judging of the General Poster Session.

August

1. Set up the abstract submission website for Spring National Meeting.

2. Email symposium organizers whose proposals have been approved by the EC with information about the next steps (**Attachments 9 and 10**).
3. Work with the Past Chair to invite speakers for the Awards symposia.

October

1. Email CARB members to encourage abstract submission to the Spring National Meeting (**Attachment 7**).
2. Finalize the program for the Spring National Meeting.

December

1. First week of the month. Send ACS the preliminary program for the Fall National Meeting. Set a preliminary deadline for abstract submission. Usually, we start with the ACS recommended deadline, which gives the Program Chair the flexibility to extend it for one or two weeks to accommodate late submissions (which has been the usual practice).
2. Work with the Treasurer on registration of invited speakers for the Spring National Meeting. A sample email to speakers requesting registration information is shown in **Attachment 11**. The form for registration information is shown in **Attachment 12**.
3. Work with the symposium organizers to order refreshments for their symposium, if applicable. Note: It is not your job to do this for them. Your job is only to assist them with the process by forwarding information from the ACS and assisting them with the submission of any order forms/special requests.

Chair

Two-Year Term (prior two years as Chair-Elect and then two years as Immediate Past Chair)

The Chair of CARB is elected to a two-year term by the Division membership by ballot in the fall. Commencing on January 1, the Chair will have previously served as Chair-Elect for two years. Upon completion of the two-year term as Chair, the position transitions to Immediate Past Chair for an additional two years. Thus, the Chair position is a six-year commitment, although the Chair Elect position has relatively few assigned duties. Continued participation beyond the Immediate Past Chair is encouraged to maintain and transmit institutional knowledge.

Chair Responsibilities

The Chair of CARB is the Division's representative at the following functions (when the Chair is unable to attend, the Chair can and should appoint a representative for the Division):

1. All official ACS-sponsored functions that invite or require a representative of the Division.
2. The U.S. Advisory Committee for International Carbohydrate Symposia during term in office.
3. Meetings sponsored or co-sponsored by the Division at which the Chair's presence is required.
4. The Chair is responsible for obtaining a Memorandum of Agreement between CARB and any ACS division or organization with which CARB wishes to participate in a co-hosted, co-sponsored or joint technical meeting (see the ACS website for elaboration).
5. Schedule and chair the EC Meeting during the Spring National Meeting (see more details below).

The Chair is responsible for the following communications:

1. With ACS Headquarters to keep them informed of Divisional activities.
2. Submission of the Annual Report to the ACS by the official deadline. Submission of administrative and financial reports in FORMS by the February 15th deadline.
3. Redirecting Divisional inquiries to the appropriate EC members - for example, programming requests.
4. Serving as Master of Ceremonies at the annual banquet at the Spring National Meeting.
5. Contributing to the semiannual CARB newsletter.
6. Certifying nominations by the Division, such as for ACS Fellows, and other National Awards requiring certification.

The Division Chair can and should appoint individuals to the following CARB positions, as directed by the Division Bylaws (appointees may be individuals not serving on the EC):

1. Membership Chair (two-year term) - Individual will be responsible for recruiting new/old members and will act as a liaison between the EC and the membership.

2. Publicity Chair (two-year term) - Work with the Secretary who is in charge of the newsletter and the Publicity Officer (Webmaster) to deliver news to the Division membership, and National Committee.
3. Divisional Representative to the U.S. Advisory Committee for International Carbohydrate Symposia (Chair of CARB DIV is one position, Chair then appoints an additional member).
4. A “temporary alternate councilor” to represent the Division at Council Meetings when the Division would not have full representation because of the inability of Councilor(s) and Alternate Councilor(s) to attend the Council Meeting. The ACS must be informed of temporary alternate representatives 15 days ahead of the Council meeting. The Secretary provides suitable certification (Alternate Counselor Credential Form) for an Alternate Councilor to attend the Council meeting.
5. The Division Chair annually reviews and updates the equivalent of the “Division Officer’s Handbook” (Operating Protocols) posted on the CARB website.

The Division Chair chairs the following Committees and Meetings, either on-site or by conference call, with no less than one meeting a year held at the Spring ACS National Meeting:

1. Executive Committee (EC) Meetings (Spring ACS).
2. The Annual Division Business Meeting (Spring ACS).

Responsibilities for these two meetings include:

1. Preparation of the meeting agendas.
2. Arrangement for necessary meeting rooms and/or conference call lines.

In summary, the Chair coordinates all Division activities and will/should perform these duties in collaboration with the Chair-Elect to ensure accurate information and continuity. The Chair is responsible for ensuring that all EC jobs are performed adequately.

Chair Duties – Timelines

January

- 1) The Chair should have received an email from forms@acs.org regarding annual reports. Work with the Executive Secretary and Treasurer to submit the administrative form of the annual report for the Division, which is typically due Feb. 15th. The website is www.acs.org/forms. Timely submission of the report is important as ACS will withhold division funds if the reports are not submitted. (Report for 2014 is attached. **Attachment 8**)
- 2) There should be announcements from ACS regarding nominations of Kavli Emerging Lecturers at the next ACS national meeting. Work with the EC to identify candidates from division members.

February

- 1) Email EC members soliciting topics to be discussed during the upcoming EC meeting at the Spring National Meeting.
- 2) Work with the Secretary to email CARB members regarding ACS Fellow nominations.

March

- 1) Send draft EC meeting agenda to EC members.
- 2) Collect ACS Fellow nomination packages from the Awards Committee who are seeking Division support.
- 3) Lead the EC meeting.
- 4) Decide on the two candidates from CARB to support for ACS Fellow nominations.
- 5) Write supporting letters for ACS Fellow nominations, which are typically due April 1st.
- 6) Preside the Awards Symposia during the Spring National Meeting

September

- 1) If the Chair is in the second year of the term, the Chair will become Past Chair next year. The Chair should work with the Executive Secretary/Program Chair to organize the Awards Symposia

October

- 1) Identify a venue for the CARB awards banquet during next Spring National Meeting. The budget is \$65 per person as of 2020 and the typical attendance should be around 50 people. It is often difficult to find a suitable venue due to the modest budget allocated and high demand for such a venue during ACS meetings. An early start in finding a venue is recommended. The award banquet is typically held Monday night during the Spring National Meeting.
- 2) Contact the ACS for the social event request form for the next Spring National Meeting so that ACS can help sell tickets for the banquet. Contact info: foodandbev@acs.org
- 3) Order the scrolls for the award winners. It takes about two weeks for the scrolls to be prepared. Contact info:

Jvharingandson@aol.com
Mauro Calligraphy
d/b/a JV Haring & Son
1277 Clove Road
Staten Island, NY 10301

They need the recipient's name, and the year and date of the award. (The date for the award is the date of the awards banquet). The awards citations are as follows:

Horace S. Isbell Award – For demonstrated excellence in and promise of continued quality contributions to research in carbohydrate chemistry.

David Y. Gin Young Investigator Award – For demonstrated excellence in and promise of continued quality contributions to research in carbohydrate chemistry.

Melville L. Wolfrom Award – For distinguished service to the Division and to the field of carbohydrate chemistry.

Claude S. Hudson Award – For outstanding contributions to the field of carbohydrate chemistry.

Derek Horton Award in Industrial Carbohydrate Chemistry – For outstanding contributions to industrial carbohydrate chemistry.

Pictures of the 2016 award scrolls are attached (**Attachments 13-16**). It is important to request that the vendor send pictures of the scrolls for proofing before they are printed. There have been mistakes on the scrolls in the past.

Costs of award scrolls as of 2016. The price to print an award scroll is \$140. The hard folder to display each scroll is \$18.

November

- 1) Reserve a room for EC meeting during the Spring National Meeting. Contact ACS for the social event request form for the ACS Spring National meeting.
- 2) Order light food and snacks for the EC meeting. Food orders at some hotels can be very expensive. Different options for food orders may need to be explored.

Chair-Elect

Two-Year Term (following two years as Chair and two years as Immediate Past Chair)

The Chair-elect of CARB is elected by the Division membership by ballot in the fall to serve a six-year succession of leadership roles. Commencing on January 1st, the future Chair will serve as Chair-Elect for two years. Upon completion of the two-year term as Chair-Elect, the position transitions to Chair for two years, and then to Immediate Past Chair for an additional two years.

Responsibilities

1. The primary responsibility of the Chair-Elect is to be involved in CARB activities and prepare for the responsibilities of the Chair to allow for a smooth transition when the two-year term of the current Chair ends.
2. When the Chair is unable to perform the duties of the Chair, the Immediate Past Chair will perform the duties, and if the Immediate Past Chair is unable to fill in for the Chair, the Chair-Elect shall serve as back-up for the Chair.

Chair-Elect Duties – Timelines

March

1. Lead the EC meeting held during the Spring National Meeting.

Immediate Past Chair Two-Year Term

The Immediate Past Chair of CARB is a two-year term of office commencing January 1st, following the completion of the term of office of the Chair.

Responsibilities

1. A primary responsibility of the Immediate Past-Chair is to organize the Awards Banquet.
2. Immediate Part Chair will also advise the Awards Committee
3. In the absence of the Chair, the Immediate Past Chair will assume all duties of the Chair.

Immediate Past-Chair Duties – Timelines

January

Prepare the Awards Banquet, which includes the following tasks:

- 1) Inform in writing, the award winners.
- 2) Obtain information from the award winners regarding potential candidates who will give felicitations on the award winners behalf.
- 3) Contact the potential candidates for felicitations. There should be one person giving a felicitation for each winner.

February

- 1) Identify a long-time divisional member to give the historical perspective during the banquet (**Attachments 17-22**).
- 2) Prepare the program for the Award Banquet (the program for 2016 Banquet is found in **Attachment 23**).
- 3) Prepare tickets for on-site sale (see a sample ticket in **Attachment 24**).
- 4) Email the CARB membership to inform them about the banquet (**Attachment 25**).

March

1. Send reminder email to CARB members regarding ticket sales.
2. Print out the program and make sure there are enough copies for all banquet attendees.
3. Remember to bring the scrolls to the meeting.
4. Prepare diplomas for Poster Awards (sample diploma attached).
5. At the ACS Meeting, organize and chair the Awards Symposia (traditionally on Sunday), organize and chair the Awards Dinner (traditionally on Monday).
6. Organize and chair the selection of best posters at the CARB poster session, present the diplomas at the end of poster sessions.

7. Email CARB members regarding divisional award nominations. The deadline is typically around June 15th of each year. The nomination form is attached (**Attachment 26**).

June

1. June 1st, send a reminder email to CARB members regarding award nomination.
2. Collect all nomination packages. By working with the Awards Committee, determine award winners within one month.
3. Awards Committee would normally review and rank the nominations and forward their rankings to Immediate Past Chair who would do the final ranking and run-offs, if necessary. In case of conflicts, the Immediate Past Chair seeks Ad Hoc members for the specific awards.

August

- 1) By August 1st, the award winners should be determined. This is important as the deadline for abstract submission for the award symposium is coming up very soon.
- 2) Work with the Secretary and Chair on the awards announcement.
- 3) Work with the award winners, Chair and the Program Chair to invite speakers for the Awards symposia during the next Spring National Meeting. Each award winner can invite one person to present at the Award symposium.
- 4) Make sure that award nominations of three years or less remain active for continuing review. With the Immediate Past Chair, the Awards Committee should solicit updated information on continuing nomination packages.
- 5) The nomination packages will contain those documents as described on the Award form available on the CARB Division website.
- 6) By working with the Awards Committee ensure that C&EN has been contacted to publish the news of CARB awards. Provide guidance/assistance to the Immediate Past Chair to help prepare a brief description of the awards and the award winners. Contact: Linda Wang (L_wang@acs.org) or Sophie Rover (S_rovner@acs.org). If no responses, Stu Borman (S_Borman@acs.org) is a good person to contact in C&EN.

Treasurer

4-Year Term

The Treasurer of CARB is nominated by the EC, and is elected in the fall by CARB membership ballot to a four-year term.

The Treasurer performs the following functions:

1. Prepare a financial report (details given below) to be distributed to the EC at the Spring National Meeting and submit an annual financial report no later than February 15th of each year to the ACS Office of Divisional Activities.
2. Prepare a proposed Budget to be distributed at the Spring National Meeting for the following calendar year. Approval of this Budget as provided to, or amended by, the EC provides spending authority to the Treasurer.
3. Collect funds earned through CARB dues and other allotments, book royalties, savings and checking accounts, and other investments (approved by the EC) in which CARB is involved.
4. Maintain approved checking/savings/investment accounts in the Division's name. Two members of the EC should have the authority to conduct financial transactions such as signing checks (in case one is absent). The Treasurer is responsible for having the appropriate signatures on record at the financial institutions.
5. Disburse funds from held account(s) for various expenses incurred in postage, printing, social and guest registration meeting expenses, publicity, membership awards, and other expenses.
6. Maintain accurate sub-accounts for funds being held in general checking/saving accounts. Examples are funds from industry dedicated to a specific symposium, funds for programming allocated by the EC, and disbursements delegated to other individuals, if previously determined.
7. The Program Chair and Treasurer assemble a list of contacts for past CARB symposia sponsors (last 10 years) and share these contacts with the symposia organizers for upcoming meetings. These can be used by organizers to solicit support for their symposium.

Specific Functions:

Dues Status and Change. Respond to requests from the ACS with regard to fees for affiliates, members, students, and other categories (requested usually February-March).

Division Annual Report. An Annual Report (both narrative and financial) is required no later than February 15th by the ACS Divisional Activities Office. The financial report is the responsibility of the Treasurer. It should adhere to the format and forms prescribed by that office. This report should cover the preceding calendar year.

National Meetings. The following items need to be ready for distribution at the EC Meeting during the Spring National Meeting:

1. Treasurer's Report (covering the past four six-month periods), including

- a. Status of funds.
- b. Income and expenditures.
- c. Annual Report that was submitted to the ACS Office of Divisional Activities (Spring National Meeting only).
- d. Checkbook containing Graduate Student Award, and Divisional funds to cover any expenses needed or requested by officers.
- e. Checks prepared for the appropriate amounts to be given to the Division Awardees and Graduate Student Awardees.
- f. Copies of the last three years' Treasurer's reports.
- g. Tax Returns. The Treasurer will file a 990 or 990EZ tax return with the Internal Revenue Service, along with the accompanying Schedule A. This is due May 15 of each year. The Treasurer will also file the appropriate state return.
- h. Acknowledgement of contributions. The Treasurer will acknowledge each contribution with a letter that includes the following statement:

"Under the Revenue Reconciliation Act of 1993 and Internal Revenue Code Section 170, this letter acknowledges the above mentioned contribution and confirms that no goods or services are being given to you in return for this contribution. You should maintain this letter for tax purposes."

Tax Consequences of Awards. The Treasurer shall not disburse any award funds of \$600 or more to recipients without first having received from the recipient his or her social security number and home address. The Treasurer then must issue a completed 1099-MISC form to the recipient and then file all 1099-MISC forms (along with cover Form 1096) with the Internal Revenue Service by February 15 of the following year. Alternatively, the Treasurer must withhold a portion of the award funds, as specified by the Tax Code.

- i. The duties of submitting the ACS Annual Report and all tax filings are the responsibility of the Treasurer who served during the reportable year.

Specific Financial Profile

1. Maintain separate assets, expenses and revenues in the account(s). The following types of expenses might be incurred: Awards (Divisional Awards and associated expenses such as corsages, centerpieces, etc.); Division (separates, printing, postage, guest registrations, social functions at meeting, plaques and certificates).

Treasurer Duties – Timelines

1. Work on the financial reports of Division and the Annual Report.

February

1. Submit the financial reports by Feb. 15th. This is important to ensure on-time transfer of operating funds from ACS to CARB.

March

1. Prepare checks for award winners (\$1,500 each for Hudson, Wolfrom, Isbell and Horton awards, \$750 for Gin award)
2. Prepare the Treasurer's Report and send the report to EC members prior to the EC meeting. Discuss the report and division finances during the EC meeting.

June

1. Work with the Program Chair to register all invited speakers for the Fall ACS National meeting to obtain the member's advance registration rate.

December

1. Work with the Program Chair to register all invited speakers for the Spring ACS National meeting to obtain the member advanced registration rate.

Councilor

(see the ACS Handbook for Councilors) – Three-Year Term

The ACS Divisions (Analytical, Inorganic, etc.) are collectively represented by one-fourth as many Councilors as are the local sections of the ACS. Depending on a Division's size, it may be represented by one or more Councilors, up to a maximum of four.

Councilors of CARB are nominated by the EC, elected in the Fall by CARB membership ballot to a three-year term, and commence their term of office the following January 1st. Councilors are representatives of CARB at ACS Council Meetings and are encouraged to participate in Council activities. As Council is one of the most important governance bodies of the ACS, Councilors are influential, and the position is one whose responsibilities must be taken seriously. The responsibilities of Councilors include:

1. Participation in Council meetings. These meetings are held on Wednesday morning at each National Meeting, beginning at 8 am (typically coffee and a light breakfast is served at 7:15 AM) and typically ending before noon. Travel/accommodation for attendance at these meetings is reimbursable against receipts. There are also meetings of division Councilors and town-hall meetings to introduce candidates for ACS national offices (Council has a role in reducing a slate of nominees for these offices to two people for member elections); these are important for councilors to attend as well.
2. Councilors have the following roles:
 - a) Act as the voice of the Division to Council.
 - b) Vote in Council elections and other matters that come before Council for vote, including items like continuing committees, renaming divisions, setting dues and other fees for the Society, and many other governance matters that are decided at a Council level of ACS.
 - c) Vote on recommendations from committees.
 - d) Act as the voice of Council to the Division.
 - e) May run for certain elected offices or may become members of ACS Standing Committees; for example, some committees are comprised of members elected by Council (e.g. Nominations & Elections), and some governance positions are filled by councilors (e.g., members of the Board that represent particular Society geographic regions).
3. Participate in committees or activities open to Councilors. Most Society committees that play important roles in making the Society run well and in effecting change are composed of Councilors.

Councilor Duties – Timelines

January

1. After one year of service, consider becoming involved in an ACS committee. Councilors can significantly influence the goals and actions of the Society; they are where most initiatives for Council consideration originate and are developed. To maximize your

service to the ACS and your contribution to its governance, strive to serve more than one term as a Councilor.

2. Join the Councilor Group via the ACS Network to identify experienced Councilors, current and former, as possible resources. The Councilor Group exists to enable ACS Councilors to engage in discussions, share experiences, get advice, and form connections. It provides a platform to inform new Councilors about the ACS and its governance, as well as allows Councilors to participate in debates and share information. The Councilor Group site hosts a collection of reference materials such as agendas, Talking Points from the last Council meeting, and past issues of the Councilor Bulletin. Once you join the group, you can set it to email you automatic alerts or updates. You can also subscribe to the RSS (Really Simple Syndication) feed via the Network page by clicking on the "Group Feeds" button under Actions

March

1. Before the Spring National Meeting. (a) Determine the wishes and needs of division members. Use their needs and concerns to guide your voting and your initiatives. (b) Read the Council Meeting Agenda, which will be mailed to you approximately six weeks before the meetings

At the National Meeting. (a) Attend ACS National Meeting and CARB Division EC Meeting. You are eligible for travel reimbursement if your employer does not support you financially. (b) Attend the New Councilor Orientation session, typically scheduled on the Saturday afternoon preceding each ACS Spring National Meeting to which you will receive an invitation. At these sessions, experienced Councilors discuss the organization and function of the Council and the ACS committees. Prior to the face-to-face orientation program, there may be a pre-meeting orientation webinar that will help you prepare for the national meeting. (c) Collect publications, directories, and reports that may be of use to your division. (d) Select a few ACS committees whose agenda appeal to you. Attend their Open and Executive Committee meetings (times and locations are given in the National Meeting Program in C&EN). A general schedule of the ACS committee meetings can be found in Appendix IV of the Handbook for Councilors. (e) Attend the Division Officers' caucus. A general schedule of the Councilor Caucus meetings can be found in Appendix IV of the Handbook for Councilors. (f) Attend and vote in the Council meeting on Wednesday morning. (g) Request a mentor. The Council Policy Committee has established a Councilor mentoring program to bring together new Councilors and those from whom they can learn and be inspired. Mentoring guidelines are provided on the Councilor Group via the ACS Network. You may request a mentor there as well.

2. Attend Executive Committee meetings of the ACS National Program and report back to the Division.

April

1. File any new information that might be of general interest to the Division membership, Past Immediate Chair, Chair, and Chair-Elect learned from attending the Spring National meeting.
2. Work with the Publicity Officer to update information on the Division's website.

August

1. Repeat steps 1-6 for the Fall National Meeting (the CARB EC only meets once a year in the Spring).

Alternate Councilor

Three-Year Term

Alternate Councilors of CARB are nominated by the EC, are elected in the Fall by CARB membership ballot to a three-year term, and commence their term of office the following January 1st. Alternate Councilors are representatives of CARB at the ACS Council Meetings when a Councilor cannot attend. Alternate Councilors are encouraged to participate in Council activities.

The responsibilities of Alternate Councilors include:

1. Participation in Council meetings in the place of a Councilor when requested by the Chair or Councilor. The Council meetings are held Wednesday morning of each National Meeting, and travel/accommodation for attendance at these meetings is reimbursable against receipts.
2. Members of the Council:
 - a) Act as the voice of the Division to Council.
 - b) Elect committee members.
 - c) Vote on recommendations from committees.
 - d) Act as the voice of Council to the Division.
3. Participate in committees that are open to Alternate Councilors.

Alternative Councilor Duties

- 1) Role of an Alternate Councilor is to shadow the Councilor without the responsibilities of attending meetings that the Councilor attends. If the Councilor is unable to attend an ACS Spring meeting, the Alternate Councilor will attend. It is the responsibility of the Alternate Councilor to make certain that the Councilor's agenda is known and can be executed in case he/she needs to attend the Council Meeting in the Councilor's absence. It is the Councilors role to let the Alternate Councilor their presence is required at the ACS meeting.
- 2) The Alternate Councilor will be a member of the EC. The EC continually devises strategies to attract new membership while keeping the current membership updated with any new findings. The EC assists in CARB Newsletter preparation, generates CARB website material for posting on the Divisions' website, and coordinates with the ACS to ensure, if possible, that the technical sessions of CARB can be scheduled in lecture rooms in the convention center for both the Spring and Fall National Meetings.

Members-at-Large

Two-Year Term

Members at Large are nominated by the EC, then elected in the fall by CARB membership ballot to a two-year term commencing January 1st of the following year. This position is a voting member of the EC.

There are four Members at Large in the EC and their chief duty is to participate in the activities of the EC. Typically, Members at Large are new to the EC and participate in the activities and deliberations of the EC without explicit responsibilities assigned. The CARB Chair may solicit assistance from Members at Large on specific tasks within CARB.

Members at Large responsibilities include:

1. Participation in EC meetings
 - a) EC meetings are held on Sunday or Monday evenings of the Spring National Meetings.
 - b) Additional EC meetings may be arranged by the Division Chair as required.
2. Be prepared to participate in other CARB activities, which may include Open Business Meetings, Long Range Planning Meetings, and/or membership of a CARB standing committee, task force or other projects, as requested by the Division Chair.

Awards Committee

Three-Year Term

The Awards Committee will consist of 3 elected individuals from CARB membership identified by the EC. The Awards Committee, based on the advice from the Immediate Past Chair, will administer Divisional Awards such as the Hudson, Wolfrom, Isbell, Gin and Horton by conducting a thorough examination of each individual's nomination package.

Awards committee duties – Timelines

June

1. Collect all nomination packages and send them to award committee members. Determine award winners within one month.
2. Awards Committee would normally review and rank the nominations and forward their rankings to Immediate Past Chair who would do the final ranking and run-offs, if necessary. In case of conflicts, the Immediate Past Chair seeks Ad Hoc members for the specific awards.

August

1. By August 1st, the award winners should be determined. This is important as the deadline for abstract submission for the award symposium is coming up very soon.
2. Work with the Secretary for award announcement.
3. Work with the award winners and the Program Chair to invite speakers for next award symposia held during the Spring National Meeting. Each award winner can invite one person to present in the award symposium.
4. Forward the packages of those who did not win the award to the Immediate Past Chair if they are in the first year of term or CARB Chair who would become future Immediate Past Chair for next year's awards. Nomination package is active for two more years.
5. Contact C&EN to publish the news of CARB awards. Prepare a brief description of the awards and award winners.
 - a. Contact: Linda Wang (L_wang@acs.org) or Sophie Rover (S_rovner@acs.org). If no responses, Stu Borman (S_Borman@acs.org) is a good person to contact in C&EN.