

Procedures Manual for the ACS Division of Chemical Information (CINF)

Completely updated March 2005

(Other dates in the manual refer to the revision of the particular section)

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Introduction

This manual attempts to document in a concise manner the duties of all officers and functionaries of the Division of Chemical Information (CINF). This manual in no way supersedes the Division Bylaws, and every attempt is made to keep the information here consistent and up-to-date with the Bylaws. In instances where conflict does arise, the Bylaws take precedence. Every officer and committee chair is requested to examine this document periodically to assure that the duties described in this manual represent their actual tasks. Committees which are not prescribed by the Division's bylaws and are inactive will be removed from this procedures manual in order to accurately reflect the activities of the Division.

This manual is divided into four sections plus appendixes. Section 1 is this introduction. Section 2 details the members of the Executive Committee. Section 3 describes each the duties of each position in depth, along with highlighting important dates. Section 4 is a description of the awards offered by the Division. Appendix 1 contains timetable highlights compiled from the individual timetables of each Executive Committee member with reference to more detailed timetable information available elsewhere.

All comments and updates to this manual should be submitted to the Chair of the Constitution and Bylaws Committee for inclusion.

Executive Committee

Voting Members

Chair of the Division: One-year term, beginning January 1

Chair-Elect: One-year term, beginning January 1

Immediate Past Chair: One-year term, beginning January 1

Secretary: Two-year term, beginning January 1 in even-numbered years

Treasurer: Two-year term, beginning January 1 in odd-numbered years (overlapping with term of Secretary)

Councilors and Alternate Councilors: Three-year terms, overlapping, beginning January 1. The number of Councilors and Alternate Councilors is that allotted to the Division by the Society; currently this is two Councilors and two Alternate Councilors.

Program Committee Chair: Three-year term

Membership Committee Chair: Three-year term

Non-Voting Members - Chairs of Other Standing Committees and Other Representatives

Other Standing Committees

Audit

Awards

Careers

Constitution and Bylaws

Education

Finance

Fundraising

Nominating

Publications

2.2.1.10. Tellers

Divisional Representatives and Liaisons

ACS Secretariats (currently CINF participates only in the Biotechnology Secretariat)

ACS Committee on Nomenclature

American Society for Information Science (ASIS)

Special Libraries Association (SLA)

Association of College Research Libraries (ACRL)

Other Functionaries

Archivist/Historian

Chemical Information Bulletin Editor

CINF E-News Editor

CINF Web Site Coordinator

Liaisons from other organizations may attend with permission from Chair

Speakers on selected topics of interest may be invited.

The Editor of the Journal of Chemical Information and Modeling is always invited.

Duties of Elected Officials and Other Functionaries

Elected Officials

Chair

Term of Office: One Year. The Chair-Elect for the previous year automatically succeeds to the office of Chair.

Key Responsibilities:

Chair meetings of the Executive Committee and Divisional Business Meetings.

Call for agenda items and prepare agenda for each meeting

Call for committee chairs reports approximately 1 month in advance of meeting

Consult the bylaws (bring a copy to the meetings) as necessary

Execute the decisions of the Executive Committee and the Division membership.

It is important to consult also with ACS Office of Divisional Activities staff and the Divisional Activities Committee when executing decisions that involve policy and/or other issues of concern to the national organization

Includes taking the lead on bylaws revisions and other highly regulated activities

Ascertain the status of activities of other officers and committees by calling for periodic reports.

Committees whose activities are governed by externally imposed deadlines, e.g., Program and Membership, should be in frequent communication with the Chair. Informal email reports work well.

It is particularly important to work closely with Chair-elect to groom that person for assuming the responsibilities of the Chair. Special attention to coordinating social event and other special activities with the budget determined from fundraising efforts should be made

Copies of all reports should be given to the Chair-elect

Perform duties in the key areas of committees, communications, national meetings, and in other areas as listed in the following subsections.

Committees:

The Chair appoints all Division Committee Chairs and members and Division Representatives and Liaisons. In practice, the Chair can delegate this activity to current committee chairs whenever feasible. CINF is working to develop a system of mentoring of upcoming chairs through an "assistant chair" position, with at least one year of overlap in duties

The appointments of the Membership and Program Committee Chairs must be approved by the Executive Committee. Membership and Program Committee Chairs should be recruited prior to the Fall ACS meeting so that the vote to approve can be taken at the Executive Committee meeting

Committee members may serve a maximum of three successive one-year terms, provided, however, that a person may be Chair of a committee for three consecutive years after having served as a member of that committee for the three preceding years.

National Meetings:

Call meetings of, prepare agenda for, and preside at the Divisional Executive Committee and Business meetings. The Chair is also responsible for inviting to these meetings other persons, such as committee chairs or publications editors, to serve in an advisory capacity. The Executive Committee meets at each meeting of the Division; it may meet more frequently at the discretion of the Chair. Business meetings are held at least once a year at a meeting of the Division.

Copies of documents should be distributed to Executive Committee members before the meeting. In recent years, making these available via the web, or as email attachments has worked well

Members of CINF may request to attend the Executive Committee meeting; permission should be obtained from the Chair prior to this meeting.

CINF Division Open Meetings are usually held on Monday 4:00 PM of the spring and fall National ACS meeting. CINF members will be informed of Executive Committee decisions, officer election results, dues changes, and other divisional business .

Preside at technical sessions unless this duty is delegated to the Program Committee Chair.

Generally, this duty is handled by the Program Committee Chair, or a representative arranged by the Program Committee Chair

Chair should be present at the Herman Skolnik award symposium

Arrange for the Divisional luncheon and select the luncheon speaker or other program.

There is a limited budget for the luncheon; therefore, only "free" speakers should be engaged, unless funds have been raised to support paid speakers.

Herman Skolnik Award winner is honored during the luncheon at the Fall ACS Meeting

Other awards (Meritorious Service Award) may be presented at either the Spring or the Fall ACS National Meeting.

Audio-visual and room set up are part of arrangements.

Schedule Committee meetings and other functions, except for technical programs; arrange for rooms and meals or refreshments as needed.

Sample request forms and confirmations are included in the appendix of this manual.

Audio-visual and room set up are part of arrangements.

Arrange for CINF representation at ACS meetings held during National Meetings. This may include, but is not limited to: Divisional Chair Luncheon, Divisional Officers' Caucus, awards events, etc.

Communications:

Receive copies of all Division reports and correspondence. 2. Read bulletins and reports of the ACS, and call information contained in them to the attention of other functionaries as appropriate. 3. Send copies of all correspondence to the Chair-Elect.

Maintain official contacts between the Division and other ACS Divisions, the Society and other organizations, except where specifically provided for by ACS regulations or other provisions.

Following meetings and at other appropriate times, send "thank you" notes on behalf of the Division to Division or Society members or to others for services and courtesies received. 6. Prepare the "Chair's Message" for each issue of the Chemical Information Bulletin (CIB).

Other Responsibilities:

Organize the Herman Skolnik Award ceremony; arrange for preparation of the programs, order the plaque and arrange for the honorarium check. Present the Award.

Obtain and present the Past Chair's pin.

Review and approve the Secretary's and Treasurer's annual reports before they are submitted to the Society and to the Division.

Serve as a member of the Herman Skolnik Award Jury.

Participate in the selection of the Patterson-Crane awardee (in odd-numbered years), or appoint a personal representative.

Represent the Division at the Patterson-Crane Award ceremony, or appoint a representative.

Timetable:

January - Arrange for the Divisional Luncheon speaker for the Spring meeting.

February - Review and approve Secretary's and Treasurer's annual reports before submission to the Society. Arrange for committee meeting rooms, luncheon menu, receptions, and other services for the Spring meeting. Attend (in odd-numbered years) or arrange for a personal representative to attend the meeting of the Patterson- Crane Award Committee.

March - Prepare and distribute agenda for Spring Executive Committee meeting.

Spring Meeting - Chair Executive Committee meeting. Present the Herman Skolnik Award if it is scheduled.

April-May -Send thank you notes for services and courtesies received in connection with the Spring meeting. Prepare the Chair's Message for the Summer CIB issue. Arrange for committee meeting rooms, luncheon menu, receptions, and other services for Fall Meeting. Attend (in odd- numbered years), or arrange for a personal representative to attend, the Patterson-Crane Award Ceremony.

June - Arrange for Divisional luncheon speaker. Order Past Chair's pin.

July-August - Appoint new chairs for committees whose current chairs are completing terms of office. Serve as a member of the Herman Skolnik Award Jury. Prepare and distribute agenda for the Fall Executive Committee meeting.

Fall Meeting - Chair the Executive Committee meeting. Present the Herman Skolnik Award if it is scheduled. Present the Past Chair's pin.

September - Send thank you notes for services and courtesies received in connection with Fall Meeting.

December - Prepare the Chair's Message for the Spring CIB issue.

Chair-Elect

Term of Office: One Year. Automatically becomes Chair the following year.

Key Responsibilities:

1.1.1.1.1. Act for the Chair at the latter's request or in the absence of the Chair.

1.1.1.1.2. Become familiar with current affairs of the Division through its major correspondence, all Committee reports, and ACS bulletins and reports.

Join the listserv for Divisional Officers maintained by the Office of Divisional Activities (ODA).

More information can be found at the ACS web site for Technical Divisions: <http://www.acs.org/divisions/> or contact the office at 800.227.5558 x4401

Read the "Barker" newsletter produced by the Divisional Activities Committee for news on deadlines, grant opportunities, membership promotions and more. This is available at the web site under the "Officers Only" tab. Login and password are "technical" and "division".

The current Chair should include the Chair-elect via cc: on all written and email correspondence pertaining to CINF business.

1.1.1.1.3. Attend the Divisional Business Meeting and Executive Committee meetings. fl

If possible, the Chair and Chair-elect should drop in to all the committee meetings on the morning before the Executive Session.

Chair-elect is a voting member of the Executive Committee and therefore should make every attempt to be present for those meetings

1.1.1.1.4. Serve as an ex-officio member of the Program Committee and attend all Program Committee meetings.

Be prepared to organize one symposium for each of the two National Meetings held during the Term of Office

It might be advisable to find a co-organizer to help with local arrangements and preside over the symposium in case the Chair-elect is called to business elsewhere for the division

1.1.1.1.5. Attend the ACS Divisional Officers Conference.

Prepare for the conference by assembling a list of challenges, issues, and so forth that could be used for discussion at the conference. In recent years, membership retention and recruitment, long-range planning, budgeting for special equipment needs, bylaws revisions, etc. have been areas of interest to CINF

Review the current Strategic Plan document http://www.acscinf.org/cinf_publications/

Be prepared to present a report to the Executive Committee on highlights of the DOTC, including any opportunities for involvement, grants or other actions that might be considered.

Currently, CINF pays for airfare/travel and ACS provides housing and registration.

1.1.1.1.6. Prepare a Division budget for the coming year by consulting with other officers and committee chairs about their financial needs.

It's very important that the Chair-elect consult with members of the Executive Committee to put together the budget. This consultation will help insure that nothing new or changed is overlooked.

The Division Treasurer can supply a report that gives some actual figures for previous budget years; however, bills from National Meetings are often several months behind, so estimates based on previous year's budget are acceptable

A spreadsheet with the budget should be maintained and passed on to the succeeding Chair-elect. ♦ Budget should be ready for discussion and approval at the Executive Committee meeting during the Fall ACS meeting

- 1.1.1.1.7. Serve as a member of the Herman Skolnik Award Jury and work with the awardee for the following year to plan the Award ceremony.

Includes making arrangements for programs and/or invitations to be produced; often the award recipient's institution will provide this service, but the Chair-elect (then Chair) should be prepared to coordinate these efforts

Work with the Awards Chair for publicizing, creating web pages, and ordering plaque, check and/or other commemoratives ♦ Correspond with the award recipient regarding luncheon tickets for guests (we will usually pay for the award recipient and one guest) while Chair and coordinate with succeeding Chair-elect with regard to reception arrangements and funding.

- 1.1.1.1.8. Timetable:

January - Attend the ACS Divisional Officers Conference.

Spring meeting - Attend the Divisional Business meeting and the Program and Executive Committee meetings.

Summer - Consult with other officers and committee chairs about their financial needs for the following year. Prepare the Division budget for the following year.

Fall Meeting - Present the Division budget for the following year to the Executive Committee. Attend Program and Executive Committee Meetings. Determine which Committee Chairs and other memberships need to be filled for the coming year and find people to fill them.

- 1.1.1.1.9. Past Chair

- 1.1.1.1.10. Term of Office: One year, following the term as Chair.

- 1.1.1.1.11. Key Responsibilities:

- 1.1.1.1.12. Serve as Chair of the Nominating Committee unless there is a conflict with a potential candidacy for the following year.

- 1.1.1.1.13. Assist the Secretary in preparation of the Annual Report for the year of the term as Chair.

- 1.1.1.1.14. If serving as Past Chair during the year that a salary survey is taken, write the cover memorandum for the survey instrument and work with the Survey Editor in writing and editing the survey results.

- 1.1.1.1.15. Perform any other duties requested by the Chair.

3.1.4 Secretary (revised December 13, 2007)

Key Responsibilities:

- The Secretary will carry out (or cause to be carried out) all the official business of the Division according to the Bylaws.
- Responsibilities related to National Meetings:

Verify the attendance of Councilors at national meetings, arrange for the attendance of Alternate Councilors if necessary, and accredit Councilors or Alternate Councilors for Council meetings in the manner and at the time specified by the Society.

Act as secretary of the Executive Committee, take minutes, submit a report to members of the Executive Committee for pre-approval comments, and send the pre-approved report to the Division Webmaster and a web link with highlights of the meeting to the CINF E-News Editor. Bring copies of the minutes to the next Executive committee meeting for approval, and send the approved report to the Webmaster.

Send updated names and addresses of Division Functionaries and Committees Chairs to the Editor of the Chemical Information Bulletin for inclusion in the Spring issue of the CIB (coordinate with the CIB publication schedule). Submit the updated contact information of Division Functionaries and Committees membership rosters and updates for “Officers 1949-present” and “Councilors 1949-present” history pages to the Division Webmaster.

Responsibilities related to other reports:

Prepare the Annual Report of the Division, and ChemLuminary Division self-nomination (if submitting); send the Annual report to the Division Web master.

- Responsibilities related to Division elections:

Work with the ACS Committee on Divisional Activities, Nominating Chair and printing service to ensure that election ballots, including candidate biographies are prepared and mailed to CINF members in a timely fashion.

Notify the ACS Office of Secretary of new officers, councilors and alternate councilors upon receiving certification forms.

1.1.1.1.16. Term of Office: Two years, beginning January 1 in an even-numbered year.

1.1.1.1.17. Key Responsibilities:

1.1.1.1.18. The Secretary will carry out (or cause to be carried out) all the official business of the Division according to the Bylaws. These responsibilities include:

Responsibilities related to National Meetings:

Verify the attendance of Councilors at national meetings, arrange for the attendance of Alternate Councilors if necessary, and accredit Councilors or Alternate Councilors for Council meetings in the manner and at the time specified by the Society.

Act as secretary of the Executive Committee, take minutes, submit a report to members of the Executive Committee for pre-approval comments, and send the approved report to the Division Webmaster.

Send the Editor of the Chemical Information Bulletin updated names and addresses of Division Functionaries and Committees Chairs for inclusion in the Spring Administrative issue of the Chemical Information Bulletin.

Submit the updated information for the Officers and Committees to the Division Webmaster.

Responsibilities related to other reports:

Prepare the Annual Report of the Division. Prepare ChemLuminary Division self-nomination (if submitting). Send Annual Report to Division Webmaster. Supply copies of these reports to the Archivist/Historian.

Responsibilities related to Division elections:

Work with the ACS Committee on Divisional Activities, Nominating Chair and printing service to ensure that election ballots, including candidate biographies, are prepared and mailed to CINF members in a timely fashion.

Notify the Chair of the ACS Committee on Divisional Activities (DAC) of new officers, councilors and alternate councilors on forms provided by ACS DAC.

Responsibilities related to files and correspondence:

Maintain the official files of the Division. Files of current correspondence need not be kept more than one year. Items of permanent value should be sent to the Archivist/Historian for further evaluation and storage in the Divisional archives.

Order year supply of mailing labels for the Chemical Information Bulletin (CIB) to be delivered shortly prior to publication dates (coordinate with CIB Editor).

At the termination of the Secretary's Term of Office, transfer all files promptly to the incoming Secretary.

1.1.1.1.19. Timetable:

January - Prepare Annual Report of the Division. Order mailing labels for the spring issue of the Chemical Information Bulletin (CIB) from the ACS Committee on Divisional Activities (DAC) to be sent to CIB Editor.

February - Send the annual report of the Division to ACS headquarters before February 15, following approval by the Chair. Verify the attendance of the Division Councilors at the Spring Meeting of the Society. Make arrangements for the attendance of the Alternate Councilor(s) if necessary.

Spring Meeting - Take the minutes at the Divisional Executive Committee meeting and send a draft of the minutes to the Executive Committee for comments. Allow 1-2 weeks for receipt of comments; then send a draft to the Division. After action at the Executive Committee meeting send the approved minutes of the previous meeting to the Division Webmaster.

April - Remind the Chair of the Nominating Committee to submit the slate of nominations and the biographies of the nominees in time for May's mailing of ballots. Order labels from the ACS Committee on Divisional Activities (DAC) to be sent to a printing service.

May - Send candidates biographies, ballots, and envelope specifications to a printing service.

June - Order mailing labels for the fall issue of CIB from the ACS Committee on Divisional Activities (DAC) to be sent to the CIB Editor.

July - Verify the attendance of the Division Councilor(s) (or Alternate Councilor(s), if necessary) at the fall meeting of the Society.

August - Upon notification from the Tellers Committee, notify candidates of the results of the election for Division officers.

Fall Meeting - Take minutes at the Executive Committee meetings. Send draft of minutes to the Executive Committee for comments. Allow 1-2 weeks for receipt of comments; then send a draft to the Division Webmaster. After action at the Executive Committee meeting send the approved minutes of the previous meeting to the Division Webmaster.

October - Notify ACS Committee on Divisional Activities (DAC) of Division officers, Councilors and Alternate Councilors.

December - Review the Division files. Transfer to the Archivist/Historian items of permanent value which will not be needed by the Secretary in pursuance of duties. Weed the correspondence file. Prepare the files for transfer to the incoming Secretary (alternate years) (deadline January 1). Begin preparation of the annual report for the Society and for the Division.

1.1.1.1.20. 3.1.5. Treasurer

1.1.1.1.21. Term of Office: Two years beginning January 1 of odd-numbered years.

1.1.1.1.22. Key Responsibilities:

1.1.1.1.23. Receive all payments.

- 1.1.1.1.24. Maintain Division financial records
- 1.1.1.1.25. Pay all duly-authorized bills for the Division.
- 1.1.1.1.26. Prepare the Treasurer's annual report and interim reports for the Spring and Fall ACS meetings, and supply copies of these reports to the Archivist/Historian.
- 1.1.1.1.27. File the annual Federal Income Tax return.
- 1.1.1.1.28. Recommend to the Executive Committee how Division funds should be invested.
- 1.1.1.1.29. Serve on Fundraising Committee (ex officio)
- 1.1.1.1.30. Details of the Treasurer's Responsibilities:
- 1.1.1.1.31. Dues:

Division Dues Notices (issued by ACS) for the coming year are included with ACS dues notices. These are mailed by the Society prior to November 15 (per Division Bylaws) to all members and affiliates except those who have paid dues in advance.

Dues Payments are paid to ACS with the member's annual Society membership fees. Data and a check for income from membership dues collected by the Society are received from ACS about February 1 and August 1. One dollar of the fee is for processing by ACS, the remainder is returned to the Division Treasurer. Additional dues for those joining the Division directly through the Membership Chair are forwarded to the Treasurer by said Chair.

In April of each year, a form must be filled out detailing the dues schedules (member, affiliate, etc.) for the following year. This form should be returned to ACS Headquarters after discussion at the Executive Committee Meeting and prior to the ACS imposed deadline.

1.1.1.1.32. Checking Account, Bookkeeping and Payment of Bills:

The Treasurer maintains both savings and checking accounts for the Division in any convenient bank(s). The Treasurer and Chair of the Division are authorized to make withdrawals by writing checks drawn against the checking account. All income, except interest from savings accounts, and all expenses incurred by various officers, committee chairmen, and divisional functionaries are processed by the Treasurer through one checking account. Interest accrued from money market or savings accounts is entered when posted in the appropriate section of the ledger.

Records should be kept accurately and should show the source of all receipts and bills and the reasons for all expenditures. All bills submitted to the Treasurer must be signed by the person submitting the bill.

The rubber endorsement stamp. "For Deposit Only, Division of Chemical Information, American Chemical Society", followed by the Treasurer's signature and title should be used to endorse checks.

1.1.1.1.33. Federal Income Tax Return:

The Treasurer also files an annual statement with the Collector of Internal Revenue on or before May 15. The division is not subject to income tax, but must file an Information Return Form 990A with the District Director of Internal Revenue. With each change of Treasurer, this office should be informed by the outgoing treasurer of the change of address of the Division Treasurer so that records at the District Office can be corrected. The Internal Revenue Office supplies two copies of Form 990A, of which one is retained for Division records.

1.1.1.1.34. Reports:

The Treasurer must prepare an annual report of Division financial affairs each year for ACS headquarters. This report should be sent to the Divisional Activities Office no later than March 15. Report Forms are mailed to the Treasurer in January or early February. The report should be sent to the Executive Committee of the Division for review prior to the Spring Meeting. In addition, interim reports are sent to the Executive Committee shortly before the Spring and Fall ACS meetings.

1.1.1.1.35. Audit:

The Treasurer cooperates fully with the Audit Committee and supplies to the Audit Committee Chair all unaudited ledgers, check books, bank statements for checking and savings accounts, cancelled checks, invoices and deposit slips.

1.1.1.1.36. Timetable for Treasurer:

February - Prepare the annual report on division financial affairs for ACS. Mail to ACS before March 15. Send copy to Division Chair for approval prior to submission to the ACS office.

March - Prepare Division financial report to the CINF Executive Committee for presentation at the Spring meeting.

April - Prepare Internal Revenue Service Information Return Form 990A and file with District Director of Internal Revenue on or before May 15.

August - Prepare the Division financial report to the Executive Committee for presentation at the Fall meeting.

December - File bank signature cards at bank for succeeding Treasurer and Chair so that they may sign checks during their Term of Office. With each change of Treasurer, inform District IRS Office of new Treasurer's name and address.

1.1.1.1.37. Councilors and Alternate Councilors

1.1.1.1.38. Term of Office: Three years. One Councilor and one Alternate Councilor are elected at intervals as necessary to satisfy divisional councilor quotas as determined by Council. The Society's Executive Secretary's office recommends that Councilors serve more than one term to give the unit (local Section or Division) they represent the advantage of the experience gained in the earlier term. They can represent only one unit (local Section or Division) at one time and, therefore, should not accept nomination in more than one unit for the same period.

1.1.1.1.39. Key Responsibilities:

1.1.1.1.40. Represent the Division at ACS Council meetings (the Alternate Councilors in the absence of the Councilors). They should have a thorough knowledge of Division affairs, and at least some acquaintance and experience in ACS affairs.

1.1.1.1.41. Attend Divisional Business Meetings and Executive Committee meetings. Alternate Councilors should represent the Division at the annual Divisional Officers Conference.

1.1.1.1.42. Obtain recommendations or instructions from the Executive Committee in regard to representing the Division on the Council, particularly if matters of concern to the Division are to be discussed and voted on.

1.1.1.1.43. Report to the Division any matters arising at Council meetings which are of interest to the Division.

1.1.1.1.44. NOTE: Councilors are required to notify the Secretary of the Division regarding their attendance at Council meetings during the Spring and Fall meetings of the Society. When a Councilor is unable to attend such a meeting, the Division Secretary will authorize an Alternate Councilor to represent the Division.

1.1.1.1.45. Duties of Committees

1.1.1.1.46. Introduction

CINF Committees are the resources through which the Division plans its activities, fulfills members' expectations, and ensures continuing growth and financial health. It is essential that Committee Chairs and members meet the commitments that they have made when volunteering their services.

In addition, CINF Committees serve as a means for identifying and training the future leaders of the Division. Therefore, all Committee Chairs are encouraged to act as role models for those who will follow in their footsteps.

1.1.1.1.47. 3.2.2. Terms of service and membership of committees (revised April 29, 2005):

1.1.1.1.48. Committee Chairs will be appointed for up to three successive one-year terms, unless otherwise specified in these Procedures. No later than the end of their second year, they should identify and groom a replacement from among current or past members of the Committee. All Committee Chairs and Committee members appointments should be made prior to the Fall ACS National Meeting immediately preceding their terms of office. Overlap among membership of Committees that meet at the National Meetings should be minimized.

1.1.1.1.49. Committee members may serve a maximum of three successive one-year terms. However, after an absence of at least one year, members may be reappointed and serve up to an additional three successive one-year terms at the discretion of the Committee Chair and when required, with the approval of the Executive Committee and/or Division Chair. The cycle of three years on, one year off may be repeated at the discretion of the current chair of the committee, at the time the member is again eligible.

- 1.1.1.1.50. Committee business
- 1.1.1.1.51. All Committees should have stated and measurable annual objectives that are in line with the Division's overall strategic goals.
- 1.1.1.1.52. Each Committee Chair should submit a written progress report to the CINF Chair and to all Division functionaries prior to each ACS National Meeting as well as an annual report (in January) to the CINF Secretary to help in creation of the Division's Annual Report. The Annual Report should include an accounting of the year's forecasted goals versus attainment and a plan for the coming year. If there is a new incoming Chair, that person should prepare the plan for the coming year.
- 1.1.1.1.53. Committee Chairs are expected to hold meetings as requested by the CINF Chair. Normally, these are held at National Meetings on Saturday or Sunday prior to the CINF Executive Committee meeting. Committee Chairs are expected to attend the Executive Committee meeting, as well as part of the Executive Committee Planning Session which is usually held on Saturday at the Fall Meeting.
- 1.1.1.1.54. Audit Committee
- 1.1.1.1.55. Term of Office: One year. Consists of a chair and at least one other member appointed by Division Chair. The Division Treasurer may not be a member of this committee but shall supply records needed by the committee.
- 1.1.1.1.56. Key Responsibilities:
- 1.1.1.1.57. Review the Treasurer's records once each fiscal year and ascertain that record-keeping methods are adequate.
- 1.1.1.1.58. Certify to the Executive Committee that the Treasurer's Report is a true statement of the Division's financial condition.
- 1.1.1.1.59. Submit an Annual Report of the Division's financial situation to the Executive Committee.

The Committee shall consist of nine members. The Committee Chair is appointed by the Division Chair for a term of three years. The Committee Chair may have previously served on the Committee, preferably as Assistant Chair during the year immediately preceding his/her term. Members of the Committee are appointed by the Committee Chair for three-year terms with the approval of the Division Chair.

CINF Procedures Manual – Awards Committee

Terms of Office: (June 2008)

The Committee shall consist of nine members. The Committee Chair is appointed by the Division Chair for a term of three years. The Committee Chair may have previously served on the Committee, preferably as Assistant Chair during the year immediately preceding his/her term. Members of the Committee are appointed by the Committee Chair for three-year terms with the approval of the Division Chair.

Key Responsibilities:

Administer all the Divisional awards to the extent of authorization given by the Executive Committee.

- Herman Skolnik Award (see Section 4.1 for a detailed description of the award).
 - The following are the responsibility of the Awards Committee Chair:
 - Issue a call for nominations two years prior to the year the award is to be presented. The deadline is October 31st. Call for Nominations should be mailed to the editors of Chemical and Engineering News, Chemical Information Bulletin, CINF E-News, Division publications and website, and any other appropriate media. The deadline for receipt of nominations will be June 1st of the year preceding the year in which the award is to be made. The award will be presented at the Fall ACS National Meeting. [This should be coordinated with the Program Chair]
 - Act as the collection point for nominations and distribute copies of the nominations received, along with all supporting documents, to the Herman Skolnik Award Jury, which consists of the Division Chair, the Division Chair-Elect, the Awards Committee Chair, the Awards Committee Chair-Elect or a member of the Awards Committee selected by the Awards Committee Chair in years when there no Chair-Elect. The Award Jury must consist of four members. Distribute the nomination material to members of the Awards Committee and ask for comments before July 1st of the year preceding the year the award is to be made. Collect the comments received and forward to the Award Jury. All nominations will be kept on file three years for automatic re-nomination. Jury Award and Committee members who are involved in the nomination or seconding process are ineligible to vote or comment on the nominations. Any Jury Award member thus involved must be substituted by an uninvolved member of the Awards Committee selected by the Awards Committee Chair.
 - Consult with five or more previous recipients of the Herman Skolnik Award between June 1st and July 15th of the year preceding the year the

award is to be made, distribute copies of the nominations received, along with all supporting documents and obtain advice on the suitability of nominees to receive the Herman Skolnik Award. Only consult previous winners who are not involved in nominating or seconding nominees for the next award.

- As a member of the Herman Skolnik Award Jury organize an electronic meeting or conference call of the Jury for the purpose of selecting the award winner not later than July 15th of the year preceding the year the award is to be made.
 - Notify the awardee of the decision before the Fall ACS National Meeting of the year preceding the year the award is to be made and inform the recipient of the date and place for the award address and symposium.
 - Notify the Division Chair of the acceptance of the award by the awardee. The Division Chair will announce the winner during the Division Executive Meeting at the Fall ACS National Meeting of the year preceding the year the award is to be made. Public announcement of the winner can be made at the same meeting, but only after the close of the Herman Skolnik Award Reception of that year.
 - Prepare and distribute a press release to the publications mentioned above regarding the Award decision prior to October 15th of the year preceding the year the award is to be made.
 - Assist the Division, Program, and Fundraising Chairs in developing an appropriate award ceremony, reception and symposium, including a printed program. Note: The organization of the award ceremony and of the award symposium is primarily the responsibility of the Division Chair and Program Chair, respectively.
 - Provide the Archivist/Historian with copies of the commendation, award certificate, award scroll, photograph, etc. as applicable.
- Lucille Wert Student Scholarship Award (see Section 4.2 for the description):
 - The following are the joint responsibilities of the Chair and the Award Coordinator, a member of the Award Committee appointed by the Committee:
 - The Coordinator of the Lucille Wert Scholarship will issue a call for applications prior to November 1st of the year preceding the year the award

is to be made and forward it to the editors of the Chemical Information Bulletin (CIB), the CINF E-News, other Division publications, the Division website, any other appropriate media, and to the information oriented professional organizations and graduate schools. The deadline for receipt of nominations will be February 1st or a date set by the Awards Committee at the Fall ACS National Meeting. Nominations will be kept on file for automatic re-nomination in the following year.

- The Coordinator will act as a collection point for applications and distribute copies of the applications received, along with all supporting documents, to the members of the Awards Committee. The awardee will be selected at the regular Awards Committee meeting at the Spring ACS National Meeting.
 - The Coordinator will notify the awardee of the decision and determine the time and place for presenting the award either at a local or national ACS meeting. Presentation at a local meeting normally will be arranged with the nearest ACS Local Section. Presentation at an ACS National Meeting will take place at the Divisional Luncheon depending on the availability of funds (up to \$1,000) for reimbursement of travel expenses.
 - The Coordinator will prepare and distribute a press release with an announcement of the awardee to the publications mentioned above prior to May 15th of the year the award has been made.
 - The Chair will order the certificate with an appropriate inscription and deliver it to the presenter prior to the Local Section or National Meeting at which the Award will be presented.
 - The Coordinator will provide the Archivist/Historian with copies of the commendation, award certificate, award scroll, photograph, etc., as applicable.
- Meritorious Service Award (see Section 4.3 for the description):
 - The Chair will issue a call for nominations prior to November 1st of the year preceding the year of the award and send it to the editors of CIB and CINF E-News for the respective Fall issues. Additionally, place it on the Division's website. The deadline for receipt of nominations is March 1st in the year the award is to be made. Nominations will be kept on file for automatic re-nomination in the following year.
 - The Chair will act as a collection point for nominations and distribute copies of the nominations and the supporting documents to the members of

the Award Committee.

- The Awards Committee will select the awardee at the regular meeting of the committee at the Spring ACS National Meeting. The Chair will inform the Executive Committee about the decision. Subsequently, the Division Chair will make the announcement at the meeting of the Executive Committee. Presentation of the Award will be made at the Division Luncheon at the Fall ACS National Meeting.
 - The Chair will prepare a press release and send to the same journals and newsletters as other Division award announcements.
 - The Chair will order an award plaque with an appropriate inscription and deliver it to the presenter prior to the ACS National Meeting at which the Award will be presented.
 - Provide the Archivist/Historian with copies of the commendation, award certificate, award scroll, photograph, etc., as applicable.
- Scholarships For Scientific Excellence Awards funded by commercial organizations (See Section 4.4 for the description):
 - The following are the joint responsibilities of the Chair and a member of the sponsoring organization:
 - Work with the Fundraising Chair to solicit funding for the Scholarship Awards from commercial organizations. If funding is available, the awards are to be given out at each National ACS Meeting.
 - The Chair will issue calls for applications in appropriate publications (websites and listservers of CINF, COMP, and other scientific and sponsoring organizations) before December 1st and May 1st for the Fall and Spring ACS Meeting, respectively. Hand out flyers at the National Meeting preceding by one year the meeting the award is to be made.
 - The Chair will act as a collection point for applications and coordinate with the Selection Jury to determine the Award winners. The jury consists of the Chair of the Awards Committee, member(s) of the Division selected by the Chair, and at least two members of the sponsoring organization.

- The Chair will inform applicants about the outcome of the selection process at least six weeks before the National ACS Meeting.
 - The Chair will coordinate and oversee the poster presentation at the designated poster session and the Award presentation at the Division Luncheon.
 - The Chair will provide press releases of the winner(s) to the appropriate media.
-
- For the Lifetime Membership Award (See section 4.5 for the description):
 - The Chair will act as a collection point for nominations and distribute copies of the nominations and the supporting documents to the members of the Award Committee for consideration.
 - Nominations from members of the Division should be received at least six weeks before a National ACS Meeting. The Awards Committee will select a nominee at the regular meeting of the Committee and inform the Executive Committee. The Award Committee's selection of a nominee must be approved by the Executive Committee at an ACS National Meeting.
 - Presentation of the Award will be made at the Division Luncheon at an ACS National Meeting, at a meeting of an ACS Local Section close to the awardee's residence, or at a place and time mutually agreed upon.
 - The Chair will order an award plaque with an appropriate inscription and deliver it to the presenter prior to meeting at which the Award will be presented.
 - Provide the Archivist/Historian with copies of the commendation, award certificate, award scroll, photograph, etc., as applicable.

- Consider any proposals for additional Divisional Awards or for ad hoc grants, and submit findings and recommendations to the Executive Committee.

IV. CINP Division Awards

4.1 Herman Skolnik Award

Purpose:

- To recognize outstanding contributions and achievements in the theory and practice of chemical information science.

Nature:

- The award shall consist of a plaque and a \$3000 honorarium to be awarded annually at the Fall ACS National Meeting, provided qualified candidates are proposed and an awardee is selected.
- The recipient of the award is expected to deliver an award address to the Division at the occasion on which the award is presented. This may be followed or preceded by a symposium organized to honor the awardee, who usually selects the speakers for this symposium. Following the symposium there may be a reception in honor of the awardee.

Establishment and Support:

- The award was established by vote of the Divisional Executive Committee in 1976 and is supported by the Division of Chemical Information. The initial recipient of this award, in 1976, was Herman Skolnik.

Rules of Eligibility:

- The recipient must have made outstanding contributions to the field of chemical information. The recipient is selected by the Herman Skolnik Award Jury. The award is international in scope.

Rules of Selection:

- The Divisional Awards Committee will solicit nominations by a suitable call for nominations in Chemical and Engineering News, Chemical Information Bulletin, CINF E-News, CINF website and any other appropriate information community media prior to October 31st of the year that precedes the award by two years. The deadline for receiving nominations will be June 1st of the year preceding the year the Award is to be made.
- The selection will be made by July 15th and the award will be presented at the Fall ACS National Meeting of the next year. The awardee is selected by the Herman Skolnik Award Jury (see Awards Committee for details). The recipient will be notified in a sufficiently timely manner to provide an opportunity to nominate speakers and suggest appropriate topics for the award symposium.
- An announcement of the Award will be made in Chemical & Engineering News, the CINF E-News, the Chemical Information Bulletin, the CINF website, and other appropriate publications following the Fall National ACS Meeting of the year preceding the year in which the Award is to be presented.

Description and Availability of the Plaque:

- A 8" x 11" walnut plaque displaying an ACS emblem and engraved as follows:

Division of Chemical Information
[year] Herman Skolnik Award
Presented to
[Awardee]
In Recognition of Outstanding Contributions
to the Field of Chemical Information
[Month Day, Year]

- If feasible, the Divisional logo should be included.
- The plaque may be ordered from the Department of Membership Activities, American Chemical Society, Washington, D.C.

4.2 Lucille Wert Student Scholarship Award

Purpose:

- To help persons with an interest in the fields of chemistry and information to pursue graduate study in library, information, or computer science.

Nature:

- The Award consists of a \$1500 grant and a certificate to be awarded annually, provided qualified candidates apply and an awardee is selected. The awardee will be offered a complimentary one-year membership in CINF.
- The Award will be presented at a meeting of the ACS Local Section or an ACS National Meeting closest to the awardee's school on a mutually agreed upon date when possible.

- The awardee will be invited to an ACS National Meeting. Travel funds up to \$1,000 may be provided through fund raising efforts following normal reimbursement guidelines.

Establishment and Support:

- The Award was established by vote of the Executive Committee in 1988 and is supported by the Division. The first recipient was Joan M. Evans in 1989.

Rules of Eligibility:

- To be eligible one must have an Undergraduate degree with a major in Chemistry or related discipline, and have been accepted into (or enrolled in) a graduate program in Library, Information or Computer Science. Work experience in Library, Information or Computer Science is preferred.

Rules of Selection:

- The Award Coordinator (see Section 3.2.2, Lucille Wert) will solicit applications by a suitable call for applications published in the Chemical Information Bulletin, the CINF E-News, the CINF website and distributed to professional organizations of the information community and graduate schools. The information will be provided prior to November 1st of the year preceding the award year. Applications may be submitted to the Award Coordinator by letter, fax or electronically (preferred), with a deadline of February 1st of the year the Award is to be made (or a date specified by the Awards Committee at the preceding Fall ACS National Meeting).
- The selection will be made at the Spring ACS National Meeting. The awardee is selected by the Awards Committee.
- Applicants have to submit the following items to the appointed representative of the Awards Committee:
 - A letter stating the reasons why the applicant should be considered
 - Two letters of reference

- Resume
 - GRE scores (optional)
-
- Any failed application will be automatically reconsidered in the following year if the applicant is still in Graduate School. This is to be confirmed by the Award Coordinator.
 - An announcement of the awardee will be published in the Chemical Information Bulletin, CINF E-News, the CINF website, and appropriate publications.

4.3 Meritorious Service Award

Purpose:

- To recognize outstanding contributions to the Division.

Nature:

- The Award shall consist of an engraved plaque or framed certificate, to be presented at the Division Luncheon at the Fall ACS National Meeting.

Rules of Eligibility:

- The recipient must be a member of the Division who has performed activities benefiting the Division and deserving of special recognition. Current Chair, Chair-Elect, Treasurer, and Secretary are ineligible to receive this award. The contribution to the Division might, for example, be the

preparation of a major report or study, completion of term as Editor of a Division publication, continuing leadership of the Division in a particular area, or sustained active contribution to major tasks over many years.

Rules of Selection:

- A call for nominations will be published in printed and electronic publications of the Division and on the CINF Web site prior to November 31st of the year preceding the award year. Nominations may be submitted to the Chair of the Awards Committee by letter, fax, or electronically, with a deadline of March 1st of the year the Award is to be made. The Chair will distribute the nominations to the Awards Committee which will select the award winner. The Chair of the Division will notify the winner. The Award will be presented at the Division Luncheon at the following Fall ACS National Meeting. A press release will be prepared by the Chair of the Awards Committee and will be sent to the same printed and electronic publications as other Division Award announcements.

4.4 CINF Scholarship Awards in Scientific Excellence Funded by Commercial Organizations

Purpose:

- To reward graduate and postdoctoral students for scientific excellence in the area of chemical information and related areas. The Award is international. Not more than five and not less than three awards depending on suitable candidates will be given out at each ACS National Meeting.

Nature:

- Each Award consists of a \$1,000 grant and recognition at the specified poster session by a banner and at the Divisional Luncheon at the Spring and Fall ACS National Meetings. Additionally, winners will receive a one-year complimentary CINF membership.

Establishment and Support:

- The awards were established in 2004 by the CINF Executive Committee and are supported by commercial organizations.

Rules of Eligibility:

- Applicants must be graduate or postdoctoral students at a recognized college or university worldwide and present a poster at specified poster sessions at the Spring or Fall ACS National Meetings.

Rules of Selection:

- The Chair of the Awards Committee in coordination with the Chair of the Fundraising Committee will solicit funding for the Awards from commercial enterprises and will call for applications before December 1st and May 1st for the Fall and Spring ACS National Meetings, respectively. The deadlines for applications are the respective deadlines for submitting short abstracts to the ACS electronic abstract submission system for a given ACS National Meeting. Additionally, applicants are required to send electronically a 2000-word abstract to the Chair of the Awards Committee by January 15th (Spring ACS) or June 15th (Fall ACS), respectively. The selection committee consist of the Chair of the Awards Committee, member(s) of the Division selected by the Chair, and at least two member(s) of the sponsoring organization(s). Award winners will be notified by the Chair of the Awards Committee about six weeks prior to the respective ACS National Meeting. The announcement of the winners, issued by the Chair of the Awards Committee, will be made in divisional publications and other appropriate publications about four weeks after the ACS National Meeting at which the scholarships were awarded.

4.5 Lifetime Membership Award

Purpose:

- To recognize long term membership and significant contributions to the Division.

Nature:

- The Award shall consist of an engraved plaque or framed certificate, to be presented at the Division Luncheon at an ACS National Meeting, at a meeting of an ACS Local Section close to the awardee's residence, or at a place and time mutually agreed upon. Additionally, the recipient will be awarded honorary division membership. The award is not subject to a fixed time cycle.

Establishment and Support:

- The Award was established by vote of the Divisional Executive Committee in 2006 and is supported by the Division of Chemical Information.

Rules of Eligibility:

- The recipient must have been a member of the Division for at least 20 years and during this time must have been actively involved in the activities of the Division. The Award shall recognize outstanding service and active contributions over the years.

Rules of Selection:

- Any member of the Division can nominate a candidate and provide supporting material to members of the Awards Committee. The Awards Committee's selection of a nominee must be approved by the CINF Executive Committee at a National ACS Meeting.

Nomination Process:

- Nominations should be sent electronically to the Chair of the Awards Committee six weeks prior to a National ACS Meeting accompanied by a letter of recommendation describing the candidate's significant contributions to the Division and one letter seconding the nomination.

Timelines for Awards

Herman Skolnik Award:

Call for Nominations – October 31st two years preceding the year the award is to be made

Deadline for receipt of nominations – June 1st of the year preceding the year the award is to be made

Selection of Awardee – July 15th of the year preceding the year the award is to be presented

Announcement of Awardee – Fall National ACS Meeting of the year preceding the year the award is to be made

Distribution of press release – October 15th of the year preceding the year the award is to be made

Ordering of Award Plaque – May 31st of the year the award is to be made

Award presentation – Division Luncheon at the Fall ACS National Meeting

Lucille Wert Scholarship Award:

Call for applications – November 1st of the year preceding the year the award is to be made

Deadline for receipt of applications –February 1st of the year the award is to be made

Selection of Awardee – Spring ACS National Meeting of the year the award is to be made

Distribution of press release – May 15th of the year the award was made

Award presentation – TBA /Regional or National ACS Meeting in the year following the Spring ACS National Meeting

Meritorious Award:

Call for nominations – November 31st of the year preceding the year the award is to be made

Deadline for receipt of nominations – March 1st of the year the award is to be made

Selection and Announcement of Awardee – Spring ACS National Meeting

Distribution of press release – May 15th of the year the award was made

Ordering of Award Plaque – May 31st of the year the award was made

Award presentation – Divisional luncheon at the Fall ACS National Meeting of the year the award was made

Company sponsored CINF scholarships:

Call for applications – December 1st and May 1st for Fall and Spring ACS National Meeting, respectively

Deadline for receipt of applications (submission of abstracts) – Closing of OASYS of an ACS National Meeting (short abstract) and January 15th and June 15th, respectively (long abstract).

Selection of Scholarships – Six weeks before a given ACS National Meeting

Award presentation – Division Luncheon at the respective ACS National Meeting

Distribution of press release – Four weeks after the ACS National Meeting at which the scholarships were awarded

1.1.1.6. Careers Committee (revised April 12, 2005)

- 1.1.1.1.60. Term of Office: The Committee Chair is appointed by the Division Chair for a term of three successive one-year terms. Other members are appointed by the Committee Chair for three-year terms with the approval of the Division Chair. The Committee Chair may previously have served on the Committee, preferably as Assistant Chair during the year immediately preceding his/her term.
- 1.1.1.1.61. Key Responsibilities:
- 1.1.1.1.62. Increase awareness among members of the Society, the profession, and the public on careers available in scientific information fields.
- 1.1.1.1.63. Provide information on career pathways and professional advancement opportunities in scientific information fields.
- 1.1.1.1.64. Organize periodic symposia on careers in chemical information at National Meetings. Careers Chair coordinates with the Program Chair for co-sponsoring opportunities for the careers symposia, especially with the Younger Chemists Committee.
- 1.1.1.1.65. 3.2.7. Constitution and Bylaws Committee
- 1.1.1.1.66. Term of Office: The Committee Chair is appointed by the Division Chair for a term of three successive one-year terms. Other members are appointed by the Committee Chair for no more than three successive one-year terms with the approval of the Division Chair. The Committee Chair may previously have served on the Committee, preferably as Assistant Chair during the year immediately preceding his/her term.
- 1.1.1.1.67. Objectives:
- 1.1.1.1.68. To maintain the Division Constitution and Bylaws and the Procedures Manual.
- 1.1.1.1.69. Key Responsibilities:
- 1.1.1.1.70. Determine changes needed in the CINF Constitution and/or Bylaws.
- 1.1.1.1.71. Formulate the changes and submit them to the Executive Committee.

- 1.1.1.1.72. Following the Executive Committee's approval, send the proposed modifications to the ACS Committee on Constitution and Bylaws for informal review.
- 1.1.1.1.73. After receiving comments from the ACS Committee on Constitution and Bylaws, transmit the changes to the Secretary for inclusion in the annual ballots for approval by CINF members. Following the election, submit the changes to the ACS Committee on Constitution and Bylaws for formal approval.
- 1.1.1.1.74. Provide a copy of the official version of the revised Constitution and Bylaws to Executive Committee and the Archivist/Historian.
- 1.1.1.1.75. Communicate with all officers and Committee Chairs and determine whether changes are required in the Procedures Manual.
- 1.1.1.1.76. Make necessary revisions to the Procedures Manual.
- 1.1.1.1.77. <remove>Send copies of the current version of the Procedures Manual to all incoming officers before the end of each year and to all Committee Chairs as they are appointed.
- 1.1.1.1.78. <remove>Maintain an inventory of Procedures Manuals. If possible, collect copies of manuals from those officers or Committee Chairs who no longer need them.
- 1.1.1.1.79. Education Committee
- 1.1.1.1.80. Term of Office and Composition: The Committee Chair is appointed by the Division Chair for a term of three successive one-year terms. Other members are appointed by the Committee Chair for no more than three successive one-year terms with the approval of the Division Chair. The Committee Chair may previously have served on the Committee, preferably as Assistant Chair during the year immediately preceding his/her term. Members should include representatives from a wide range of chemical information areas, such as chemistry faculty, academic librarians, industrial information specialists, government information specialists, and database producers and vendors.
- 1.1.1.1.81. Objectives:
- 1.1.1.1.82. To provide educational outreach to chemical information users, of all degrees of experience.
- 1.1.1.1.83. Key Responsibilities:
- 1.1.1.1.84. Produce and distribute chemical searching training modules.
- 1.1.1.1.85. Organize workshops or tutorials of an educational nature at national or regional ACS meetings.

- 1.1.1.1.86. Provide a liaison relationship with information producers and vendors. Help chemical information instructors (in academia, industry, government, etc.) increase the quantity and quality of information instruction.
- 1.1.1.1.87. Plan and present a chemical information session at one ACS National meeting per year. The format and content of said session to vary with location and resources. A topical symposium in the technical session is one appropriate format.
- 1.1.1.1.88. Duties of Coordinator for Teaching Chemical Information Workshops
- 1.1.1.1.89. ACS National Meetings: ♦ Immediately following the preceding ACS meeting, contact meetings office at ACS to arrange for a time/place for the workshop ♦ Contact: ACS meetings, Expositions and Divisional Activities, 1155 16th St NW, Washington DC 20036-4899, 202-872-6013, fax 202-872-6128

Obtain and fill out a Request for Workshop Arrangements form. Fax the completed form back to ACS by the deadline listed on the form. Form has a place to list who should be billed (list the CINF treasurer) In the past we have asked for a room for 30 from 1-5 Sunday, classroom style with overhead projector/screen/podium, 2 extra tables, sodas for 20 served at 3:00 PM

- 1.1.1.1.90. For other meetings:

Contact program chair or other official to find out procedure for setting up the workshop. Regional ACS meetings and BCCE generally have websites with names of contact people.

Follow same guidelines as for ACS meeting for room size, refreshments, etc

- 1.1.1.1.91. For all meetings:

Find out what the fees are for the projector, sodas, and any other miscellaneous items.

Set cost for participants: Charges have normally been \$100-\$125 per attendee at national ACS meeting with membership in the Division for one year included for those at the upper end of the scale who were not already CINF members. CINF members, non-CINF members. At other meetings the fee was up to the sponsor of the meeting.

Number of registrants necessary: rule of thumb has been at least ten checks in hand by one month before the meeting in order to be sure it was worthwhile to proceed.

Publicizing the workshop. Suggested channels are: postings to chminf and chemed lists, notices in CINF E-News and ChemED newsletter, postings on CINF web page, and letters to chairs of chemistry departments of schools near the meeting site

Coordinator's name is listed as contact person in all publicity. As such duties include: acknowledge registrations, answer questions, receive checks and transmit them to the treasurer

Prepare list of registrants for the Committee Chair.

Contact the workshop hotel one or two days before the session to be sure arrangements are correct. VERY important - there are sometimes glitches in the arrangements. Also check on the morning of the workshop just to be sure!

Be at the workshop room 15-20 minutes ahead to receive checks from late registrants, to help set up and test equipment, to help speaker cope with last minute emergencies.

Help take down equipment

Work with presenters to be sure materials are sent to the appropriate location to be archived.

- 1.1.1.1.92. Finance Committee
- 1.1.1.1.93. Fundraising Committee (revised April 9, 2005)
- 1.1.1.1.94. The Division will not provide any funds to support social events, speakers at technical sessions, and other related activities.
- 1.1.1.1.95. Term of Office and Composition: The Committee shall consist of the Fundraising Committee Chair, the Chair-Elect of the Division (ex officio) and up to four additional selected division members, one of who will be responsible for providing minutes of the meetings. Since the position of committee chair depends on network of relationships with sponsors, the committee chair may serve an unspecified number of consecutive one-year terms. The Chair-Elect of the Division shall server a single one-year term during the year of service as Chair-Elect. All other members may serve a maximum of three consecutive one-year terms.
- 1.1.1.1.96. Objectives: The CINF Fundraising Committee (the —Committee“) is charged with soliciting financial support for various divisional activities. Only after sponsors have been secured shall the required arrangements for a given event be made. The guidelines are intended to provide an outline of the fundraising activities of the Committee. These guidelines will be reviewed by the Committee at each Spring meeting for needed changes/corrections
- 1.1.1.1.97. Duties: The Committee shall meet on the Saturday morning preceding each ACS National Meeting. The Chair shall be responsible to coordinate all fundraising activities and report to the Executive Committee. The Chair is responsible for keeping a record of incoming funds and expenses. He or she must work closely with the Division’s treasurer regarding the status of funds and donations and ensure that the Committee’s funds are correctly reflected in the Divisional budget. Any payments from the Fundraising account have to be approved by the Committee’s Chair. Organizational issues, such as securing rooms, selecting menus and publication of social events in ACS meeting announcements, must be agreed upon between the Chair of the Division and the Chair of the Committee. He or she is also responsible for ensuring that sponsors are duly recognized at the events and in CINF publications.

1.1.1.1.98. Detailed guidelines for fundraising activities are found in Appendix 2 —Fundraising Guidelines“ of this Procedures Manual.

1.1.1.1.99. Membership Committee (revised April 12, 2005)

1.1.1.1.100. Term of Office: The Committee Chair is appointed by the Division Chair, subject to the approval of the Executive Committee, for a term of three successive one-year terms. Other members are appointed by the Committee Chair for a term of three successive one-year terms with the approval of the Division Chair. The Committee Chair may previously have served on the Committee, preferably as Assistant Chair during the year immediately preceding his/her term. The Membership Committee Chair is a voting member of the Executive Committee.

1.1.1.1.101. Key Responsibilities:

1.1.1.1.102. Recruiting and new members

Recruit new members and send welcoming emails to new members. Send copies of most recent CIB and brochure

Make appropriate revisions to the brochure describing the activities of the Division and containing an application for membership, and have copies printed.

When regional, local meetings and other meetings have programs of interest to CINF or are cosponsored by CINF, arrange for setting out brochures.

Receive weekly new member lists from CHMINF-L and send invitations to join to nonmembers on the lists.

Write to people whose names are forwarded to the Division by ACS Headquarters as potential Division members or interested in learning more about the Division, and send them copies of the brochure.

Update recruiting materials for the CINF web page and communicate with CINF webmaster.

Provide CHMINF-L with paid membership count from September division roster. CINF will be billed \$1 per paid member per year for support of CHMINF-L.

1.1.1.1.103. ACS National Meetings

Ensure that there is a supply of brochures in the CINF meeting rooms and on the Information Desk in the ACS Registration area.

Stand at entrances to meeting rooms and hand brochures to attendees as they enter or exit. Receive applications from attendees who may complete them at the meeting and forward applications to ACS.

Pass out CINF stickers at the Welcoming Reception.

After meeting, send invitations to join CINF to speakers who are not members.

1.1.1.1.104. Member services

Act as the principal contact with the ACS Membership Division

Assist members with updating contact information. Encourage use of ACS web site for updating contact information.

Follow up on cancelled memberships to learn why they were cancelled and try to persuade these persons to renew membership.

1.1.1.1.105. Reporting

Present short reports to the Executive Committee at National Meetings on total numbers of members and affiliates, number of new members, etc.

1.1.1.1.106. Liaisons

Maintain liaison with the Program and Publications Committee and other relevant Division committees that require publicity, and handle marketing of material produced by a requesting committee.

Ask Publication and Membership Committee meeting to be scheduled consecutively in same room.

Assemble guidelines for publicity and make them available for local sections.

Compile lists of local section newsletters and other relevant publications and names of contacts. Maintain this list on the CINF web site

Assist the Publications Committee with the publicity for any Salary Survey published (see Publications Committee procedures).

1.1.1.1.107. Timetable:

Spring and Fall Meetings - Present a short report to the CINF Executive Committee on the total number of members and affiliates, number of new members, etc.

1.1.1.1.108. Nominating Committee

1.1.1.1.109. Term of Office: One year. Customarily the Past Chair serves as Chair of the Nominating Committee and selects at least two other members. Members of the Nominating Committee may not be candidates for any Division office.

1.1.1.1.110. Key Responsibilities:

1.1.1.1.111. Determine offices to be filled in that year and place calls for nominations in the first issues of the Chemical Information Bulletin and the CINF E-News.

1.1.1.1.112. Select at least two eligible candidates for each office to be filled. All paid-up full members of the Division who are members of the ACS are eligible to be nominated for Chair-Elect, Secretary, Treasurer, Councilor, or Alternate Councilor.

Any elected officer of the Division who will not have completed his/her Term of Office at the end of the election year is not eligible to be a candidate for another office in the following year.

- 1.1.1.1.113. Communicate with each candidate to ascertain the candidate's willingness to run and, if elected, to serve, and to inform the candidate that he/she must prepare and mail a biography to the Secretary by May 15.
- 1.1.1.1.114. Notify the Secretary by May 15 of the names of these candidates so ballots can be prepared and sent out.
- 1.1.1.1.115. Timetable: (revd 4/2008)

January 1-15 - Determine the offices to be filled and notify the Secretary and the Editor of the Chemical Information Bulletin.

March - Select candidates and inform them to provide their biographies and statements of goals to the Secretary by May 15.

Spring Meeting - Report names of candidates to the Executive Committee.

- 1.1.1.1.116. Program Committee
- 1.1.1.1.117. Term of Office and Composition:
 - 1.1.1.1.118. The Committee Chair is appointed by the Division Chair, subject to the approval of the Executive Committee, for a term of two years. Typically, the Committee Chair is appointed after first serving a two year term as Assistant Committee Chair. Other members are appointed by the Committee Chair for a term of three successive one-year terms with the approval of the Division Chair. The Committee Chair may previously have served on the Committee. The Assistant Committee Chair is responsible for taking over management of the Technical Program at the ACS National Meeting in the Fall prior to starting official term as Committee Chair in January. The Program Committee Chair is a voting member of the Executive Committee.
 - 1.1.1.1.119. In order to preserve the Committee's continuity, members' appointments are done in such a way that each year the various areas of chemical information processing (for example, academia, industry, U.S. government, publishers, database producers, database vendors, etc.) are represented to the extent possible in order to provide programs catering to the various needs and interests of the Division members.
 - 1.1.1.1.120. The Chair-Elect of the Division, the Editor of the Journal of Chemical Information and Modeling, and the Editor of the Chemical Information Bulletin are ex officio members of the Program Committee.

1.1.1.1.121. Key Responsibilities:

1.1.1.1.122. Responsibilities of the Program Committee Chair:

1.1.1.1.123. ♦ Attend the annual ACS Program Coordination Conference except when there is an Assistant Chair, who will attend.

Organize and chair meetings of the Committee at the Spring and Fall National Meetings. Additional meetings may also be held at other times of the year at the request of the Chair. For each meeting, prepare the agenda and minutes and distribute the minutes to the Committee members as well as to the Executive Committee members.

Plan for specific symposia to be presented at ACS National Meetings at least a year in advance, and coordinate joint and sponsored symposia with other ACS Divisions and Committees.

Assume the responsibility for implementing the Division technical program at each ACS National Meeting during the tenure of the office. This includes:

Ensuring the quality of presentation with respect to both content and visual aids, such as slides and transparencies.

Chairing the general papers session.

Informing in advance the symposia chairs and individual speakers (for the general papers sessions) of all their duties and obligations.

Acknowledging prospective speakers, through the symposia chairs or directly, of receipt of all papers and their eventual acceptance or rejection.

Notifying the speakers, through the symposia chairs or directly, of the time and place of each presentation.

Handling operational details such as ensuring that the meeting rooms are in suitable condition, that adequate seating is provided, and that necessary audio-visual equipment is available and functioning properly.

Writing thank you notes after each meeting to the symposia chairs and to the individual speakers, through the symposia chairs or directly.

Maintain necessary contacts with the ACS Department of Meetings and Divisional Activities, which includes:

Providing twice-a-year information on future Division programs to be published under "Calls for Papers for National and Divisional Meetings" in Chemical and Engineering News in June and December.

Preparing and submitting the preliminary program for each ACS National Meeting.

Preparing and forwarding the final program, with a complete set of abstracts, for each ACS National Meeting;

Forwarding the attendance figures after each ACS National Meeting.

Provide the Committee and the Executive Committee with useful compilations and statistics, such as listings of past programs and summaries of attendance at the ACS National Meetings.

Provide the Executive Committee on request with the written and oral reports on the Program Committee's activities, and to report on the same at the Divisional Business meetings.

Cooperate with other Divisional Committees, in particular the Education Committee, on matters of mutual concern.

Cooperate with the Editor of the Chemical Information Bulletin by providing him/her with advance copies of announcements, listings of future programs, and final programs (including abstracts of all the symposia and sessions in which the Division is involved, even in a "secondary" capacity) for each ACS National Meeting.

Encourage submission of publication-version manuscripts of papers presented in the Divisional symposia and sessions to the Editor of the Journal of Chemical Information and Modeling.

1.1.1.1.124. Responsibilities of Assistant Chair:

Assist the Chair in managing the Program Committee's activities.

Take over as chair of the Committee upon expiration of the incumbent Chair's term.

Attend the ACS Program Coordination Conference.

1.1.1.1.125. Publications Committee (revised April 18, 2005)

1.1.1.1.126. Term of Office and Composition: The Committee Chair will serve a term of up to three successive one-year terms. The Chair will appoint an Assistant Chair to serve during his/her final year as Chair to ensure continuity. Other Committee members will include the Editor of the CIB, the CIB Associate Editor, the CIB Business Manager, the CIB Assistant Business Manager, the CINF E-News Editor, the Salary Survey Coordinator, and any regularly contributing corresponding editors. Each Committee member will serve a three-year term and may be appointed to one-year terms thereafter. All Committee members are appointed by the Committee Chair with the approval of the Division Chair.

1.1.1.1.127. Objectives:

1.1.1.1.128. To serve as the official communication vehicle for the Division. The Committee carries out the publication of the CIB and the CINF E-News. The CIB carries "official" material such as meeting abstracts, summaries of minutes, etc. It is distributed prior to each ACS National Meeting. The E-News is the "newsy" publication, distributed immediately after each ACS National Meeting and as otherwise recommended by the CINF Executive Committee. The Publications Committee also oversees the creation of a salary survey and the publication of the results. This survey will be taken every three years (1994, 1997, 2000, 2003, etc.) if approved by the CINF Executive Committee.

1.1.1.1.129. Key Responsibilities:

1.1.1.1.130. Responsibilities of the Committee Chair:

Coordinate all activities of the Committee and distribute a calendar year publication schedule in the fourth quarter of the preceding year.

Schedule and chair one Committee meeting at each ACS National Meeting and distribute minutes of those meetings to all Division Functionaries.

Identify and solicit material to be included in each issue of the Division's publications.

Ensure that all publications are prepared and mailed on schedule.

Appoint the Salary Survey Coordinator and Editor at the beginning of each survey publication cycle (see Salary Survey Coordinator).

Recommend to the Executive Committee any format and subscription price changes as well as price changes for ads in the Bulletin.

Prepare an annual publications budget in July of the preceding year for review at the Fall National ACS Meeting.

Appoint an Assistant Chair during the final year as Chair to ensure continuity of expertise.

1.1.1.1.131. Responsibilities of the Publication Committee Assistant Chair:

Fulfill the responsibilities of the Committee Chair in his/her absence.

Assist the Committee Chair throughout the year in order to learn the Chair's responsibilities

Assume the Committee Chair upon completion of a one-year apprenticeship.

1.1.1.1.132. Responsibilities of the Chemical Information Bulletin Editor:

Publish and direct the mailing of two issues of the CIB annually according to the schedule set by the Publications Committee Chair. This consists of issue before each of the ACS National Meetings. Additional issues may be published as dictated by news volume, special events, etc., with Executive Committee prior approval. The term "publish" includes the coordination of the editorial material, ads, and the organization of the typesetting and physical layout of each issue, as well as approval of press-proofs prior to printing, coordination of arrangements with a mail-house for domestic and foreign mailings. Final editorial discretion, control, and authority rests with this position. The Bulletin is to be sent to Division members, affiliates, and institutional subscribers. The CIB publication schedule is set at the end of each calendar year for the following year.

Order ACS mailing labels via the CINF Secretary in time for distribution of each publication (allow 45 days). Label orders should be placed at the beginning of the year for each publication date in order to obtain a discount.

Submit a report to the Publications Committee Chair prior to each ACS National Meeting and at the close of each calendar year.

Provide the CIB Business Manager with extra copies of each issue for claims as well as for advertisers (exact number to be coordinated with the Business Manager).

Provide the Archivist/Historian with five copies of each issue of the Bulletin.

Provide twenty copies of each meeting issue to the Program Chair.

Maintain appropriate postal registration and a postal account.

Contact the CINF Treasurer at least 30 days before the postal account needs to be updated.

1.1.1.1.133. Responsibilities of the CIB Assistant Editor: ♦ Assume the responsibilities of the CIB Editor in his/her absence.

Assist the CIB Editor in order to learn the responsibilities of editorship.

Assume the role of CIB Editor after completion of the apprenticeship.

1.1.1.1.134. Responsibilities of the CIB Business Manager:

Solicit advertisements for each issue of the CIB.

Ensure the timely receipt of advertising copy by the CIB Editor.

Issue invoices to advertisers and subscribers on the following schedule:

Subscribers: invoices mailed immediate following the ACS National Meeting in the Fall.

Advertisers: For those advertisers who commit to a package (same size ad in each of the two issues for a year), invoices will be mailed immediately following mailing of the Spring issue; for all others they will be mailed after each issue containing their ad is mailed.

Collect checks from advertisers and subscribers and forward them to the Treasurer.

Report activities to the Publications Committee Chair prior to each ACS National Meeting and at year's end. ♦ Fill claims for missing issues.

Recommend price changes in July of the preceding year.

Submit a budget and revenue forecast to the Publications Committee Chairman in July of the preceding year.

Attend the ACS National Meetings, particularly the Publications Committee and Executive Committee meetings.

1.1.1.1.135. Responsibilities of the CIB Assistant Business Manager ♦ Assume the responsibilities of the CIB Business Manager in his/her absence.

Assist the CIB Business Manager in order to learn the responsibilities of editorship.

Assume the role of CIB Business Manager after completion of the apprenticeship.

Timetable for the CIB Business Manager (and CIB Assistant Business Manager): The Publications Committee sets the overall timeline when it sets the publication schedule for the CIB in the fourth quarter of the preceding year. The exact dates of deadlines for confirmation of advertisements and receipt of ad copy are set each year by the Committee Chair. The following schedule is representative of the annual schedule:

January - Complete the solicitation of ads for the Spring issue. Confirm the number and size of ads with the Editor, and send a confirmatory letter to the Editor, detailing the number, size, and customer for each ad. [See MS-Excel spreadsheet for previous year.]

January - Submit Annual Report to Publications Committee Chair. Recommend CIB page count based on projected ad, subscription, and foreign mailing dues income.

March - On receipt of extra copies of the Spring issue from the Editor, submit first quarter activity report to the Publications Committee Chair.

April - Review CIB revenues, expenses to recommend ad price, subscription rate, and/or foreign mailing price rate changes.

May - Review and revise if necessary the CIB Advertising & Ordering Information Sheet and the CIB Advertising Space Reservation Form on the CINF website

May - Begin soliciting ads for the Summer issue.

Submit ad solicitation message to CINF membership email list, discussion lists [CHMINF-L, PIUG-L, SLA, etc.] and other appropriate recipients

Remind reserved advertisers of ad copy submission deadline.

Solicit unreserved, previous advertisers with reminder of ad copy submission deadline.

Solicit select prospective advertisers with personal message and reminder of ad copy submission deadline.

June - Complete the solicitation of ads for the Summer issue. Confirm the number and size of ads with the Editor, and send a confirmatory report to the Editor, detailing the number, size, and customer for each ad. [Use MS-Excel spreadsheet from Spring CIB issue.] Recommend CIB page count based on projected ad, subscription, and foreign mailing dues income..

July - Send Advertiser and Subscriber mailing lists to CIB Assistant Editor. Submit annual budget revenue forecast and pricing recommendations for the coming year to the Publications Committee Chair. Submit second quarter activity report to the Publications Committee Chair.

August - Recommend ad price, subscription rate and/or foreign mailing price rate changes based on CIB revenues, expenses.

August/September - Update CIB Ad Fact Sheet, Ad Reservation Form [ad types, prices, submission schedules.]

September/October - Send out invoices for the Spring and Fall issues. Remind all previous advertisers to consider the CIB in their advertising budgets for the next year. Send out invoices for CIB institutional subscriptions.

Update advertiser and subscriber MailMerge invoice template documents with ad page numbers. Generate advertiser and subscriber MailMerge data spreadsheets. Merge invoice templates and data spreadsheets. Review each invoice carefully prior to mailing

Note: Ensure invoices state to make check out to "CINF, ACS" DO NOT place your name anywhere on the invoices as checks with your name will need to be returned. In addition it is recommended that the Business Manager use their home payment mailing address on invoices and all CIB ad contact information to prevent checks being cashed by their employer.

October/November/December - Contact standing order advertisers concerning the coming year. Solicit CIB ads via membership email list, on discussion lists [CHMINF-L, PIUG-L, SLA, etc.], and other appropriate recipients. Begin next year MS-Excel Orders spreadsheet. [Use previous year spreadsheet as template.]

December - Update CINF Business Manager sections of Publications Committee Procedures and send for review.

- 1.1.1.1.136. Responsibilities of the CINF E-News Editor: ♦ Solicits contributions for the E-News that is published twice a year approximately 6 weeks after each ACS National Meeting ♦ Compiles the E-News by selecting appropriate contributions that are of interest to the CINF membership ♦ Obtains a list of sponsors from the Fundraising Chair so that they may be listed in the E-News ♦ Contacts a representative from each sponsor and offers a link to relevant press releases ♦ Submits a draft copy of the E-News to other Publications Committee members for proofreading

Submits the final copy of the E-news to the CINF Webmaster who will link it to the website.

- 1.1.1.1.137. Responsibilities of Salary Survey Coordinator/Editor:

The Salary Survey Coordinator is responsible for developing the survey instrument, managing the printing/mailing of the survey instrument, and handling the details of publishing the results.

The Salary Survey Editor, if not also serving as Coordinator, coordinates the data input, writing, and editing of the survey results.

- 1.1.1.1.138. Tellers Committee

- 1.1.1.1.139. Term of Office: One year for Chair and at least two members. No member of the Committee may be considered for candidacy to elected office in the Division.

- 1.1.1.1.140. Key Responsibilities:

1.1.1.1.141. Count the ballots and report the results to the CINF Chair, Secretary, the Executive Committee, and the Editor of the Chemical Information Bulletin. This should be done after the first Monday in August.

1.1.1.1.142. [NOTE: Elections shall be held by a preferential ballot according to the Hare system or such other method of counting preferential ballots as the Executive Committee may adopt. In case of a tie, a vote by the members of the Executive Committee shall decide the winner. Prompt notification of election results shall be made to the Secretary, who in turn will notify the candidates. Affiliates may not vote for Councilors and Alternate Councilors. Therefore, all return ballots shall be separated into two groups, members and affiliates. Any votes for Councilor or Alternate Councilor among the Affiliate group shall not be counted.

1.1.1.1.143. Timetable:

August 1 -Count the ballots. Report the results to the Division Chair, the Secretary and the Editor of the Chemical Information Bulletin.

Fall Meeting - Report the election results to the Executive Committee

1.1.1.1.144. 3.3. Duties of CINF Liaison Representatives

1.1.1.1.145. ACS Secretariat Representatives

1.1.1.1.146. Term of Office: The Division Chair may appoint representatives to meetings of any Secretariat that CINF wishes to participate in [currently only the Biotechnology Secretariat]. There is no fixed term of office.

1.1.1.1.147. Responsibilities:

1.1.1.1.148. Attend meetings of the specific Secretariat and to report all relevant issues to the Executive Committee.

1.1.1.1.149. Represent the Division in activities of the specific Secretariat.

1.1.1.1.150. ASIS Liaison Representative

1.1.1.1.151. Term of Office: Indefinite. Appointment reviewed annually by the Division Chair.

1.1.1.1.152. Responsibilities:

1.1.1.1.153. Report to the Executive Committee ASIS plans for future symposia, workshops, etc., of interest to CINF members.

1.1.1.1.154. Advise the Executive Committee of possible areas of cooperation or conflict with ASIS.

1.1.1.1.155. SLA Liaison Representative

- 1.1.1.1.156. Term of Office: Indefinite. Appointment reviewed annually by the Division Chair.
- 1.1.1.1.157. Responsibilities:
- 1.1.1.1.158. Report to the Executive Committee SLA plans for future symposia, workshops, etc., of interest to CINF members.
- 1.1.1.1.159. Advise the Executive Committee of possible areas of cooperation or conflict with SLA.
- 1.1.1.1.160. ACRL Liaison Representative
- 1.1.1.1.161. Term of Office: Indefinite, from ACS perspective. Appointed for 3 year terms by the President of ACRL, in consultation with the ACRL Professional Liaison Committee.
- 1.1.1.1.162. Responsibilities:
- 1.1.1.1.163. Report to the CINF and ACRL membership news of mutual interest, primarily via reports to executive committees, etc. Information provided should include reports of upcoming meetings and past meetings, information for committees working on similar issues, etc.
- 1.1.1.1.164. Take actions to improve understanding of mutual areas of interest for either organization.
- 1.1.1.1.165. Advise the Executive Committee of possible areas of cooperation or conflict with ACRL.
- 1.1.1.1.166. ACS Committee on Nomenclature Representative
- 1.1.1.1.167. Term of Office: Indefinite. Appointment reviewed annually by the Division Chair.
- 1.1.1.1.168. Responsibilities:
- 1.1.1.1.169. Report to the Executive Committee on the areas of concern, topics under consideration, planned and scheduled meetings and symposia, etc., of the ACS Committee on Nomenclature of interest to CINF members.
- 1.1.1.1.170. Advise the Executive Committee of possible areas of cooperation (e.g., joint symposia) or potential conflicts with the ACS Committee on Nomenclature.
- 1.1.1.1.171. 3.4. Miscellaneous Functions
- 1.1.1.1.172. 3.4.1. Archivist/Historian
- 1.1.1.1.173. Term of Office: Indefinite. Appointment reviewed annually by the Division Chair.

- 1.1.1.1.174. Selection: The Archivist/Historian is selected by the Division Chair. The Archivist/Historian selects Division members on an ad hoc basis to assist in fulfilling his/her responsibilities.
- 1.1.1.1.175. Responsibilities:
- 1.1.1.1.176. Collect, maintain, and organize the records, correspondence, and reports of permanent value to the Division. To aid in organizing and repackaging the above, the Archivist/Historian will solicit the assistance of past officers and committee chairs. The objective of the organizing and repackaging is to reduce the voluminous records, correspondence, and reports into a meaningful, readable, and usable history of significance to future officers and committee chairs.
- 1.1.1.1.177. Interview Division members who have made major contributions to chemical information science, recording the interviews and making the recordings available to interested members of the Division. Various Division members will be recruited to assist in these interviews.
- 1.1.1.1.178. Write a continuing history of the Division of Chemical Information.
- 1.1.1.1.179. Alert the Divisional Executive Committee to the significant anniversaries, related to Divisional history, and worthy of observing through special symposia, receptions, publications, etc.
- 1.1.1.1.180. 3.4.2. Subdivision Officers
- 1.1.1.1.181. [NOTE: At this time there are no Subdivisions in CINF. However, at such time as there are subdivisions, these positions shall be activated and shall be filled.]
- 1.1.1.1.182. CINF Division Awards
- 1.1.1.1.183. Herman Skolnik Award
- 1.1.1.1.184. Purpose: The ACS Division of Chemical Information established this Award to recognize outstanding contributions to and achievements in the theory and practice of chemical information science. The Award is named in honor of the first recipient, Herman Skolnik. By this Award, the Division of Chemical Information hopes to encourage the continuing advancement of chemical information science in areas such as: Design of new and unique computerized information systems; Preparation and dissemination of chemical information; Editorial innovations; Design of new indexing, classification, and notation systems; Chemical nomenclature; Structure-activity relationships; and Numerical data correlation and evaluation.
- 1.1.1.1.185. Nature:
- 1.1.1.1.186. The award shall consist of a plaque and a \$2000 honorarium to be awarded annually at the Fall ACS National Meeting, provided qualified candidates are proposed and an awardee is selected.

- 1.1.1.1.187. The recipient of the award is expected to deliver an award address to the Division at the occasion on which the award is presented. This may be followed by a symposium organized to honor the awardee; in recent years, the Award Symposium has been organized by the recipient. Following the symposium there may be a Reception in honor of the awardee.
- 1.1.1.1.188. Establishment and Support::
- 1.1.1.1.189. The award was established by vote of the Divisional Executive Committee in 1976 and is supported by the Division of Chemical Information. The initial recipient of this award, in 1976, was Herman Skolnik.
- 1.1.1.1.190. Rules of Eligibility:
- 1.1.1.1.191. The recipient must have made an outstanding contribution to the field of chemical information. The recipient is selected by the Herman Skolnik Award Jury. The award is international in scope.
- 1.1.1.1.192. Rules of Selection:
- 1.1.1.1.193. The Divisional Awards Committee will solicit nominations by a suitable call for nominations in the Chemical and Engineering News, Chemical Information Bulletin, and any other appropriate information community media prior to January 31 of the year preceding the award. The deadline for receiving nominations will be June 1 of that year.
- 1.1.1.1.194. A nomination packet, consisting of a nominating letter describing the candidate's contributions to the field of chemical information, supportive materials (such as a biographical sketch and a list of publications and presentations, and three seconding letters in support of the nomination are required. Submission of these materials in electronic form is preferred (as emails with attached files). The nomination packet should be sent to the chair of the CINF Awards Committee.
- 1.1.1.1.195. Nominations will be assessed and previous Award winners may be consulted. The selection will be made by the Herman Skolnick Award jury before the Executive Committee meeting of the Fall ACS National Meeting of the year preceding the award. After the winner is selected and has agreed to accept the award, a public announcement of the winner will be made.
- 1.1.1.1.196. The award will be presented at the Fall ACS National meeting of the next year. The recipient will be notified in a sufficiently timely manner to provide an opportunity to nominate speakers and suggest appropriate topics for the award symposium.
- 1.1.1.1.197. An announcement of the Award will be made in the Chemical & Engineering News and the Chemical Information Bulletin following the fall ACS meeting of the year preceding the year in which the Award is to be presented.
- 1.1.1.1.198. Description and Availability of the Plaque:
- 1.1.1.1.199. A 8" x 11" walnut plaque displaying an ACS emblem and engraved as follows:

Division of Chemical Information

[year] Herman Skolnik Award

Presented to

[Awardee]

In Recognition of Outstanding Contributions

to the Field of Chemical Information

[Month Day, Year]

If feasible, the Divisional logo should be included.

The plaque may be ordered from the Department of Membership Activities, American Chemical Society, Washington, D.C.

1.1.1.1.200. 4.2. Patterson-Crane Award

1.1.1.1.201. Purpose: To recognize outstanding contributions of international notice to the documentation of chemistry or to chemical information theory or practice.

1.1.1.1.202. Nature:

1.1.1.1.203. The award consists of a \$2,000 honorarium and a personalized commendation to be awarded every other year, in odd-numbered years, at either a Dayton or Columbus Local Section meeting in May or June, provided qualified candidates are nominated and an awardee is selected.

1.1.1.1.204. The recipient of the award is expected to deliver an award address to the section, at which time the award will be presented.

1.1.1.1.205. Establishment and Support::

1.1.1.1.206. The Austin M. Patterson Award was established in 1949 by the Dayton Local Section in honor of its first recipient. In 1975, the Austin M. Patterson -E.J. Crane Award was established to be jointly sponsored by the Dayton and Columbus Local Sections. The first recipient of the joint award was Ben H. Weil in 1977.

1.1.1.1.207. The award is supported by subscription of the Patterson family, by the income from the Helen G.Crane Fund of the Columbus Foundation, and from the Patterson-Crane Award Fund of the Columbus Section.

1.1.1.1.208. Rules of Eligibility:

1.1.1.1.209. The recipient must have made an outstanding contribution to the field of chemical information. The award is international in scope.

1.1.1.1.210. Rules of Selection:

1.1.1.1.211. The Patterson-Crane Award Committee will solicit nominations by a suitable call for nominations in the Chemical & Engineering News, ACS Local Section Bulletins, and national and international chemical information science media prior to October 1 of the year preceding the award year, with a deadline for nominations of the following January 31.

1.1.1.1.212. The selection will be made by March 1 of the award year. The awardee is selected by the Patterson-Crane Award Committee, which consists of three members of the Dayton Section, three members of the Columbus Section, and the Chair of the Division (or a personal representative appointed by the Chair - see Section 3.1.1 above).

1.1.1.1.213. A press release announcing the awardee will be sent to the Chemical and Engineering News, and national and foreign information community media.

1.1.1.1.214. Lucille Wert Student Scholarship Award

1.1.1.1.215. Purpose: To help persons with an interest in the fields of chemistry and information to pursue graduate study in library, information, or computer science.

1.1.1.1.216. Nature:

1.1.1.1.217. The award consists of a \$1,000 grant and a certificate to be awarded annually, provided qualified candidates apply and an awardee is selected.

1.1.1.1.218. The award will be presented at a meeting of the ACS Local Section closest to the awardee's school on a mutually agreed upon date when possible.

1.1.1.1.219. Establishment and Support::

1.1.1.1.220. The award was established by vote of the Executive Committee in 1988 and is supported by the Division. The first recipient was Joan M. Evans in 1989.

1.1.1.1.221. Rules of Eligibility:

- 1.1.1.1.222. To be eligible one must have an Undergraduate degree with a major in Chemistry, and have been accepted into a graduate program in Library, Information or Computer Science. Work experience in Library, Information or Computer Science is preferred
- 1.1.1.1.223. Rules of Selection:
- 1.1.1.1.224. The Divisional Awards Committee will solicit applications by a suitable call for applications published in the Chemical Information Bulletin, and distributed to the information community professional organizations and graduate schools. The information will be provided prior to December 31 of the year preceding the award year, with a deadline of the following March 1 for receipt of applications.
- 1.1.1.1.225. The selection will be made at the Divisional Spring meeting. The awardee is selected by the Awards Committee.
- 1.1.1.1.226. An announcement will be published in the Chemical Information Bulletin and distributed to appropriate information organizations and graduate schools.
- 1.1.1.1.227. Meritorious Service Award
- 1.1.1.1.228. Purpose: To recognize outstanding contributions to the Division.
- 1.1.1.1.229. Nature:
- 1.1.1.1.230. The award shall consist of an engraved plaque or framed certificate, to be presented at the Division luncheon at the Fall ACS National Meeting.
- 1.1.1.1.231. There may be given to more than one person per year.
- 1.1.1.1.232. An individual may receive the award only once.
- 1.1.1.1.233. Rules of Eligibility:
- 1.1.1.1.234. The recipient(s) must be members of the Division who have performed activities benefiting the Division and deserving of special recognition. Current Chair, Chair-Elect, Treasurer, and Secretary are ineligible to receive this award. The contribution to the Division might, for example, be the preparation of a major report or study, completion of term as Editor of a Division publication, continuing leadership of the Division in a particular area, or sustained active contribution to major tasks over many years.
- 1.1.1.1.235. Rules of Selection:

1.1.1.1.236. A call for nominations will be published in printed and electronic publications for the Division and on the CINF Web site. Nominations may be submitted to the Awards Committee by letter, fax, or email, with a deadline of March 1st. The Awards Committee will receive nominations and select award winner(s). The Chair of the Division will notify the winner(s). The award will be presented at the Division luncheon at the following National Meeting. A press release will be prepared by the Awards Committee and will be sent by the Awards Committee to the same printed and electronic venues as other Division award announcements.

APPENDIX I: DIVISION TIMETABLE HIGHLIGHTS

See <http://acscinf.org/docs/about/timelines.htm>

APPENDIX I: DIVISION TIMETABLE HIGHLIGHTS

Division of Chemical Information (CINF) Fundraising Guidelines

Introduction

The Division will not provide any funds to support social events, speakers at technical sessions, and other related activities. The CINF Fundraising Committee (the —Committee“) is charged with soliciting financial support for various divisional activities. Only after sponsors have been secured shall the required arrangements for a given event be made. The guidelines are intended to provide an outline of the fundraising activities of the Committee. These guidelines will be reviewed by the Committee at each Spring meeting for needed changes/corrections

The Committee shall consist of the Committee Chair, the Chair-Elect of the Division and up to four additional selected division members, one of who will be responsible for providing minutes of the meetings. The Committee shall meet on the Saturday morning preceding each ACS National Meeting. The Chair shall be responsible to coordinate all fundraising activities and report to the Executive Committee. The Chair is responsible for keeping a record of incoming funds and expenses. He or she must work closely with the Division’s treasurer regarding the status of funds and donations and ensure that the Committee’s funds are correctly reflected in the Divisional budget. Any payments from the Fundraising account have to be approved by the Committee’s Chair. Organizational issues, such as securing rooms, selecting menus and publication of social events in ACS meeting announcements, must be agreed upon between the Chair of the Division and the Chair of the Committee. He or she is also responsible for ensuring that sponsors are duly recognized at the events and in CINF publications.

The following sections describe divisional events that must be fully sponsored followed by those that might receive partial funding and other sponsoring possibilities.

Fully sponsored events

These events include the Welcoming Receptions on the first day, usually a Sunday, of the Spring and Fall ACS National Meetings, the Herman Skolnik Award Reception on Tuesday of the Fall meeting and a social get-together on the Tuesday of the Spring meeting. These events are open to all attendees of the ACS meeting and shall feature buffet-style hors d’oeuvres and an open bar. Based on past experience these events might draw up to 150 people and must be budgeted for approximately \$10,000.

If one organization is the sole sponsor of any of these events the sponsor should be given the choice either to make food arrangements directly with the ACS Office of National Meetings & Exhibitions or have CINF make the required arrangements in collaboration with the sponsor. In the event that multiple sponsors share the cost of any of these receptions, all arrangements have to be made by the Chair of the Committee in close collaboration with the Chair of CINF. The Chair of the Committee or its designee is responsible that the promised funds are delivered to the Division’s Treasurer before the ACS meeting at which the sponsored event takes place. The minimum donation for an event with multiple sponsors shall be \$500./-sponsor.

The committee shall work closely with the Herman Skolnik Awardee to identify potential sponsors for the Award reception which is being held in his or her honor.

If an organization decides to fully sponsor an event other than the aforementioned receptions, for example an excursion or a similar happening, the sponsor is fully responsible for all arrangements but must collaborate with the committee in a timely fashion. Any of the receptions, except the Herman Skolnik Award reception, can be substituted by a special event. Additionally, with approval of the Committee, sponsors might schedule special events under the auspices of CINF for another date during the ACS meeting.

Partially sponsored events

These events include CINF technical sessions and the Divisional luncheon at ACS National Meetings. Furthermore, activities at the National Chemical Information Symposium (NCIS) and official CINF participation at ACS Regional Meetings can also be sponsored.

Funding for the Divisional luncheon shall be considered a subsidy. With luncheon prices increasing from year to year, many Division members cannot afford anymore to attend the luncheon as evidenced by the decreasing number of attendees. By reducing the costs of a luncheon in combination with the selection of higher quality menus it is anticipated that the negative trend can be reversed and more Division members will attend. A donation of \$2,000 to \$3,000 would allow the Division to reduce the price of a good luncheon to \$20 - \$30.-, assuming an attendance between 80 and 100 people. The maximal reduction of luncheon prices shall be 50%. Under certain circumstances portion of the donation could also be used to partially reimburse the luncheon speaker for travel expenses.

Funding for technical sessions can be used to invite important speakers who otherwise would not be able to come and pay their traveling expenses. Speaker's fees shall never be paid out of these funds. In most cases it is sufficient to partially reimburse qualified speakers for their traveling expenses. The total minimum donation for a half-day session shall be \$2,000.-, with individual donation set at \$500.-. The Program Chair in collaboration with the session organizer shall decide how the funds shall be distributed. After finalizing the technical program for a given ACS National Meeting the Program Chair shall notify the Chair of the Committee about sessions that require funding and might benefit from any financial support. Organizations interested in funding technical sessions must contact the Chair of the Committee at least three months before the next ACS National Meeting. Subsequently, the Program Chair will provide a list of session topics to interested organizations. Under no circumstances shall funding a particular session influence speaker selection and be taken as a sign to use the session for marketing purposes.

Funding for technical session under the sponsorship of ACS committees is not part of the Committee's duties and must be applied for by the Chair-Elect of the Division in close collaboration with the Program Chair.

Other fundraising options

Over the years the Division has enjoyed continuous significant financial support from some of the same sponsors for various events. Rather than being approached throughout the year for funding certain events, organizations might prefer to make a yearly donation to the Division to be used for worthwhile causes throughout the year at the discretion of the Committee. The donations might be used for any of the events mentioned above or other divisional activities that benefit CINF members. The sponsors must be informed about the distribution of their funds and shall be duly recognized at the events to which they contributed.

Organizations might be interested in providing scholarships to students majoring or interested in chemical information or related disciplines, or to young scientists. Candidates can be chosen by the sponsoring organization or by the Division. In each case both sides must agree on the choice. The recipient(s) must

attend an ACS National or Regional Meeting and present a paper or poster in a technical session organized by CINF. Any organization interested in providing scholarships must notify the Committee well in advance of the respective meeting. At the same time they must indicate the amount of financial support available.

Benefits for sponsors

All sponsors will be duly recognized by the Division at the sponsored event(s) and in CINF publications, such as the CINF Newsletter and the divisional website. The sponsors will be listed according to the level of funding they have provided in the course of a calendar year. The following levels are attainable:

Platinum Sponsor \$10,000 or more

Gold Sponsor \$5,000 to \$9,999

Silver Sponsor \$2,500 - \$4,999

Bronze Sponsor \$1,000 - \$2,499

Contributor \$500 - \$999

The names of sponsors will be prominently displayed on posters at those events sponsored by them and their names and black-and-white quarter-page ads will be inserted into the divisional program handouts. Importantly, all sponsors will have the opportunity to publish, subject to editorial control, press releases not exceeding one page in the Chemical Information Bulletin and the CINF E-News. Sponsors of social events will be recognized orally at these events and be given the opportunity to address the attendees (ca. 5 minutes), display brochures and hand out mementos. Only divisional sponsors have the right to display brochures and marketing material on a table outside the meeting rooms where CINF technical sessions are being held.

A written acknowledgement for a donation to the Division is available from the Chair of the Committee upon request.

ACS National Meetings are five day affairs starting on Sunday. Technical sessions organized by CINF attract between 50 and 250 attendees. The receptions are normally attended by up to 150 persons.

Guenter Grethe CINF Fundraising Chair March 2005