



***PROCEDURES MANUAL FOR THE
AGRO DIVISION OF THE
AMERICAN CHEMICAL SOCIETY***

TABLE OF CONTENTS

INTRODUCTION	3
MISSION STATEMENT & STRATEGIC PLAN GOALS	3
OFFICERS RESPONSIBILITIES & RECURRING EVENTS AND SCHEDULE	3
CHAIR	3
CHAIR-ELECT/PROGRAM CHAIR.....	5
VICE CHAIR	6
PAST CHAIR.....	7
SECRETARY	7
TREASURER	9
COUNCILOR/ALTERNATE COUNCILOR.....	10
DUTIES OF COMMITTEES.....	11
EXECUTIVE COMMITTEE	12
PROGRAMMING COMMITTEE	13
FINANCE COMMITTEE	13
NOMINATING COMMITTEE	14
MEMBERSHIP COMMITTEE.....	15
AWARDS COMMITTEE	16
EARLY CAREER SCIENTIST COMMITTEE	17
COMMUNICATIONS COMMITTEE	19
SOCIAL COMMITTEE.....	21
BYLAWS COMMITTEE	21
DEVELOPMENT COMMITTEE.....	22
STRATEGIC PLANNING COMMITTEE	22
INTERNATIONAL ACTIVITIES COMMITTEE	23

This document provides guidelines to aid individuals and committees in carrying out responsibilities of elected and assigned positions in the operations of the Division of Agrochemicals. These individuals should be familiar with the entire contents of this manual. If there are significant changes required in a specific section, please revise it and submit the revision to the Bylaws Committee Chair for approval and subsequent inclusion in Division Procedures Manuals.

Publication Date: July 26, 2011

INTRODUCTION

The duties and activities of the AGRO Division and its officers are summarized in this document to guide each of the Executive Committee members and all of the Division Committees during their respective tenures.

The purposes of this Manual are:

- To formalize the descriptions of the duties and responsibilities of the Officers and Division Committees;
- To provide a Recurring Events Schedule and to document the major events and activities in a chronological order to enable coordination of Division activities;
- To provide a basis for future changes or modifications of Division activities
- To define the scope of the Division activities.

A copy of this Manual will be available to each of the Executive Committee members as well as the Chair of each of the Division Committees as soon as their election or appointments are confirmed.

This Manual is meant to be a "living document", i.e., changes in the Manual should be made by each officer whenever needed in a way that will assist successors in the performance of their duties. The Chair of the Bylaws Committee will have the overall responsibility for revision and maintenance of this Manual.

The duties and responsibilities of officers are barely outlined in the Bylaws of most organizations. These meager descriptions do not give officers a full view of their jobs and what is expected of them. For example, specific tasks, the time schedule for action, *modus operandi*, and relationships with other workers in the organization are not defined.

This Manual has been written to give each officer and committee member a handy reference with positions described and explained in sufficient detail so that he/she may be guided to operate satisfactorily with minimum recourse to his/her predecessors. The Manual should make each official's task easier by answering his/her questions on past activities and procedures. It is not intended to bind anyone to act in exactly the same way as his/her predecessor and thereby stifle the development of new ideas. Improvements on existing procedures are anticipated.

The Chair of the Bylaws Committee will oversee the revision and maintenance of this Manual. Electronic copies will be sent to all new officers, elected members of the Executive Committee, and Committee Chairs annually or when substantive changes are made to the Manual.

MISSION STATEMENT & STRATEGIC PLAN GOALS

AGRO, a Division of the American Chemical Society, brings together a worldwide community of scientists and stakeholders to advance knowledge and to promote innovative solutions for the protection of agricultural productivity, public health, and the environment.

Goal 1. AGRO will enhance the membership experience by providing an interactive and supportive environment for professional growth.

Goal 2. AGRO will develop the infrastructure for innovative, long-range program planning to meet the needs of members and the scientific community.

Goal 3. AGRO will be a global platform for collaboration and information exchange to advance innovative solutions for a sustainable food supply and the protection of the environment and of public health.

OFFICERS RESPONSIBILITIES & RECURRING EVENTS AND SCHEDULE



Figure 1. Officer progression from Vice Chair to Past Chair with a one-year term in each office.

CHAIR

Term of Office: One year (end of fall meeting August/September fall meeting of following year). The Chair-Elect automatically succeeds to the office of Chair at the close of the fall ACS meeting following the year of his/her service as Chair-Elect. At the close of the Chair's term of office, he/she automatically becomes Chair of the Nominating Committee for the following year.

Responsibilities: The primary responsibility of the Chair is to ensure that the business of the Division is carried out properly and expeditiously. The Chair is the leader of the Division and must ensure that all Division officers, as well as the nonelected leaders, are performing their assigned duties and meeting deadlines. To accomplish these goals, the Chair:

- Serves as the Chair at the Division Combined Governance Meeting held at national meeting during his/her year of office/the official divisional meeting in the fall;
- Communicates with the Executive Committee at the annual business meeting, on conference calls and via email on matters requiring concurrence, such as expenditures or major policy changes;
- Appoints Chairs of standing committees with the advice and approval of the Executive Committee, who in turn appoints members of their respective committees. Chairs may be renewed for several years for continuity of activities; however, each committee Chair should be encouraged to appoint some new committee members each year;
- Maintains active communication with the ACS offices and relays information to Executive Committee members and/or committee Chairs, as appropriate;
- Presents the ACS International Award for Research in Agrochemicals at each national meeting to the person selected by the Awards Committee the previous year;
- Represents the Division at the Divisional Officer's Caucuses and at other ACS functions as appropriate held in conjunction with national meetings;
- Handles routine requests on behalf of the Division from various agencies and individuals for information, etc. The Chair has considerable latitude in handling such requests individually and without consultation or approval by the Executive Committee; however, good judgment must be exercised and the Chair must use caution not to make policy judgments, etc., unless he/she has prior Executive Committee approval;
- Routinely sends to the Chair-Elect, Vice Chair, Secretary and Treasurer (and other individuals as appropriate) copies of all Divisional correspondence originating from the Chair to ensure proper information flow. It is particularly important that the Chair-Elect and the Vice Chair be kept fully informed of the Chair's activities on behalf of the Division;
- To the extent possible and appropriate, maintains an active informal liaison between the Chair and appropriate officers of other ACS Divisions, particularly AGFD and ENVR, to foster a cooperative interdivisional spirit;
- Approves and signs contracts and other appropriate documents on behalf of the Division. Sound judgment should be used to determine if such matters require prior clearance with the Executive Committee. Other Division officers (Chair-Elect, Vice Chair, Secretary, Treasurer) should be promptly advised by copies of correspondence, etc., of the Chair's actions in such areas;

- Reviews and approves proposals for ACS books to be developed as a result of AGRO symposia and other Division initiatives.
- Writes article for the semiannual issue of the *PICOGRAM*, 'From the Chair's Desk'
- Draws up the agenda for the Division Combined Governance Meetings held during the year as Chair. Agendas are then forwarded to the Chair-Elect (Program Chair) to complete with regard to his/her portion of the meeting;
- Assures full Division Councilor representation at each national meeting;
- Monitor the financial health of the Division through scrutiny of budgets and other financial reports;
- Reviews Secretary and Treasurer annual reports for accuracy and comprehensiveness prior to submission to the Office of Divisional Activities; and
- Reviews the Division's Procedures Manual annually for the section(s) relevant to the office of Division Chair and submit changes to the Bylaws Committee.
- Is the responsible legal authority for the Division.
- Attends the ACS Chair Events held at each of the National Meetings.

Timetable:

- January: Ensures that all arrangements for any Division activities (e.g., co-sponsorships) at the spring ACS meeting have been arranged. Prepare Chair's messages to members for Division website, *PICOGRAM*, etc., and submits to the Webmaster and the *PICOGRAM* Editor for the dissemination of such information. Works with the Division Secretary in the preparation of the Division annual report. OF NOTE: The Division Chair who served during the year that is covered by the report is responsible for working with the Secretary.
- February: Reviews the Division annual reports prepared by the Secretary and Treasurer. Promptly forwards changes, corrections, etc. Reviews revised report and approve prior to submission to the Office of Divisional Activities on or before March 15. Assures that MOAs have been signed for all cosponsored (joint, co-hosted) Division meetings that are scheduled for the spring meeting.
- April: Completes follow-up activities from the spring ACS meeting.
- June: Prepares Chair's message to members for website and *PICOGRAM* and forwards them to the Webmaster and *PICOGRAM* Editor for dissemination. Requests agenda items for Governance Meeting from Division officers and committee chairs. Reminds them to submit reports for review at the Governance Meeting in the fall.
- July: In cooperation with the Division Secretary, prepares and distributes the agenda and requisite reports for the Governance Meeting to be held at the fall ACS meeting.
- July/August: Assures that MOAs have been signed for all joint, cosponsored, and co-hosted meetings scheduled for the fall meeting.

- August/September: Serves as Chair for the Division's Governance Meeting at the fall ACS meeting. Recognizes and thanks all members who are completing their terms of office in the current calendar year. Fulfills other responsibilities at the national meeting as prescribed in the duties of the Division Chair. Attends or assures Division representation at the Division officers' caucus and Division officers' lunch/dinner. Raises specific Division issues, if any, at the open meetings of the Divisional Activities Committee (DAC). Reminds the Secretary, Treasurer, Membership Chair, and Communications Chair either to attend or to assure that there is Division representation at any relevant meeting scheduled by the DAC. Reviews the Division procedures manual for the section(s) relevant to the office of Division Chair. Submits changes to the Division Bylaws Committee in September.
- September: Completes follow-up activities from the fall ACS meeting (thank-you notes, send list of action items to the Executive Committee members, etc. Past Chair, weeds files and forwards all original documents of potential long-term value to the Division Chair.
- December: Begins work with Division Secretary on the Division annual report. OF NOTE: The annual report should include an accounting of the past year's goals and objectives, as well as those planned for the coming year. The outgoing Chair should draft the portion of the report that refers to the past year and the incoming Chair should draft the plan for the coming year.
- Upon completion of term (which occurs at the fall meeting), transfer Historical Documents as appropriate to Archives kept by the Secretary.
- Responsible for reviewing abstracts of papers to be presented at national meeting (including symposia organized by others) and for obtaining information missing on abstract forms.
- Organizes a program to include symposia and all general papers and posters submitted to the Division prior to the deadline specified by the ACS for each meeting, provided that suitable abstracts have been included and at least one of the authors is an ACS member. The membership requirement can be waived for speakers who are invited by symposium organizers who certify that the papers are essential for completeness of the symposium.
- Provide the Preliminary, Final and Future Programming Information to ACS by the timelines established for the specific meeting. Become familiar with, update and monitor the program using the ACS PACS system. See specifics on the PACS system in a separate document from ACS.
- Provides information (future programs, publicity, interdivisional activities, etc.) to ACS headquarters prior to deadlines established by ACS.
- Attends ACS Divisional Officers meeting (usually held during the second or third weekend in January). ACS pays travel expenses for this meeting.
- Provides pertinent information regarding programming, scheduling and "call for papers" to the PICOGRAM Editor prior to the deadline established by the Editor and to the Web Master.
- Appoints Chairs for each session of general papers and checks with symposium organizers to be sure Chairs have been assigned to each half-day session.
- Ensure that each person (first author or other person presenting paper) is aware that their abstract has been received and accepted, the date and time that their paper is scheduled, and where to find details of where meeting registration and hotel reservation forms can be obtained (Chemical and Engineering News and Meetings Department at ACS Headquarters or on the ACS web site). All session Chairs should be notified of the date and time of the session they will chair and informed of their responsibilities (recording attendance, keeping session on time, stimulating discussion, etc.). Session Chairs should be encouraged to be in communication with speakers in their session before the meeting (especially to ascertain that they will all be in attendance and to make contingency plans if there is a cancellation).

CHAIR-ELECT/PROGRAM CHAIR

Term of office: One year (end of fall meeting Aug./Sept. until the fall meeting of following year). The Vice Chair automatically succeeds to the office of Chair-Elect at the close of the fall ACS meeting following the year of his/her service as Vice Chair.

Responsibilities: The two primary responsibilities of the Chair-Elect are: 1) to act as the Program Chair and 2) to prepare to fulfill the role as Chair. The Program Committee Chair must have adequate support and time to devote full attention to the program for at least one full week several months before the Fall meeting. His/her employer must be supportive of the amount of ancillary resources required to fulfill this office. The Chair-Elect fulfills his/her duties through exemplary performance of the following activities:

- Serves as Chair in the absence of the Chair during Governance Meetings.
- Serves as Chair of the Program Committee starting in the fall of the preceding year (when serving as Vice Chair) and is responsible for making certain that organizers of symposia are following through in ample time for future programs.

- Provides symposium organizers a copy of the "Guidelines for Symposium Organizers." These Guidelines contain all the Division's policies regarding the organizational and financial details for holding a symposium.
- Utilizes the most recent edition of the *Information Digest for Division Officers* as a reference on ACS policies and procedures regarding the activities for which he/she will be responsible as Division Chair.
- Attend the Divisional Officers Training Program from ACS in the year serving as Chair-Elect.

- Attend the Program Chair luncheon held by ACS during each of the National Meetings.
- Upon completion of term, transfer historical documents to Archives as appropriate to the Secretary.
- Assure the quality of presentations at Division technical programs with respect to content and presentation. Carefully review abstract prior to acceptance, invite proven, high quality speakers, provide guidance to speakers with regard to the use and creation of visual aids, etc.
- Manage all operational details at the Division program technical sessions, e.g., that the meeting rooms are suitable, that adequate seating is provided, and that all audiovisual equipment is available and working properly.
- Onsite or after each meeting assure that all symposia attendance reports are promptly submitted to ACS Headquarters staff.
- Establish and maintain a working relationship with the ACS Office of Meetings, Expositions, and Divisional Activities.
- Provide the Division Executive Committee with reports on the Committee's activities.
- Attend the annual Program, Planning and Coordination Conference (P2C2). This must also be done as the Vice-Chair prior to becoming the Program Chair. IF this is delayed until the Vice Char advances to Chair Elect (officially the Program Chair), the preliminary program will have to be prepared prior to the training to enter the information into the PACS system.)
- Establish working relationships with other Division Program Chairs.

Timetable:

- January: Attend ACS Division Officers' Training Conference. Submit a committee annual report to the Division Secretary to assist in the preparation of the Division annual report.
- March/April: Begin planning to make committee appointments upon assuming position as Chair, bearing in mind that all committees and their chairs must be approved by the Executive Committee. Have informal program meeting for long range program plans.
- July: Submit items to the Division Chair for inclusion on the fall Governance Meeting agenda.
- August/September: Attend Governance Meeting at the fall ACS meeting. Ensure that all committee chairs and committee members have been appointed for the following calendar year. Review the Division's Division Procedures Manual for the section(s) relevant to the office of Division Chair-Elect. Submit changes to the Division Bylaws Committee in September. Have informal program meeting for long range program plans.
- October: Submit label requests to the Division Secretary for Division mailings scheduled for the following calendar year.
- December: Prepare new Chair's message for Division members to be distributed via the Web site and in the *PICOGRAM*. Submit copy to the Webmaster and the *PICOGRAM* Editor for dissemination. Prepare files for transfer to the incoming Chair-Elect. Forward all original documents of

potential long-term value to the new Chair-Elect. The Committee Chair prepares the files for transfer to the incoming Program Chair.

VICE CHAIR

Term of Office: One year (Aug./Sept. meeting to Aug./Sept. meeting of following year). The office is assumed at the close of the fall ACS meeting following election by full and affiliate members of the Division.

Responsibilities: The primary responsibility of the Vice Chair is to serve in the absence of the Chair-Elect and assist that person in planning and developing future technical programs for the Division. The Vice Chair fulfills his/her duties through exemplary performance of the following activities:

- Responsible for attending and participating in Division activities held at the fall ACS meeting.
- Acting as Chair of the Programming Committee
- As a member of the Executive Committee, will participate actively in the Executive Committee portion of the Governance Meeting at the fall ACS meeting.
- Serve as an ex-officio member of the Program Committee, and as such shall participate actively in the Program Committee portion of the Governance Meeting at the fall ACS meeting.
- Will become thoroughly familiar with developing programs for future Division meetings and shall begin informal preparations for any specific program inputs that he/she may wish to make during his/her tenure as Program Chair.
- Serve as an ex-officio member of the Finance Committee and will familiarize him/herself with all financial aspects of the Division and may participate under the leadership of the Finance Committee Chair in the development of the Division budget.
- To familiarize him/herself with the workings of the ACS and to prepare him/herself for his/her accession to the offices of Chair-Elect and Chair, will attend the ACS Program Coordination (P2C2) and Divisional Officers' Conferences.
- Attend the Divisional Officers' Caucus at the fall ACS meeting.
- Upon request from the Chair or Chair-Elect, the Vice Chair will accept special assignments on behalf of the Division that are consistent with his/her capabilities and priorities (e.g., as the AGRO representative to the Biotechnology Secretariat).
- Shall assume the responsibility for compiling and updating position descriptions for all officers and Committee Chairs of the Division. An incoming Vice Chair shall review all such position descriptions working closely with the incumbents of those positions, making changes as appropriate.

Timetable:

- January: Attends ACS Division Officers' Training Conference.
- August/September: Attend Governance Meeting at the fall ACS meeting. Review the Division's Procedures Manual for the section(s) relevant to the office of the Division of Vice Chair. Submit changes to the Division Bylaws Committee in September.

PAST CHAIR

Term of Office: One year. The office is automatically assumed at the close of the fall ACS meeting following his/her year of service as Chair.

Responsibilities: The principal responsibility of the Past Chair is to serve as Chair of the Nominating Committee for the following year because of his/her Division experience and knowledge of Division members. He/she also serves as an advisor to the Chair. The Past Chair fulfills his/her responsibilities through exemplary performance of the following activities:

- Serves as Chair of the Nominating Committee, which prepares a slate of suitable and qualified candidates for vacant positions of Division Officers, Executive Committee Members and Councilors. The recommendations are submitted to the Chair for approval. The report of the Committee is presented to the members at the spring Governance Meeting of the Division.
- The Chair of the Nominating Committee prepares, in consultation with the Nominating committee, which is composed of the Immediate Past Chair plus the two previous Past Chairs of the Committee (i.e. Chairs of the Division prior to the Immediate Past Chair; these two on the committee are a tradition since it isn't specified in bylaws), a list of suitable and qualified candidates for election to the vacant positions among Division offices.
- The Nominating Committee Chair obtains the agreement of his/her Committee members to a slate of candidates that will be submitted to the Division Executive Committee at the spring ACS meeting so that the information can be sent to the membership for a secret ballot. The ballot must be returned in time for an announcement of the results at the Division Governance Meeting of the fall ACS meeting.
- The Nominating Committee Chair informs the Editor of the *PICOGRAM* of the approved slate of candidates.
- Notify all candidates of the election results immediately after the ballots are tallied.
- The Past Chair and Nomination Committee must work with the Division Secretary to certify the newly elected persons
- Assists the Division Secretary in the preparation of the annual report covering the year of his/her term of office as Division Chair.

- Upon completion of term of office, transfer all relevant files to the incoming Immediate Past Chair. Transfer historical documents as appropriate to Archives (maintained by the Division Secretary).

Timetable:

- January: Submit highlights of the prior year's activities to the Division Secretary to assist in the preparation of the Division annual report. The annual report is the responsibility of the officers who served during the year covered by the report. The report should include an accounting of the past year's planned goals and objectives, as well as those planned for the coming year. The outgoing officer drafts that portion of the report covering the past year, and the incoming officer drafts the plans for the coming year. Recruit nominees and suggestions for Division officer slots to be elected.
- February: Discuss potential election slate with Division Chair.
- March/April: Obtain candidates' biographies in preparation for mail ballots.
- May: Work with Secretary to put together the ballot to be distributed no later than June 1.
- May/June: Assure that slate of candidates gets to the Webmaster and to the Editor of the *PICOGRAM* for dissemination to the members.
- June/July: Oversee tabulation of ballots. Submit items to the Division Chair for inclusion on the fall Division Governance Meeting agenda.
- August/September: Attend the Division Governance Meeting at the fall ACS meeting. Prepare a report and present it at the Governance Meeting, which provides the outcome of the election including the vote distribution. Review the Division Procedures Manual for sections relevant to the office of Past Chair. Submit changes to the Division Bylaws Committee in September.
- October: Prepare files for transfer to the incoming Past Chair. Forward all original documents of potential long-term value to the incoming Past Chair.

SECRETARY

Term of Office: One year, term to coincide with the calendar year beginning after election. The secretary may be nominated for subsequent terms. This office is not necessarily contested on the ballot.

Responsibilities: The primary duty of the Secretary is to take minutes of the various meetings of the Division and see that those minutes are properly communicated to the members of the respective committees and officers. The Secretary fulfills his/her responsibilities through exemplary performance of the following activities:

- Attend and record the minutes of all Governance Meetings of the Division, plus any other official Division meetings at the request of the Division Chair. Distribute minutes in a timely manner to Division officers, committees, and Division members, as appropriate.
- Attend Division officers' training.
- Attend Division Secretaries' forum scheduled at the fall ACS meeting by the DAC.
- Prepare the Division's annual report and send it ON TIME to the DAC, ACS. This report along with the Treasurer's report must be prepared in collaboration with the Treasurer and the Chair and the immediate Past Chair. Send a draft to the Division committee chairs for additions and other suggestions prior to finalization.
- Utilize the most recent edition of the Information Digest for Division Officers as a reference on ACS policies and procedures regarding the activities for which he/she is responsible (Division annual reports, alternate Councilor authorization, confirmation of elected officers, membership rosters and mailing labels, etc.). Reference sample forms and practical examples on the ACS website.
- Create an annual Division calendar with specific dates for the following year's Division operations and activities.
- Maintain a roll of Division members and affiliates and submit the roll annually to the Executive Director of the ACS for verification as provided in the Bylaws of the National Society.
- Conducts business correspondence of the Division as assigned to him/her by the Chair or by the Executive committee. At the end of each year, forward original documents of potential long-term value, including all Division annual reports and meeting minutes to the Archive for long-term storage by the Secretary.
- Verify the attendance of Councilors at the ACS 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.
- Attend the fall ACS meeting and attend all scheduled committee meetings, etc., of the Division.
- Assist Division officers and committee chairs in scheduling meetings and in preparing agendas for these meetings as requested and as appropriate.
- Prior to the fall ACS meeting, make appropriate arrangements with ACS personnel to reserve rooms or other facilities for business and social functions of the Division at these meetings.
- Prior to the fall ACS meeting, mail documents, as appropriate, to the membership. Assist the Program Chair and the Publication Chair, as requested, in ordering Division abstracts and mailing labels.
- Answer incoming correspondence and refer correspondence, questions, etc., to the Chair or other officers of the Division, as appropriate.
- Forward checks or other monies received to the Treasurer. As funds are required for maintenance of the office of Secretary, these monies will be requested from the Treasurer and will be accounted for by appropriate division and/or business procedures.
- Notify ACS to certify the newly elected officers. ACS requests this as part of the Secretary's responsibility.
- Maintain Division files to assure an orderly and accurate maintenance of Division records. Information from these files will be made available to the Division officers and membership, as appropriate.
- Keep up to date on Division Bylaws and the ACS constitution and maintain close communication with the ACS Divisional Activities Office to assure that all Division Business is conducted in accordance with applicable rules and regulations.
- Upon completion of term of office, transfer all relevant files to the incoming Division Secretary.
- Generates a calendar of dates for critical tasks for officers and committee chairs. Notifies officers and committee chairs of these upcoming dates two weeks before these deadlines.
- Maintains Archives of the Division and transfers supervision of the Archives to the incoming Secretary upon leaving office.

Timetable:

- January: Draft Division annual report (The Division annual report is written by the person who served as Secretary during the year that is covered by the report). Attend Division officers' training conference in the year that Division Secretaries are invited (Division treasurers and secretaries attend the conference in alternate years).
- February: Circulate the Division annual report for review by the current Division Chair, Past Chair, all Division officers and committee chairs who served during the year that the report covers to assure that the report is accurate and comprehensive. Make changes to the report as required. Verify the attendance of the Division Councilors at the spring ACS meeting. If necessary, authorize the attendance of alternate councilors. Work with the Division Chair in preparing reports, agendas, etc., for the Division Governance Meeting to be held at the spring ACS meeting.
- March: Upon approval of the Division Chair, submit the Division's annual report to the ACS Office of Divisional Activities on or before the specified date.
- March/April: Remind the Nomination Committee Chair to submit the slate of candidates and their biographies in time for the mailing of election ballots in May.
- July: Work with Division Chair in the preparation and distribution of the agenda for the Division governance meeting scheduled for the fall ACS meeting.

- July/August: Work with the Division Chair in preparing and distributing reports for the Division Governance Meeting that will be held at the fall ACS meeting. Upon notification by the Nomination Committee, notify all candidates of the results of the election for Division officers. Verify the attendance of the Division Councilors at the fall ACS meeting. Authorize attendance of Alternate Councilors, if necessary.
- August/September: Record minutes of the Division's Governance Meeting. Record minutes of other Division meetings at the request of the Division Chair. Attend the forum for Division Secretaries, if scheduled at the meeting by the DAC.
- September: Draft minutes of Division meeting within 2-4 weeks after the meeting and circulate them to the attendees for review and comments. Revise the draft as necessary and submit approved minutes to the *PICOGRAM* Editor and Webmaster who will disseminate them to the members. Review the Division's Division Procedures Manual for the section(s) relevant to the office of Secretary. Submit changes to the Division Bylaws Committee in September.
- October: Notify ACS Headquarters and submit them to the Executive director of the ACS. Obtain the following year's mailing label requests from all Division Committee Chairs and Division officers.
- November: Submit mailing label requests for the following year's mailings to the ACS members and Subscriber Services in Columbus. Draft Division annual calendar for the following year and circulate to all Division officers and Committee Chairs who will serve in office in the following calendar year.
- December: Review the Division files. Transfer original documents of potential long-term value to the Division Chair. Weed the correspondence of unnecessary documents. If completing term of office, prepare the files for transfer to the incoming Secretary. Begin draft of the Division annual report.

TREASURER

Term of Office: One year, term to coincide with the calendar year beginning after election. The secretary may be nominated for subsequent terms. This office is not necessarily contested on the ballot.

Responsibilities: The primary responsibility of the Treasurer is to coordinate and monitor the financial activities of the Division to accurately maintain the Division financial records, and to report on the financial health of the Division to the Division Executive Committee, Division members, the IRS, and the ACS. The Treasurer fulfills his/her responsibilities through exemplary performance of the following activities:

- Act as custodian of the Division funds, collect dues and other revenues, and pay the bills of the Division.
- Maintain accurate records of receipts and disbursements in a format consistent with standard accounting principles.

- Maintain the Division checking and savings accounts in any bank(s) convenient to the Treasurer. The Treasurer and the Chair of the Finance Committee are authorized to make withdrawals by signing checks against the Division accounts. Checks are to be endorsed as follows: For deposit only, Division of Agrochemicals, ACS, followed by the Treasurer's signature. Maintain accurate account records, showing the source of all receipts and bills and the reasons for all expenditures.
- Attend the fall ACS meeting in order to actively participate in and present a financial report to the Governance Meeting.
- Work closely with symposium organizers to assure their financial obligations are handled in an expeditious manner in accordance with the Division's Guidelines for Symposium Organizers.
- Serve as an ex-officio member of the Finance Committee.
- Attend the Division Treasurers' forum scheduled at the ACS fall meetings by the ACS DAC.
- Attend the Division officers' training conference in the year that Division Treasurers are invited.
- Prepare an Annual Report on the status of the Division's funds for the DAC.
- Deposit dues monies collected at the fall ACS meeting and send new members' names and addresses to the Membership Chair for inclusion in the Division's rolls.
- Attend the Division's Finance Committee meeting if one is scheduled.
- File the Division's annual federal income tax return on or before the due date, usually May 15. Refer to the most current edition of the Information Digest for Division Officers for examples of income tax forms, due dates, etc. (Income Tax form 990 and Schedule A).
- Initiate the annual audit of the Division's financial records. Records should be audited by two members of the Finance Committee. For convenience, this audit could be conducted during the fall ACS meeting.
- Cut checks for Division speakers, awardees, etc., who received Division payments within 90 days after the meeting. Requests for payment can be refused after this date.
- Upon completion of term of office, transfer all relevant files to the incoming Treasurer and forward all original documents of potential long-term value to the Chair for storage.

Timetable:

- January: Attend the Division officers' training conference in the year that Division Treasurers are invited. Draft the Division annual financial report. The report is written by the person who served as Treasurer during the year covered by the report.
- February: Circulate the Division annual financial report to the Chair of the Finance Committee to assure the accuracy and comprehensiveness of the report. Make changes to the report as required. Submit items to the Division Chair for inclusion on the spring Governance Meeting agenda.

- March: Upon approval of the Division Chair, submit the Division annual financial report to the ACS DAC on or before the specified date. Prepare Division financial report for presentation at the spring ACS Division Governance Meeting.
- April: Prepare the IRS forms and submit them to the District Director of the IRS on or before the specified date. Refer to the most recent edition of the Information digest for Division Officers for sample forms, examples, and general information.
- July: Submit items to the Division Chair for inclusion on the fall Governance Meeting agenda. July/August: Prepare Division financial report for presentation at the Division Governance Meeting at the fall ACS meeting.
- August /September: Present Division financial report at the Division Governance Meeting. Attend meeting of Division treasurers, if scheduled by the ACS DAC. Attend Division Finance Committee meeting, if held.
- September: Review the Division Procedures Manual for sections relevant to the office of Treasurer. Submit changes to the Division Bylaws Committee.
- October: Submit label requests, if any, to the Division Secretary for Division mailings scheduled for the following calendar year.
- December: If completing term of office as Treasurer, file bank signature cards for the incoming Treasurer. Forward any documents of potential long-term significance to the new Division Treasurer. Begin preparation of the Division's annual financial report. The Division's annual financial report is prepared by the person who served as Treasurer during the year covered by the report.
- Serve as a representative of the Division, voting on issues in Council in the best interest of the Division, not their own or their employer's interests.
- Maintain awareness and understanding of all issues brought to Council for consideration and/or vote.
- Study the Agenda of the Council prior to each meeting of the Society and bring to the attention of the members at the Governance Meeting issues on which they solicit the Division's guidance and the potential impact of those issues upon the Division. Debate the issues and vote on all matters before Council in accordance with their perception of the will of the majority of the leadership of the Division.
- Prepare a written summary of the Council actions for each meeting. Report significant actions taken in council to the Division membership at the Governance Meeting. Councilors should cooperate in the preparation of a composite report of Society decisions taken in Council or on Council/Board Committees that are of interest to Division members. Such reports should be published in each issue of the *PICOGRAM* immediately following the most recent meeting.
- Take responsibility for discharging other duties concerning Division representation in Council and on ACS Committees as may be delegated to them by the Chair.
- There are two council meetings per year. Councilors should attend both of these meetings. The Councilor is responsible for notifying the Division Chair one month before the scheduled meeting if he or she is unable to attend the council meeting.
- Must give the Division Chair six months prior notification of his/her impending action (if possible) if he/she finds that he/she must resign.
- Seek appointments to, and actively participate in committees of the Society.
- Serve on Division committees at the request of the Division Chair.
- Represent the Division at the Division Officers' Caucus held at the fall ACS meeting as well as participate in the Divisional Councilors' Caucus held at the fall ACS meeting. If possible, attend open sessions of the Divisional Activities Committee.

COUNCILOR/ALTERNATE COUNCILOR

Term of Office: Three years. The office is assumed on January 1 of the calendar year immediately following election by the full members (not affiliate members) of the Division. Note: A councilor is an officer of the Society; the term of office is set by the ACS Bylaws, as is the number of councilors for each Division. Councilors can be reelected for three-year terms.

Responsibilities: The primary responsibility of the Councilor (and the Alternate Councilor, who is the substitute representative in the absence of the Councilor) is to represent the Division to the ACS through active participation in the decisions and activities of the Council. Councilors may serve, if appointed by the ACS Board of Directors or elected by the Council, on various Committees, Commissions, or other sub-groups of the Society's legislative body or the Board of Directors. Such activities tend to enhance the value of the Councilor to the Division, inasmuch as the Councilor represents the Division as well as himself or herself on such committees. The Councilor fulfills his/her responsibilities through exemplary performance of the following activities:

Timetable:

- February: Review Council agenda book for the spring ACS meeting in order to understand all of the issues that will be discussed and/or voted upon. Confirm attendance at the spring Council meeting with the Division Secretary. Submit items to the division Chair for inclusion on the Governance Meeting agenda.

- March/April: Present Councilor's report at the Governance Meeting. Attend the Division Activities Committee during open sessions and if possible the Divisional Officers' Caucus (DOC). If appointed to serve on a Division or Society committee, attend their meetings scheduled to take place at the spring ACS meeting. Represent the Division's interests at the Council meeting.
- April: The Councilor will draft within 2-4 weeks after the meeting a written summary of the issues discussed and/or voted upon at Council that may be of interest to Division members. The draft is to be circulated to all Division Councilors in order to assure the accuracy and comprehensiveness of the report. The final report should be submitted to the Webmaster and the *PICOGRAM* Editor for dissemination to Division members.
- July: Submit items to the Division Chair for inclusion on the Governance Meeting agenda for the fall ACS meeting.
- July/August: Review Council agenda book for the meeting to be held at the fall ACS meeting in order to understand all of the issues that will be discussed and/or voted upon. Confirm attendance at the fall Council meeting with the Division Secretary.
- August/September: Present Councilor's report at the Division Governance Meeting. Attend the Division Activities Committee during open sessions and if possible the Divisional Officers' Caucus (DOC). If appointed to serve on a Division or Society Committee, attend their meetings scheduled at the fall meeting. Represent the Division's interests at the Council meeting. Within 2-4 weeks after the meeting, draft a written summary of the issues discussed and/or voted upon at Council that may be of interest to Division members. The draft is to be circulated to all of the Division's councilors in order to assure the accuracy and comprehensiveness of the report. The final report should be submitted to the Division Webmaster and the *PICOGRAM* Editor do disseminate to Division members.
- September: Review the Division Procedures Manual for sections relevant to the office of Councilor/Alternate Councilor. Submit changes to the Division Bylaws Committee in September.
- December: Review the files. Forward any documents of potential long-term significance to the Division Chair. If not continuing in the office of Councilor or Alternate Councilor, prepare the files for transfer to the incoming Councilor/Alternate Councilor by January 1. Forward any documents of potential long term value to the Secretary for inclusion in the Division Archives.

DUTIES OF COMMITTEES

Committees of the Division of Agrochemicals are the resources through which the Division plans its activities, fulfills members' expectations, and assures 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, our Division's 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.

The Division Chair appoints committee chairs and members with concurrence of the Executive Committee (Bylaw V, Sec. 8). Committee Chairs and members may be re-appointed by subsequent Division Chairs. All Committee Chairs and Committee members should be appointed or reconfirmed following the Division Chair's taking office and prior to the Spring ACS National Meeting. All Committees should have stated and measurable annual objectives that are in line with the Division's overall strategic goals.

Each Committee Chair should submit a written progress report to the Division Chair and to the Executive Committee prior to the annual Division business meeting (generally held at the fall ACS national meeting) as well as an annual report (in January) to the Division Secretary to assist in the 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 Committee Chair, that person should prepare the plan for the coming year.

Committee Chairs may hold meetings as necessary or requested by the Division Chair. Normally, these are held at National Meetings on Saturday or Sunday prior to the Division Executive Committee meeting. Committee Chairs are expected to attend the Executive Committee Meeting (part of the Governance Meeting).

EXECUTIVE COMMITTEE



Figure 2. Executive Committee Structure. Each year 5 members are elected for a three year term and 5 members cycle off. Figure provides an example of the committee structure in the year 2002.

Purpose: The purpose of the Executive Committee is to serve as the senior management team responsible for leadership of Division activities assuring the overall growth and financial health of the Division. The Executive Committee is authorized to manage the affairs of the Division, including determination of policy and coordination of the operation of committees.

Composition: The Executive Committee consists of the Chair, Chair-Elect, Vice Chair, Secretary, Treasurer, Past Chair, Subdivision Chair, Councilors, and fifteen at-large, elected members with elections staggered to elect five new members each year). The Division Chair will serve as the Chair of the Executive Committee. Term of Office for the fifteen elected members: three-year terms. The office is assumed at the beginning of the calendar year (Bylaw III, Sec. 14).

Responsibilities:

- The work of the Committee will be carried out during an in-person session held during the fall ACS meeting and by multiple phone conference call meetings and email exchanges in-between ACS meetings. It is the responsibility of incumbents to make every effort to attend the annual face-to-face meeting and as many phone conference call meetings as possible. Since some AGRO matters will require urgent feedback and Committee decisions between formal meetings or phone conferences, it is critically important that members be responsive and prompt to requests for inputs and opinions via email from the Chair.
- Shall be informed of the structure and organization of the Division by becoming familiar with the Division Bylaws, Division Procedures Manual, and other Division documents, as appropriate.

- Each at-large member of this committee will serve on at least one other AGRO committee.
- Shall keep abreast of the developing programs of the Division and offers ideas and input as appropriate to strengthen the Division or make it more responsive to the Division membership and the scientific disciplines served by the Division.
- Shall interact with individual members of the Division to get a sense of the needs and desires of the membership at large. Knowledge or insight gained as a result of such interaction shall be conveyed to the Executive Committee as a whole and/or officers of the Division.
- Develop, implement, and monitor the Division strategic plan. Review it annually and revise as needed.
- Assure that the Division's administrative framework supports the Division's current goals.
- Oversee the finances of the Division and assure the Division's overall financial health.
- Provide management guidance to the Division's committees to assure that their activities are in alignment with the Division's mission, goals, and objectives, as well as those of the ACS. The EC should conduct a formal review of the function, design, and effectiveness of Division Committee structure at least once every five years, with a report presented at the annual business meeting. The EC should establish new committees and revise, redirect or abandon existing committees as needed to support Division goals.
- Maintain an awareness and understanding of the current needs and expectations of Division members.
- Assure that the Division's activities (technical programs, membership recruitment, educational outreach, etc.) meet members' needs.
- Assure that the Division adapts to meet the changing needs of its members as the science of chemistry and its supporting technologies evolve.
- Encourage cooperative ventures within ACS and with other societies at the local, regional, national, and international level.
- Assure that the Division operates in accordance with the Division and ACS bylaws.
- Communicate on a regular basis with Division members and facilitate interactive communication.
- Communicate and work in cooperation with ACS Headquarters and Governance.
- Encourage and recognize member participation in ACS governance and contributions to the Division.
- Assure that succession planning is in place for all key Division leadership roles.
- EC members should contribute to the programming efforts of the Division. Each member should contribute at least one symposium idea and be involved at least once as a symposium co-organizer during their 3-year term.

PROGRAMMING COMMITTEE

Purpose: The purpose of the Programming Committee is to plan, develop, and implement the Division's technical program.

Composition: the Division Vice-Chair chairs the committee and the Chair-Elect is a member (Bylaw V, Sec. 1). The Committee Chair nominates the members of the committee. The Committee Chair can nominate as many members as necessary to assure that the Division's programming requirements are met. Qualified committee members are selected to provide a broad representation of the Division membership (industry, academia, government, etc.) in order to assure that the Division's programs meet the diverse needs and interests of its members.

Term of Office: The Chair-Elect (Program Chair) serves a one-year term. The committee members serve three-year terms and their terms are staggered to assure continuity.

Responsibilities:

- Identify topics for future Division symposia for the ACS national meeting. Topics should be selected with due consideration given to the various interests represented by Division members, to the timeliness of the topic, to recent past symposia held on the topic by any ACS Division, and to the availability and willingness of a symposium chair to organize the symposium.
- Identify Symposia topics two-to-three years in advance in order to secure the best possible participants, to raise funds if necessary, to make travel arrangements, etc.
- Coordinate sponsored and co-listed symposia with other ACS Divisions, secretariats, and committees at the national ACS meeting. Historic cooperation with AGFD and ENVR Divisions should be maintained and expanded.
- Develop strategic programming alliances and pursue cooperative programming ventures with related scientific societies, industry associations and NGO's following established ACS procedures. Recent collaboration has occurred with SETAC, the Florida Pesticide Residue Workshop, and IUPAC.
- Pursue Division participation in regional meetings of the ACS.
- Pursue Division participation in intersociety meetings in which the ACS participates
- Solicit and advance scientific proposals for innovative programming outside the national ACS meeting involving special conferences, workshops, and seminars, including web-based events. These may be AGRO organized or AGRO co-sponsored events in collaboration with other organizations. The scientific content of these events should be of interest to a significant number of Division members and be at the cutting edge of knowledge of the subject.
- Communicate with symposia topic 'Champions" at least twice during each year by conference call and/or individually.

- One member of this committee should be on the International Activities Committee to help involve AGRO in participation in Pan Pacific Conferences on Pesticide Chemistry and other international meetings appropriate for AGRO participation.
- The Committee assures that any Division event of potential historical significance that are held at the meeting are appropriately documented by photographs, etc. The Program Chair will appoint a person for each event, symposium, etc. to be responsible for the collection of this documentation, photographs, etc. and to provide appropriate materials to the Communications Committee for publishing and the Division Chair for archival, as appropriate.
- Provides advice and aid to the organizers of special conferences, workshops, seminars and other sponsored or co-sponsored events about technical program, site selection, financial and meeting arrangements, and publication.

Timetable:

- July: Submit items to the Division Chair for inclusion on the fall Governance Meeting agenda. Distribute the agenda and schedule for the Committee meeting to all Committee members.
- August/September: The Committee meets at the fall ACS meeting.
- October-July: Communicate with members of the Committee electronically and by conference calls on a regular basis to keep planning on track.

FINANCE COMMITTEE

Purpose: The purpose of the Finance Committee is to monitor the financial activities of the Division.

Composition: The Division Chair appoints the Finance Committee Chair. The incumbent Treasurer is an ex-officio member. The Committee Chair nominates approximately four members who have reasonably strong financial skills. The Finance Committee reports to the Division Chair and the Division Governance.

Term of Office: ≥ 3 years. Committee members are appointed for three-year terms. Terms are staggered to assure continuity. The Treasurer serves as an ex-officio member of the committee for as long as he/she serves in the office of Treasurer.

Responsibilities:

- Recommend to the Division Executive Committee annually a fiscally sound operating budget for the next year derived from input from Division committees and officers. This budget should be provided before the annual Executive Committee meeting.
- Evaluate Division programs and activities for overall financial impact (expenses versus revenues).

- Monitor internal and external trends that will impact or influence Division finances (meeting attendance, publication sales, competition, member behavior, price increases, etc.).
- Monitor the Division budget versus actual expenses and revenues to assure that spending levels and income revenues are performing as expected; make recommendations to the Division Executive Committee for adjustments to the budget, as necessary.
- Assure that the appropriate Division Committees perform periodic audits (publications, awards, etc.) for excessive rising costs.

Timetable:

- January: The Division Treasurer drafts the Treasurer's portion of the annual financial report. The Division annual financial report is written by the person who served as Treasurer during the year covered by the report.
- February: The Finance Committee Chair circulates the Division financial report of expenditures versus budgeted amounts for the past year as well as the budget for the coming year to the Treasurer to assure its accuracy and comprehensiveness. The financial report is submitted to the Webmaster and the *PICOGRAM* Editor for dissemination to the membership. March: Upon approval of the Division Chair and Finance Committee Chair, the Treasurer submits the Division's annual financial report to the ACS Office of Divisional Activities on or before March 15.
- July: Submit next year's proposed budget to the Division Chair for inclusion on the fall Executive Committee agenda.
- August/September: Present a financial report to the Governance Meeting during the fall ACS meeting. Discuss any potential financial problems that may be arising.
- November: Provide Program Chair an estimate of available funds for the fall program for the next year.
- December: The Division Treasurer begins drafting the Division annual financial report, and works with the Division Secretary to ensure that the Annual Report is prepared on-time.

NOMINATING COMMITTEE

Purpose: The purpose of the Nominations Committee is to develop a slate of qualified candidates for the elected Division offices that need to be filled for the following calendar year.

Composition: This committee is composed of the Immediate Past Chair, who becomes the Nominating Committee Chair, and the two additional members, who traditionally have been the immediate former Chairs of this Committee (i.e. the 3 past Division Chairs).

Term of Office: The Committee Chair serves for one year in that capacity. As described in the previous section, each Committee member serves a total of three years with one member sliding off and a new member joining each year.

Responsibilities:

- Identify the elected Division offices that need to be filled for the following calendar year.
- Put out a call for nominations to the Division leaders. It is recommended that this process begin immediately after the Governance Meeting during the fall ACS meeting. If publication is desired in the Spring *PICOGRAM*, the slate should be completed by the end of December to meet the deadline for publication.
- Consult with the prior year's Chair of the Committee to identify previous candidate considerations and to obtain any available documents on names, qualifications, etc.
- Select eligible, qualified candidates for each office to be filled. Bylaw III, Sec. 10 specifies that the Vice-Chair position must have two candidates. You can nominate more than one for other positions, but this is not necessary. Only full Division members are eligible to hold elective positions.
- Communicate with each potential candidate to determine their willingness to stand for election and their ability to attend Division meetings during their terms of office. Inform them of the details of the position, what is required from a time and travel perspective, and what information they must supply (by when and to whom) should they accept the nomination.
- Collect and edit the biographical material and/or candidates' statements for submission to the Secretary by the deadline required for publication to the membership on the Division web and in the spring *PICOGRAM*.
- Report the proposed election slate either at the Division Governance Meeting during the ACS spring meeting or, if not meeting during the spring, via email by April 1.

Timetable:

- September: Identify all Division positions that need to be filled by membership vote for the following calendar year. Send out call for nominations. Talk with members attending the meeting about potential candidates and talk with potential candidates at the fall ACS meeting. Consult with the prior year's Nominations Chair and the other members of the Committee to obtain the names and background information of potential candidates. Since the Executive Committee vacancies are competitive positions, at least two names must be submitted for each vacancy. Bylaws specify 10 candidates to fill the 5 vacancies on the Executive Committee.
- September/October/November: Complete the slate and collect the required documents to include with the ballot (biographical material and election statements). Send the slate to the Division Chair.

- December: Complete the collection of the biographical material and election statements. Edit the material submitted by the candidates. Forward the slate to the Webmaster and the *PICOGRAM* Editor for publication.
- March/April: Present the slate of candidates to officers of AGRO for approval.
- May: Prepare the candidate information for AGRO Website and for distributing with the ballots.
- July: Submit items to the Division Chair for inclusion on the fall Governance Meeting agenda.
- August/September: Attend the fall Governance Meeting at the ACS meeting and present the results of the election. After the meeting prepare files for transfer to the incoming Committee Chair.

MEMBERSHIP COMMITTEE

Purpose: The purpose of the Membership Committee is to develop programs and activities for the recruitment of new members to the Division and to the ACS, as well as to develop activities and programs for the retention of existing members.

Composition: Division Chair appoints the Committee Chair plus three or more members with the advice and approval of the Executive Committee. This Committee shall aggressively promote membership in the Division.

Term of Office: Chair and members serve at the pleasure of the Division Chair and concurrence of the Executive Committee.

Responsibilities:

- Serve as champion for membership growth and satisfaction. Lead efforts for recruitment of new members and retention of existing members. Promote member satisfaction with Division programs.
- Advance awareness and knowledge of AGRO programs and opportunities within pools of potential members. Promote Division image and attractiveness to new members in cooperation with the Communications Committee.
- Confer on a regular basis with committee members, Division officers, etc., on approaches to enhance membership.
- Arrange for new members to receive Division literature including the most recent *PICOGRAM* and membership directory.
- Arrange for periodic updates of the Division's membership directory. Work with Division officers and ACS staff on the updates.
- Maintain a current membership roster.
- Coordinate new membership applications at the ACS meetings.
- Recruit new full, affiliate, and student Division members.

- Process membership applications that are sent directly to the ACS Member and Subscriber Services Department for ACS processing.
- Communicate to new members via a welcoming letter and include other Division information (Division bylaws, recent publications, membership directory, Web site information, etc.).
- Submit the names, addresses, and membership status of all new members to the *PICOGRAM* Editor for publication.
- Follow up with those who have cancelled Division membership to determine the cause of the cancellation and to attempt to renew their membership.
- Communicate to all those whose names are provided by ACS Headquarters as being interested in the Division and send copies of the Division recruitment brochure.
- Work with the Division Treasurer and ACS Headquarters in order to maintain current and accurate membership records.
- Develop and maintain an inventory of a Division recruitment brochure that contains a membership application; review annually for possible updating.
- Operate a Division recruitment table at each ACS meeting.
- Utilize the monthly membership rosters received from ACS Member and Subscriber Services as a resource to identify new and cancelled members.
- Ensure the accuracy of membership lists used for Division directory purposes.
- Report to the Governance Meeting on the status of Division membership.
- Write articles for Division publications to highlight Division membership; use as a potential recruitment tool.
- Attend forums for Division Membership Chairs that are scheduled at ACS meetings by the DAC.
- Survey the membership on a periodic basis, in cooperation with the Communications Committee, to determine member satisfaction with Division programs and solicit feedback on improvements and new ideas.

Timetable:

- January: Submit Committee annual report to the Division Secretary to assist in the preparation of the Division annual report.
- July: Submit items to the Division Chair for inclusion on the fall Governance Meeting agenda.
- August/September: Reports on the status of Division membership at the Governance Meeting during the ACS meeting. The Committee operates a membership table outside the rooms housing the Division's technical program. The Division membership recruitment brochure is reviewed for possible updating.
- October: Submit label requests to the Division Secretary for Division mailings scheduled for the following calendar year.

- December: If completing his/her term of office the Chair prepares the files for transfer to the incoming Chair. The Committee Chair begins the draft of the membership portion of the Division annual report.

AWARDS COMMITTEE

Purpose: To administer awards offered by the Division to the extent authorized by the Division Executive Committee. The awards program is an integral part of the Division, its purpose being to recognize and encourage outstanding contributions to our science and our Division.

Composition: The Division Chair appoints the Committee Chair. The Committee will consist of ten or more members who are senior and mid-career scientists, including past winners of the ACS International Award for Research in Agrochemicals and/or Division Fellows. International representation should be maintained.

Term of Office: The Committee Chair and members serve as appointed by the Division Chair with the concurrence of the Executive Committee.

Responsibilities:

- Manage nomination process, sponsorships, evaluations and presentations of the following annual, recurring awards:
 - International Award for Research in Agrochemicals (currently sponsored by DuPont)
 - Award for Innovation in Chemistry and Agriculture (currently sponsored by BASF)
 - AGRO Division Fellow Awards
- Coordinate and submit nominations on behalf of Division for ACS Fellow Award.
- Maintain contacts and contracts with all Sponsors of all awards.
- Work with the ACS Staff on all contracts or agreements.
- Follow-up on all awards with the respective Sponsor at an appropriate time consistent with that Sponsor's budget cycle.
- Give all Sponsors sufficient lead time to develop any specific programming that the Sponsor may want to have for the specific award.
- Publicize the Division awards (the International Award, Innovation Award and the Division Fellow award) in any manner that enhances their recognition, importance, and prestige.
- Solicit nominations of highly qualified, living individuals for these awards. In the case of the ACS International Award for Research in Agrochemicals, it is important the Committee actively seek nominations of highly qualified candidates from foreign nations as well as the United States. Membership in the Division is not a factor in selecting nominees. It is the responsibility of the nominator to furnish supporting documents, including a curriculum vita, with any nomination.

- Develop a slate of qualified nominees for each Division award. Nominations for the International Award must be received by the Chair by December 31 of each calendar year. Nominations for the Innovation Award must be received by the chair by September 30 of each year. Nominations for the Fellow award must be received by the Chair by May 15 of each calendar year.
- The Chair will assemble a dossier on each nominee and distribute copies of the dossiers to each Committee member, together with ballots through which the awardees shall be selected. The Chair sets a deadline each year by which time completed ballots must be returned and reminds members of the Awards Committee to rank their evaluations of the dossiers according to the qualifications of each nominee for the specific award for which the nomination was made.
- Nominees for the International and Innovation Awards who are not elected in their first year will remain eligible for two additional years and will appear on the ballot for up to three years; if not elected within three years, the committee chair may contact the nominator to suggest re-nomination of the nominee, and if re-nomination does not occur, the nominee is removed from the slate.
- For AGRO Fellow Award, ballots and nomination materials are sent to the members of the committee by June 15, so that the ballots can be returned and tabulated in time for announcement in the Picogram and presentation of the plaque at the fall meeting. This plaque may be presented at the AGRO Division social or at the Combined Governance meeting, or both. No monetary award is presented with the Fellow Award. The ballots maybe faxed, mailed, or may be sent to the chair of the Awards Committee.
- Notify AGRO Chair, Award Sponsors, and all members of the Awards Committee of the final selections.
- Notify the awardee of his/her selection, of the date and location of the award presentation, of the details of the award (expenses covered, etc.), and of anything that is expected of the awardee (symposium, award speech, etc.).
- Contact nominators of the international awardee to ensure that they develop the symposium. Explain AGRO Division policies on financial support of the symposium and dinner. Be prepared to offer advice or assistance in organizing or moderating the symposium.
- Notify the Division Programming Committee promptly of all award selections so that they can initiate the development of any symposium related to the award presentation. Submit announcement of the awards to the ACS Office of Divisional Activities for publication in C&EN.
- Maintain copies of award commendations, presentation photos, and other documents of long-term value.
- Order award plaques, certificates, etc. If there is a monetary portion of the award, make sure that the check is in hand for presentation and that the check is made out to the recipient. Many corporations now must (or prefer to) make Charity Contributions to the American Chemical Society directly. If this

is the case, the Awards Committee Chair can work with the sponsor and the Division Treasurer to accommodate this need by getting the funds "specified" either in the ledger portion of the check or in a cover letter that the funds are for the (name award) Award in the Agrochemical Division. Many corporations have difficulty cutting a check to a specific individual for an Award or Stipend. AGRO can cut the actual check to the individual winner(s).

- Present Committee report to the Executive Committee meeting at the fall Governance Meeting during the ACS meeting.
- Draft Committee annual report and forward to Division Secretary to assist in the preparation of the Division annual report. Include details on all those who received Division awards.
- Support and provide advice to the Early Career Scientist Committee concerning the AGRO New Investigator Award program.

Timetable

- January: Prepare nomination packets for the International Award for distribution to the committee members. Prepare a ballot to be sent with the nomination packets. The names on the ballot are listed in a randomized order.
- February: Receive and tabulate ballots for the International award. Notify the awardees and their nominators of the results and of the meeting at which the awards will be presented (the following year). Inform the committee members of the results. Inform the Chair, Program Chair, and Vice chair of the results, usually via copies of the letters sent to the awardees. Inform the sponsors of the awards.
- July: Contact *C & E news* with photos and biosketches. Of International, Innovation, and Fellow Award winners. Submit photos and biosketches to *PICOGRAM* editor. Update list of International Award and Innovation Award winners for the *PICOGRAM*.
- May: May 31 is the annual deadline for submitting nominations for the Fellow Award.
- June: Send out ballots for Fellow Award, tabulate, and notify nominator(s) of results.
- July: Order plaques for fall meeting: one for the International Award winner, one for the Innovation Award winner, one for the outgoing Chair of the Division, and one for any Fellows to be honored. Notify the sponsors (DuPont, BASF) representatives regarding the awardees for the fall meeting and make arrangements for representatives to present the honorarium checks at the symposia in the awardees' honor (International Award) or at the lecture given by the awardee (Innovation Award) at that meeting.
- August/September: Prepare committee report for the governance meeting of the Division. Announce International Award winners for the following year. Thank the sponsors of the International Award and Innovation Award. Bring plaques for International Award, Innovation Award, Fellow

and Past Chair to the meeting. Attend award ceremony. Provide assistance as needed.

- August/September: Ask awardees to which media (up to two per awardee) they would like news items on their award communicated. The awardee must provide the contact information. Send this information to the selected media.
 - September: Receive Innovation Award nominations, Deadline is September 30.
 - October: Send out packets and ballot for Innovation Award.
 - November: Receive and tally Innovation Award ballots. Notify Award Committee, Division Chair and Program Chair, nominator, sponsor, and recipient.
- December: Receive nominations for International Award by December 30.

EARLY CAREER SCIENTIST COMMITTEE

Purpose: This Committee will promote the interests of students, postdoctoral researchers, and early career scientists and enhance their participation in programs of the AGRO Division. The Committee oversees education and development efforts concerning early career scientists and administers the graduate student travel award program and the New Investigator Award.

Composition: A committee chair is appointed by the Division Chair, and the committee shall be comprised of 6 or more members including at least 2 graduate students or recent post-grads, one member of the Membership Committee, and one member of the Communications Committee.

Responsibilities:

- Promote and develop new initiatives related to education and development of students and early career scientists.
- Publicize AGRO program and activities of interest to early career scientists in cooperation with the Communications Committee. Regular contributions to the AGRO webpage and e-newsletter are recommended.
- Identify and maintain an active listing of major graduate school programs with AGRO interests for recruitment of student and post-doctoral members in cooperation with the Membership Committee.
- Identify and recruit early career scientists to serve as symposium co-organizers.
- Advance mentoring activities for early career scientists within the Division.
- Administer the annual New Investigator Award program, including publicizing the award, soliciting candidates, evaluating applicants, presenting the award, and organizing a New Investigator Award Symposium as part of the AGRO program at the ACS national meeting. Financial sponsorship of the award is arranged with Dow AgroSciences. See annual timetable below.
- Administer the annual graduate student poster travel award program, including publicizing the awards, soliciting

applicants, making decisions on travel grants, organizing a Graduate Student Poster Section as part of the AGRO program at the ACS national meeting, and presenting the awards as part of the Division Social Hour at the ACS national meeting. Financing of the awards are from the AGRO Educational Endowment Fund. See annual timetable below.

- Organize an AGRO graduate student luncheon and seminar at the ACS national meeting.

Annual Timetable for the New Investigator Award Program:

- October/November: Prepare the Call for Applications. Arrange for the Call for Applications to be published in the spring issue of the *PICOGRAM*.
- December/January/February: Arrange for the Call for Nominations to be noted as a news item in the AGRO e-newsletter.
- January: Notify incoming Program Chair of scheduling for the New Investigator Award Symposium for the fall ACS meeting and which individual(s) will serve as symposium organizer(s). Determine deadline for receipt of abstracts in the PACS system.
- February: Contact the award sponsor (now Dow AgroSciences) to arrange annual donation in support of the award.
- March 1: Deadline for receipt of applications by the Committee Chair. A complete application includes:
 - A maximum five-page paper describing the research or other work relevant to the broad mission of the AGRO Division.
 - A 150-word abstract for an oral presentation paper submitted via the ACS PACS system for the fall ACS national meeting.
 - At least one letter of recommendation from a current supervisory scientist
- March: Evaluation of the applications by the Early Career Scientist Committee and decision on awardee(s) and runner-up(s).
- March: Arrangement of New Investigator Award Symposium in the PACS system by the symposium organizers.
- April: Notifications of the outcome of the evaluation of applications: Awardees (winners), applicants not selected as awardees, Early Career Scientist Committee members, Division Chair, Division Secretary, Division Treasurer, Program Chair, award sponsor (Dow AgroSciences).
- May/June: Arrange publicity of the awardees. Announcement in the *PICOGRAM* (sent to the Editor) and e-newsletter.
- June: Order the award plaque and arrange for engraving.
- June: Arrange complimentary meeting registration for the award winner with the Program Chair.
- August/September: Preside at the New Investigator Award symposium. Present award plaque and check to winner.

Annual Timetable for the Graduate Student Poster Travel Award Program:

- October/November: Prepare the Call for Applications. Arrange for the Call for Applications to be published in the spring issue of the *PICOGRAM*.
- December/January/February: Arrange for the Call for Nominations to be noted as a news item in the AGRO e-newsletter.
- January: Notify incoming Program Chair of scheduling for the Graduate Student Poster Session for the fall ACS meeting and which individual(s) will serve as session organizer(s). Determine deadline for receipt of abstracts in the PACS system.
- March 1: Deadline for receipt of applications by the Committee Chair. A complete application includes:
 - A 150-word abstract for a poster presentation paper submitted via the ACS PACS system for the fall ACS national meeting.
 - A two-page extended abstract giving more detail of the research and presentation.
 - A short letter of nomination from the faculty advisor.
- March: Evaluation of the applications by the Education Committee and decision on awardees.
- March: Arrangement of Graduate Student Poster Session in the PACS system by the symposium organizers. Posters should also be included in the Sci-Mix session in cooperation with the Program Chair.
- April: Notifications of the outcome of the evaluation of applications: Awardees (winners), applicants not selected as awardees, Early Career Scientist Committee members, Division Chair, Division Secretary, Division Treasurer, and Program Chair.
- May: Graduate student luncheon reservation arranged with Program Chair and assistance of Social Committee; food order submitted via ACS Meetings Dept.
- August/September: Oversee Graduate Research Poster Competition at Fall national ACS meeting. At the Sunday business meeting, encourage all members to attend the Poster Competition and to interact with student participants at Competition Symposia, Sci-Mix, AGRO social, etc. Coordinate judging of posters. Announce winners and distribute awards at the AGRO Social. Buy each student participant a beverage at the AGRO social. Take photos of all entrants and top 3 for publication in *PICOGRAM* and web-site.
- October: Arrange publicity of the awardees. Announcement of award winners in the *PICOGRAM* (sent to the Editor) and e-newsletter.

COMMUNICATIONS COMMITTEE

Purpose: The purpose of the Committee is to coordinate the Division's communication and publication activities. This includes management of the AGRO Division website, publication of the *PICOGRAM*, compilation of the AGRO e-newsletter, advancement of publication efforts through ACS Books, and publicizing of Divisional activities.

Composition: The Committee consists of a Chair, appointed by the Division Chair, and at least three additional members, appointed by the Committee Chair.

Term of Office: There is no set term of office for this committee.

Responsibilities:

General

- At least one representative of the committee should attend meetings for the Division at national meetings of the Society.
- Assure that each advertiser receives a copy of the publication in which their advertisement appears.
- Assure that an electronic copy of each new issue of the *PICOGRAM* is archived. Electronic archive begins with the Spring 2004 *PICOGRAM*.
- Present Committee report at the fall Governance Meeting held during the ACS meeting to report on the Division's publishing activities.
- Submit a Committee annual report to the Division Secretary to assist in the preparation of the Division's annual report.

PICOGRAM

- Compile and publish two issues of the *PICOGRAM* per year, the first in the late winter/early spring at least six weeks prior to abstract submission deadline for the fall national ACS meeting and the second just prior to the fall national ACS meeting. For the fall ACS national meeting, copies of the *PICOGRAM* will be distributed in person to members who attend and mailed after the meeting to all other members of the AGRO Division. The *PICOGRAM* serves as the record of the Division activities and contains, but is not limited to, information on division elected officials and committee members, award winners, upcoming programming and Division activity announcements, committee reports, patron acknowledgements, minutes of the division business meeting, strategic plan reports, AGRO by-laws, and the meeting program and abstracts. Advertisements from private companies and organizations are sold in each *PICOGRAM* issue to off-set the cost of publication. The *PICOGRAM* editor should identify and solicit material from the division membership to be included in each issue.
- Publication of the *PICOGRAM* is carried out through a printing company and not through ACS. The technical program and abstracts and author index are to be downloaded from the PACS system and converted to a

word-processing format and combined with the other *PICOGRAM* content. An electronic version of the *PICOGRAM* in Portable Document Format (pdf) or other appropriate format is to be submitted to the printing company by a specified date agreed upon in advance to ensure time for mailing and use at the fall national ACS meeting. A lower resolution pdf version of the *PICOGRAM* is posted on the AGRO website as soon as available.

- The *PICOGRAM* editor (or designated committee member) works with Program Chair to ensure that Call for Symposia and Papers and the program are submitted in a timely fashion; with the Chair to ensure that the Strategic Plan, Division announcements, and other Division business are included in the *PICOGRAM*; and with the Awards, New Scientist, and Education Committees to obtain information and pictures on award winners.
- The *PICOGRAM* editor (or designated committee member) is to contact regular advertisers well prior to the deadline for submission to confirm their wish to continue advertising in the next issue; allow them to submit new or revised ad copy; and to work with new advertisers as necessary to accommodate their needs. All pages in the *PICOGRAM* are printed in black and white; pictures, artwork, and ads are printed in gray-scale. Files for full page ads shall be submitted in press-quality Portable Document Format (pdf) and in word processing format or high resolution image format (jpg, tiff, or gif) for half page ads. The *PICOGRAM* editor is also responsible for sending invoices to advertisers after an issue is published and forwarding the list of invoices to the Division treasurer.
- Provide the Executive Committee with recommendations on changes to publication frequency, format, subscription process, advertising rates, etc.
- Website
 - Another major responsibility of the publication committee is to maintain the AGRO webpage. This webpage should be kept up to date with electronic versions of current and previous *PICOGRAM* issues, award winners, calls for papers and symposia, bylaws, Division forms, and lists of officers and committee members. The website serves as another archive for information from previous activities as well as the most recent information on award nomination deadlines and programming for the upcoming society national meeting. The website should be updated at least twice a year after the *PICOGRAM* is prepared. The official webmaster of the Division website must sign a contract with ACS and ensure that the webpage conforms to the rules established for all division websites.
 - The website manager ensures that the url license for www.agrodiv.org is kept up to date.
 - The website manager makes simple updates to the website and submits content to the commercial website host company for major updates.

E-Newsletter

- The committee member designated as e-newsletter editor communicates with the committee chair, division chair and other officers and leaders to develop content for a periodic electronic newsletter of Division activities and time-sensitive announcements. Substantial content is usually placed on the AGRO website and a link to the content is provided on the e-newsletter.
- Accepts advertisements and job announcements from members to be included in the e-newsletter.
- Maintains an electronic distribution list in cooperation with the Membership Committee.
- Each issue of the e-newsletter is sent to division officers for approval and feedback prior to publication.

Books and Journals

- Establishes liaison with ACS books staff to advance communication efforts for Division publications and publication projects.
- Contacts symposia organizers about the possibility of publication of papers as ACS Symposium Series books or special sections in *J. Agric. Food Chem.*
- Tracks annual progress on approved ACS Books projects as well as book sales data and reports these to the annual business meeting as part of the Committee report.
- Publicizes the availability of ACS Books based on AGRO symposia and projects.

Electronic Programming

- In cooperation with the Programming Committee, advance the use of webinars and other new media as means of providing AGRO-based information to members and others.

Division Publicity

- Produces signage for Division activities and including National Meetings.
- Works with ACS to publicize the Division and its activities in National and Local Press
- Serves as a liaison with ACS to keep them interested in AGRO articles and activities.
- Establish relationship with the Program, Membership, Education, Publications, and Awards Committees of the Division in order to assist them with the publicity required to reach their goals.
- Maintain a PR contact list. i.e., newsletter and journal editors, etc.
- Establish a working relationship with related committees in other ACS Divisions and Local Sections as well as with other societies/organizations in order to promote interdivisional and intersociety information exchange.
- Work with the News and Information Department at ACS Headquarters to promote the Division's technical and special programs/events.

Timetable for regular communications activities:

- Each month or as needed – gather information for the eNewsletter from division officers and division leaders. Send preview copy to division chair and other leaders for approval prior to sending to mailing list.
- January – Finalize and submit an electronic copy of the *PICOGRAM* to the printers. Submit advertiser billing information to the Treasurer. Submit electronic copy of the *PICOGRAM* to the webmaster. Update division webpage with latest information.
- February – Coordinate with printer to insure that production of the *PICOGRAM* is going smoothly and that mailings have been sent to members.
- May – *PICOGRAM* editor sends out a call for *PICOGRAM* content to the officers, executive committee, and advertisers, setting a specific deadline sometime in early June.
- June/July – Finalize and submit electronic copy of the *PICOGRAM* to the printers. Submit advertiser billing information to the Treasurer. Submit electronic copy of the *PICOGRAM* to the webmaster. Division webpage should be updated with latest information. Coordinate with printer to insure that production of the *PICOGRAM* is going smoothly.
- August/September – Representative? attends ACS National Meeting. Ensure *PICOGRAMs* are delivered to national meeting site and signage is prepared and shipped. Provide committee report to division secretary prior to business meeting, and present an oral report on publications committee activities to the executive committee during the business meeting.
- September – Coordinate with printer to insure that *PICOGRAM* mailings are sent to members not attending the fall ACS national meeting.
- November – *PICOGRAM* editor sends out a call for *PICOGRAM* content to the executive committee and regular advertisers, setting a specific deadline sometime in mid-December.
- December – Begin compiling *PICOGRAM* content.

SOCIAL COMMITTEE

Purpose: The purpose of the Committee is to direct social events in coordination with other Committees and maintain a hospitality table in the area where Division sessions are located at the fall ACS meeting.

Composition: The Committee Chair is appointed by the Division Chair, and additional members are identified by the Committee Chair and with Division Chair and EC approval.

Term of Office: The members of this Committee serve at the pleasure of the Division Chair and their willingness to serve.

Responsibilities:

- Organize, in cooperation with the Secretary, who is responsible for reservation of rooms and services, hospitality hours that are to take place during ACS meetings. Work with representatives of ACS to select food and services. Coordinate activities with the Program Chair to ensure that special activities are included as appropriate in the ACS Program.
- Also, work with the Development Committee Chair to establish the “available funds” for the coffee sponsorship. . Prepare AGRO coffee order for national meeting in cooperation with the Program Chair.
- Coordinate with Early Career Scientist Committee Chair to organize the Graduate Student Luncheon.
- Organize and arrange for hospitality hours during the fall ACS meeting that are independent of ACS. Division members who reside in the meeting locale may be able to recommend options not known to the ACS.
- Work with the Program Chair to organize coffee hours for service concurrent with the scientific sessions. Solicit and cooperate with contract and consultant firms that may wish to sponsor coffee service in exchange for opportunity to distribute literature and otherwise obtain name recognition.
- Cooperate with Division officers in hosting receptions or other events that may be held on occasions that support the Division program. The Social Chair will prepare a “Recognition Poster” to be displayed at the Hospitality Table honoring the coffee sponsors. This Poster also can be displayed at the AGRO Social Hour or mentioned as appropriate. The Social Chair should work closely with the Program Chair and the Division Secretary to ensure that the delivery times, locations and amounts of food and beverages have been confirmed with ACS Staff prior to the first AGRO session. (Typically, this should be done on the Sat afternoon prior to the first session on Sun.)

Timetable:

- Arrangements are made in accordance with the ACS meeting arrangement process.

BYLAWS COMMITTEE

Purpose: The purpose of the Bylaws Committee is to assure that the Division's bylaws are maintained in accordance with changes in Division operations and in accordance with any changes either requested by the ACS, the Division Executive Committee or dictated by changes in the ACS's bylaws.

Composition: The Committee consists of a Chair appointed by the Division Chair and the currently serving Councilors.

Term of Office: The Committee Chair serves at the pleasure of the Division Chair and their willingness to serve.

Responsibilities: (See Bylaw X)

- Serves as in an advisory capacity to the Executive Committee to assure that proposed actions are in accordance with the current Division bylaws.
- Because the Division's Division Operations Manual must reflect the practices dictated by Division bylaws, the Bylaws Committee also has the responsibility of keeping the manual current.
- Identify changes required in the Division bylaws or respond to requests for changes.
- Receive and draft the necessary changes and submit them to the Division Executive Committee for review.
- Upon approval of the Division Executive Committee, submit the proposed changes to the ACS Committee on Constitution and Bylaws for informal review.
- Upon receipt of comments from the ACS Committee on Constitution and Bylaws, incorporate any suggested revisions and submit the proposed bylaw change(s) to the Division Secretary for incorporation in the annual ballots sent to Division members.
- Forward any proposed bylaw change(s) passed by the Division membership to the ACS Committee on Constitution and Bylaws for formal approval.
- Upon approval, update the Division bylaws and forward copies to the Division Executive Committee. Notify Division members of the bylaws change(s) by supplying the requisite information to the P/COGRAM Editor and Webmaster for dissemination of such data.
- In collaboration with Division officers and Committee Chairs, determine if the bylaws change(s) require changes to the Division Procedures Manual and make any requisite changes.
- Determine whether proposed changes in the Division Procedure Manual are in accordance the Division Bylaws and inform the Division Chair if they are not.
- Provide copies of the most current edition of the Division Procedures Manual and the Division Bylaws to all incoming Division officers, Committee Chairs, and Executive Board Members before October 1 of the year they assume office.
- Provide an electronic copy of the current Division Bylaws and procedures manual to the Division Web Master for the Division web page.

- Submit written annual Committee report to assist the Division Secretary in preparation of the Division annual report.
- Prepare and present a Committee report to the Executive Committee at the Governance Meeting at the fall ACS meeting.

Timetable:

- January: Provide the Secretary of the Division with a report for the Annual Report of the activities of the Committee.
- March/April: Solicit suggestions for additions or changes to the Bylaws or procedures manual from the Executive Committee.
- June: Proposed changes to the Division bylaws, if already reviewed by the ACS Committee on Constitution and Bylaws, are submitted to the division Secretary for incorporation in the Division election ballot.
- July: If a bylaws change was included on the recent Division ballot, the Committee should request that at their fall meeting, all Division Committees review the proposed change(s) against the Division procedures manual to determine if changes are required in the event that the bylaws changes are approved.
- August/September: Present to the Executive Committee any necessary business of the Committee and provide for their vote on any suggested changes to the Bylaws. Forward any approved Bylaw changes to the ACS Committee on Constitution and Bylaws.
- December: Provide copies of the Bylaws and current procedures manual as reported here earlier.

DEVELOPMENT COMMITTEE

Purpose: The purpose of the Committee is to interface with the patrons of our industry to coordinate their support of our Division's scientific activities.

Composition: The Committee consists of a Chair, appointed by the Division Chair, the Treasurer and several other members appointed by the Committee Chair.

Terms of Office: The Chair serves at the pleasure of the Division Chair and their willingness to serve.

Responsibilities:

- Assist the Division Executive Committee in promoting the division.
- Develop programs that promote the Division's scientific contributions to the general public.
- Contact the Division's patrons on an annual basis to inform them of the Divisions activities and request contributions to help support the Division's scientific programs.
- Write letters to thank the Patrons for their contributions. Include a copy of the latest issue of the *PICOGRAM*.
- Check with Division members to obtain additional contacts for potential Patrons. Write or call these contacts to tell them of

the Division's activities and ask if they would be willing to support the Division's scientific activities.

- Solicits funds for coffee breaks at annual meeting

STRATEGIC PLANNING COMMITTEE

Purpose: This Committee will assist the Executive Committee in development and implementation of the Division's strategic plan.

Composition: Committee Chair will be appointed by the Division Chair and confirmed by the Executive Committee. Eight or more members will be recruited by the Committee Chair, with goal of including a cross-section of AGRO membership diversity (e.g., years of service, scientific discipline, affiliation (industry, academic, gov't), gender).

Terms of Office: The Chair and Committee members will serve for the period of time during with the strategic plan is developed and implemented, which is generally three years.

Responsibilities:

- In cooperation with the Membership Committee, survey the AGRO membership for their views on AGRO Division performance and suggestions for improvements or new initiatives and services.
- Request preparation of a "state of the Division" review by the current or immediate past Chair.
- Retain an ACS consultant with the cooperation of the Office of Divisional Activities to act as facilitator for a strategic planning workshop.
- Chair to host and organize, in cooperation with the ACS facilitator, a strategic planning workshop during which to review the state-of-the-Division and the most recently completed strategic plan, consider membership feedback, and develop a proposed strategic plan to advance Division needs during the next ~3 years.
- Preparation of a proposed strategic plan for Executive Committee review and approval.
- Dissemination of strategic plan information to the membership in cooperation with the Communications Committee.
- Assist the Executive Committee in advancing new initiatives included in the newly developed strategic plan.
- Provide an annual report each December for publication in the spring issue of the *PICOGRAM* regarding progress on implementation of the strategic plan.

INTERNATIONAL ACTIVITIES COMMITTEE

Purpose: The International Activities Committee (IAC) will seek to enhance the role of AGRO in the broad international scientific community and to enrich its membership experience by promoting international collaborations and interactions among its members. It exists to facilitate coordination of international activities within AGRO, and to increase the participation of scientists from all countries in AGRO. The committee will also act to provide information and support to scientists outside of the United States who are interested in AGRO.

Composition: The Committee will have a Chair and members as appointed and/or approved by the Division Chair. The Committee will consist of 6 or more members, and a goal will be to have at least one-third to one-half of the members based outside the U.S.

Goals and Objectives: The Committee will seek and obtain approval of the Executive Committee for initiatives that would take the Committee or AGRO in new directions or require approval of new funding. The IAC will maintain a high degree of coordination with other AGRO Committees, and will designate one member as liaison with the Communications Committee. The Committee will initiate and implement activities that are consistent with AGRO's missions and priorities. The goals and objectives of the IAC are to:

- Increase the international membership of AGRO and increase the participation of non-U.S. scientists and graduate students at AGRO-sponsored national and international meetings.
- Promote the development of forums, programs and discussion topics that address emerging issues of broad international significance to enrich membership experience.
- Enhance the recognition of AGRO as an organization for effective information exchange and dissemination on agrochemicals in the international scientific community.
- Establish and maintain strategic alliances with key AGRO partner organizations and societies in other countries.

Strategic Initiatives 2011-2014: The strategic initiatives that the IAC may undertake to accomplish these objectives, as part of implementation activities for the 2011-2014 AGRO Strategic Plan:

- Form a Committee with active core members that includes scientists from both inside and outside the U.S.
- Through the Committee's core members, develop a functional team of AGRO ambassadors covering different geographic regions and sectors. The role of the ambassadors will be to enhance communications of AGRO with regional scientists and organizations and to identify new opportunities for collaboration.

- Develop and maintain an inventory of key international AGRO partner organizations and contacts via the AGRO Division website. Establish links to the AGRO website on partner organization websites.
- Work with AGRO's Program Committee to develop and coordinate forums and symposia that are sponsored/organized by international members to address issues of global significance. A goal will be to have at least one symposium or seminar event of international significance and interest at each upcoming ACS national meeting (Philadelphia – 2012; Indianapolis – 2013; San Francisco – 2014).
- Identify established or new conference series in other countries, especially those in developing regions, for AGRO co-sponsorship. Implement a program of AGRO visiting lecturers in association with key conferences.
- In cooperation with the Program Committee and the Pesticide Science Society of Japan, promote a successful 5th Pan-Pacific Pesticide Conference during 2012 and initiate early plans for the 6th PPPC.
- Enhance partnership with IUPAC and the IUPAC Committee on Crop Protection Chemistry by promoting a successful 13th IUPAC International Congress of Pesticide Chemistry in San Francisco during 2014.
- In cooperation with the Membership Committee, recruit new AGRO members at ACS- sponsored international events and offer complimentary 1-year trial memberships.
- In cooperation with Communications Committee, advance electronic outreach to international members.