



Michigan State University Local Section Administration Form 2015

Local Section Administration Form - Governance	
1. How many times did the executive committee conduct governance business during 2015?*	13
2. How many members were there in the executive committee during 2015?*	6
3. How did the executive committee communicate with one another during 2015?*(Check all that apply.)	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Teleconference <input type="checkbox"/> ACS Network <input checked="" type="checkbox"/> Other - met over lunch
4. What percentage of your councilors were in official attendance at the Spring and Fall ACS Council meetings?*	100%
5. Did a member of your local section attend the Local Section Leaders Track at the 2015 ACS Leadership Institute?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
6. Did your local section have a succession and/or leadership development plan during 2015?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
7. How did your local section identify future leaders and get them into the leadership pipeline during 2015?*(Check all that apply.)	<input checked="" type="checkbox"/> Self-nomination <input checked="" type="checkbox"/> Solicitation or advertising <input checked="" type="checkbox"/> Identify active committee members <input type="checkbox"/> Formal leadership training <input type="checkbox"/> Long term plan <input checked="" type="checkbox"/> Outreach to new members <input checked="" type="checkbox"/> Arm-twisting <input type="checkbox"/> Other -
8. Did your local section conduct an officer election during 2015? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
9. Did your local section conduct its elections electronically during 2015?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
10. How many members voted in your local section officer election in 2015?*	10

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

11. 2015 Chair's report: Please provide a narrative of the past year's activity/successes/challenges:*	In the past year, we conducted many activities which were aimed at disseminating latest scientific developments, providing a platform for students to present their research results, and enhancing the scientific awareness of the general public. New this year, we sponsored a graduate-student-run 2-day symposium, which was held on April 23-24, 2015 at MSU. We continued our High School Teachers support group meeting, holding several meetings during the fall and spring semesters. These meetings were well attended and we have included guest speakers, who have been well-received by our teachers. We have supported the Younger Chemists Committee and Organic Chemistry Club in their activities, as well as National Chemistry Week activities and participation in Chemistry Olympiad. We have supported Project SEED and sponsored Awards for outstanding undergraduate students. In addition, our local section aided many students financially in attending National ACS Meetings.
12. 2016 Chair's goals for the Section	
a. Please list your top 3 goals:	To provide a mechanism for informing/educating the general public on chemical issues.
	To encourage and inspire young students to pursue careers in the sciences, especially chemistry. To enhance the professional development of our section members.
b. What are your concerns and challenges?	1. Continue to provide financial support for the broad range of outstanding activities currently promoted by the section. 2. Increase the impact of local section activities. 3. Encourage more members to participate in the local section activities. 4. Increase involvement of schools and general public with local section activities.
13. 2016 Chair-Elect's goals for the Section	
a. Please list your top 3 goals:	
b. What are your concerns and challenges?	1. Continue to provide financial support for the broad range of outstanding activities currently promoted by the section. 2. Increase the impact of local section activities. 3. Encourage more members to participate in the local section activities. 4. Increase involvement of schools and general public with local section activities.

Local Section Administration Form - Organization

1. Did your local section have any active committees with two or more members during 2015?	<input checked="" type="radio"/> Yes <input type="radio"/> No
a. If the response to 1 (above question) is YES, please select the committee and enter the chair's name.	<input type="checkbox"/> Awards <input type="checkbox"/> Budget/Finance <input type="checkbox"/> Career assistance/Employment <input type="checkbox"/> Chemistry Olympiad <input type="checkbox"/> Community Activities <input type="checkbox"/> Continuing Education <input type="checkbox"/> Educational <input type="checkbox"/> EHS <input type="checkbox"/> Environmental <input type="checkbox"/> Government Affairs <input type="checkbox"/> Industry Relations <input type="checkbox"/> Long Range Planning <input type="checkbox"/> Membership/Membership Retention <input type="checkbox"/> Mentoring <input type="checkbox"/> Minority Affairs <input type="checkbox"/> Newsletter/Publications

	<input type="checkbox"/> Nominations <input type="checkbox"/> Professional Relations <input checked="" type="checkbox"/> Project SEED Chrysoula Vasileiou <input type="checkbox"/> Public Relations <input type="checkbox"/> Senior Chemists <input type="checkbox"/> Women Chemists <input checked="" type="checkbox"/> Younger Chemists Tiffany Bell and Kristin Stiefel <input type="checkbox"/> Other
2. How many subsections were active in your local section during 2015?*	0
3. How many subsection meetings were held by your local section during 2015?*	0
4. How many topical groups were active in your local section during 2015?*	1
5. How many topical group meetings were held in your local section during 2015?*	30
6. Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2015?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
7. How many dues-paying affiliate members were in your local section during 2015?*	0
8. What was the approximate number of active volunteers in your local section during 2015?*	30
9. Please estimate the number of new volunteers in your local section during 2015?*	10
10. Please indicate all the ways that your local section recognized volunteers during 2015.* (Check all that apply.)	<input type="checkbox"/> Certificates <input type="checkbox"/> Awards <input type="checkbox"/> Letter to volunteer supervisor <input checked="" type="checkbox"/> Letter to volunteer <input type="checkbox"/> Recognition at an event <input type="checkbox"/> Recognition on web <input type="checkbox"/> Recognition in newsletter <input type="checkbox"/> Other -

Local Section Administration Form - Communications

1. How many local section meetings were held during 2015?*	1
2. On average, how many members attended a local section meeting during 2015?*	70
3. How did Councilors report to your local section members about national ACS matters during 2015?*(Check all that apply.)	<input type="checkbox"/> At a section meeting <input type="checkbox"/> At an executive committee meeting <input type="checkbox"/> In the newsletter <input checked="" type="checkbox"/> On the local section web site <input type="checkbox"/> Other -
4. Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2015?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
5. How does the sections leadership communicate information to its members?*	E-mail
5a How Often do these communications occur:	
5a1 Number of newsletters published:*	0
5a2 Number of meeting notices:*	1
6. What social media does your local section use?	<input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> LinkedIn <input type="checkbox"/> Other -

7. Did your local section have a website during 2015?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
7a. If the answer to 7 (above question) is YES, what was the URL for your local section's website?	http://www.chemistry.msu.edu/msuacs
8. Did your local section post its Annual Report on your website during 2015?*	<input checked="" type="radio"/> Yes <input type="radio"/> No

Local Section Administration Form - Nomination	
1. Our Section would like to self-nominate for the Local Section Outstanding Performance Award.*	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Please provide a summary self-nomination statement of 500-word or less. The summary statement should highlight local section's 2015 activities to support your nomination.	

Local Section Administration Form - Supporting Materials		
File Name	File Size	Brief Description

Local Section Administration Form - Approval		
Comments		
<input checked="" type="checkbox"/> Approved & Submit for Review	Amy Pollock	02/14/2016

This form has been submitted for your approval. Please review each tab for completeness and accuracy, make any necessary edits, and save all changes before approving this form. After the form is approved, it will be submitted for review. The approved form will be placed in read only mode and no additional edits will be allowed. Your approval will submit this form as part of your official annual report to ACS.

Local Section Administration Form - Reasons for Return

Approver Return Comments

Contributor Return Comments

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