

# Welcome to the Committee on International Activities

***“The society shall cooperate with scientists internationally and shall be concerned with the worldwide application of chemistry to the needs of humanity.”***

Article II, Sec. 3 of the ACS Constitution

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## Message from the Chair

Dear IAC Colleagues:

Thank you for your volunteer efforts and commitment of your talents, energy and expertise to the ACS Committee on International Activities for 2012!

From its inception, the American Chemical Society has always maintained a global character in its interests and activities. This commitment is perhaps best articulated in Article II, Sec. 3 of the ACS constitution: "The society shall cooperate with scientists internationally and shall be concerned with the worldwide application of chemistry to the needs of humanity."

The ACS Committee on International Activities (IAC) was formed in 1962 and works to assist scientists and engineers worldwide to communicate and collaborate for the good of the chemical and chemically related sciences, chemical engineering, and their practitioners.

IAC carries out this mission through activities at and between ACS national meetings, with focus on the needs of key geographic regions (the Americas, Africa, Europe, and Asia) and on global issues related to human rights and scientific freedom. Working groups address specific topics and opportunities. This year, IAC defined its strategic intent as the following:

- **Fostering collaborations driven by solutions to global challenges (energy, climate, environment, sustainability)**
- **Extending international chemistry education and training**
- **Engaging developing countries in cooperation with partner societies**
- **Assuring support of ACS Science and Human Rights initiatives**
- **Supporting the development and quality of the ACS International Center**
- **Sustaining momentum of the International Year of Chemistry beyond 2011**

These interests align closely with ACS's strategic goals ([www.acs.org/strategicplan](http://www.acs.org/strategicplan)).

**IN 2012**, IAC plans to continue to pursue our strategic directions with additional specific initiatives. We are convening a half-day IAC Retreat on Friday, March 23 at the ACS National Meeting in San Diego to refine our strategic interests and amplify our engagement with ACS committees, local sections, technical divisions, and regional meetings.

Also at the San Diego meeting, IAC is organizing two symposia.

**Title:** "Inspiring Science Education: Readiness for the Global Enterprise"

**Date:** Monday, March 26, 2012; 8:35AM – 5:10PM

**Location:** San Diego Marriott Marquis & Marina - Marina Ballroom F

**Cosponsors:** PRES, CHED, SOCED

**Symposium Agenda:** <http://bit.ly/xZAEXn>

**Description:** Practitioners of chemistry work in a wide range of environments and settings that increasingly require new skills, knowledge, and experiences as national boundaries no longer constrain the discipline. In the shifting context of the scientific workplace—be it academic, industrial or government—employers want students and employees to have a strong chemistry background that is complemented by global competencies including: knowledge and respect of other world regions, peoples, and cultures; familiarity with international and global issues; skills in problem solving and working effectively in global or cross-cultural environments; using information from different global sources; and the ability to communicate in multiple languages. The audience will come away from this symposium with a better understanding of the dynamics and demands of the globalized workplace and how to best prepare themselves and others to be successful and competitive in it, a clearer understanding on current best practices, and ideas on successful implementations.

**Title:** “Inspiring Science Education: GREETing New Challenges Abroad”

**Date:** Tuesday, March 27, 2012; 8:20AM – 11:50AM

**Location:** San Diego Marriott Marquis & Marina - Marina Ballroom F

**Cosponsors:** SOCED

**Symposium Agenda:** <http://bit.ly/woMEIN>

**Description:** The ACS Global Research Experiences, Exchanges, and Training (GREET) travel award program was created in 2011 to address the need for increased international experiences among U.S. scientists, academics, and students. GREET funds teams of scientist mentors and mentees seeking to develop new collaborations at international host institutions of their choice by providing funding to cover travel costs, living expenses, and supplies. At this half-day symposium, participants will learn more about the ACS GREET program and how to apply for funds. Participants will also hear presentations from the program management and the five 2011 laureate teams who will discuss the current state of their projects, their thoughts on the program, and describe how they used the experience to impact the internationalization of their institutions through their own creative best practices. A new GREET funding round is open through April 10, 2012, and interested teams seeking a new collaboration with an international partner are invited to apply.

I welcome you to the 2012 IAC and appreciate all you bring to the fulfillment of our committee’s charter and interests.

Thank you.

Judith L. Benham, Chair

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## The American Chemical Society (ACS)

### ACS Structure

The American Chemical Society is a self-governed individual membership organization that consists of more than 164,000 members at all degree levels and in all fields of chemistry. The organization provides a broad range of opportunities for peer interaction and career development, regardless of professional or scientific interests.

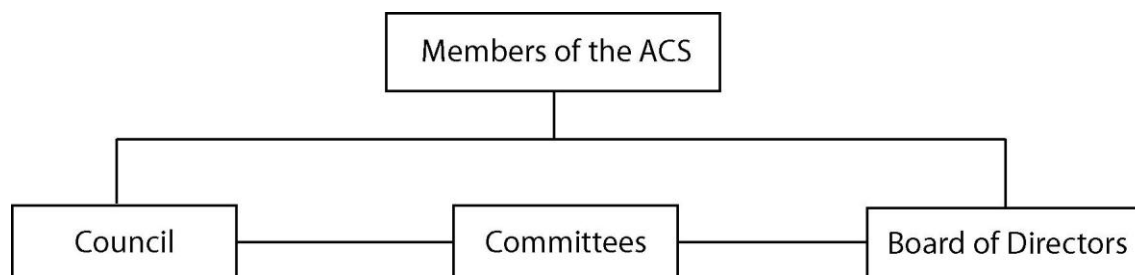
*The **ACS Mission:** “To advance the broader chemistry enterprise and its practitioners for the benefit of Earth and its people”.*

*The **ACS vision:** “Improving people’s lives through the transforming power of chemistry”.*

The ACS is divided geographically into 189 local sections. Members of the Society are automatically assigned to the local section closest to their address of record. ACS local sections enable Society members to interact with chemists in their communities, participate in professional development programs, and promote the public understanding of chemistry. A member may only belong to one local section.

The ACS is also divided into 33 technical programming units known as divisions. Divisions of the ACS provide services and programming for each of the 33 disciplines of chemistry, such as organic and agricultural chemistry. A member may belong to as many divisions, and pay separate dues for each.

The Society is governed through a series of committees that are overseen by the ACS Board of Directors and the ACS Council.



The ACS Council is composed of elected representatives from each of the 189 local sections, and 33 technical divisions. The Council also includes the President, President-Elect, all past Presidents, the Executive Director, and the Secretary of the ACS. The President of the Society presides over Council.

The ACS Board of Directors is comprised of the President, the President-Elect, the immediate Past President, six District Directors (elected from geographic regions), and six Directors-at-Large. The Board of Directors is the legal representative of the Society, and, as such, administers all property, funds and affairs of the Society. The Board of Directors is presided over by the Chair of the Board who is elected internally on an annual basis.

## ACS Committees

The committees of ACS can be classified into one of four basic categories: Society, Council, Board, and Joint Board-Council.

### Society Committees

There are two Society Committees: Budget and Finance (B&F), and Education (SOCED). Members of these committees are appointed by the President and the Chair of the Board. Society Committees report to both the ACS Council, and the ACS Board of Directors. The Chair of each Society Committee must be a voting Councilor, and the body of the committee must be composed of no less than two-thirds voting Councilors.

### Council Committees

Council Committees report to the ACS Council. They can be subdivided into three main classifications: Elected, Standing, and Other.

*Elected:* Members of the Elected Committees of Council must be elected by the Council body, and must be voting councilors.

- Committee on Committees (ConC)
- Council Policy Committee (CPC)
- Nominations and Elections (N&E)

*Standing:* Members of the Standing Committees of Council must be voting Councilors.

- Constitution and Bylaws (C&B)
- Divisional Activities (DAC)
- Economic and Professional Affairs (CEPA)
- Local Section Activities (LSAC)
- Meetings and Expositions (M&E)
- Membership Affairs (MAC)

*Other:* Other Committees of Council can have any composition as specified by the Council at the time of the committee's charter.

- Admissions
- Analytical Reagents
- Nomenclature, Terminology and Symbols
- Project SEED (SEED)
- Technician Affairs (CTA)
- Ethics

## Board Committees

Board Committees report to the ACS Board of Directors. They can be subdivided into four main classifications: Elected, Standing, Special, and Other.

*Elected:* Elected Committees of the Board are composed only of Board members.

- Executive Committee

*Standing:* Standing Committees of the Board are composed only of Board members.

- Grants and Awards (G&A)
- Professional and Member Relations (P&MR)
- Public Affairs and Public Relations (PA&PR)

*Special:* Composition as specified by the Board.

- Audits
- Corporation Associates (CA)
- Governing Board for the Green Chemistry Institute
- Governing Board for Publishing (GBP)
- Pensions & Investments (P&I)
- Planning

*Other:* Composition as specified by the Board.

- Board of Trustees, Group Insurance Plans for ACS Members (BOT)
- Clinical Chemistry
- Petroleum Research Fund (PRF) Advisory Board
- Ad hoc Committee on National Historic Chemical Landmarks

## Joint Board-Council Committees

Joint Board-Council Committees report to both the Board of Directors and the Council. They can have any composition as specified in their charter.

- Chemical Abstracts Service (CAS)
- Chemical Safety (CCS)
- Chemistry and Public Affairs (CCPA)
- Chemists with Disabilities (CWD)
- Committee on Community Activities\*\* (CCA)
- Environmental Improvement (CEI)
- **International Activities (IAC)**
- Minority Affairs (CMA)
- Patents and Related Matters (P&RM)
- Professional Training (CPT)
- Publications
- Public Relations and Communications (CPRC)
- Science (ComSci)
- Women Chemists (WCC)
- Younger Chemists (YCC)

## ACS and You

This course describes the mission of ACS and the history of the organization. It provides a thorough description of the structure of the organization; the purpose and main activities of each structural unit (local sections, regions, divisions, and committees); and the responsibilities of leaders in each role. It also describes the events ACS sponsors, the purpose of each, and the kinds of resources ACS makes available to its members. Finally, it provides a brief overview of the ACS Leadership Development System.

### **Instructional Objectives**

After completing this program, a member or potential member will be able to describe:

- The history and mission of ACS
- Business issues facing the ACS
- The structure of the organization and the main functions of each unit
- Opportunities for participation as a volunteer and as a leader (with the personal and professional benefits they can expect from this participation)
- The supporting resources the organization makes available to its members
- The leadership learning system designed to support volunteers as participants and as leaders
- [Take the course.](http://www.stamsolution.com/ACS/Courses/ACSANDYOU/Gold_V3/index.html)  
[http://www.stamsolution.com/ACS/Courses/ACSANDYOU/Gold\\_V3/index.html](http://www.stamsolution.com/ACS/Courses/ACSANDYOU/Gold_V3/index.html)



## The Committee on International Activities (IAC)

ACS has a long-standing interest in international affairs. IAC was created and exists in recognition of the need for ACS to cooperate with scientists internationally and to highlight the application of chemistry to the worldwide needs of humanity. The international focus is increasingly important for ACS because globalization and the resulting flows of knowledge, people, and capital are reshaping the chemical enterprise and having a profound impact on the profession. Globalization is changing the way science is conducted. Competition for science and engineering talent is intensifying, and new centers of excellence in chemical research are rapidly emerging both overseas and across the United States. Globalization is changing people's perspectives on national boundaries, and even what it means to belong to a national organization.

IAC is responsible for providing guidance and oversight of the Society's international programs. The Committee is charged with studying and recommending appropriate Society participation and cooperation in international undertakings pertaining to chemical education, professional activities and scientific matters of interest to chemists and chemical engineers, and coordinating its efforts with those of other organizations.

The Committee's charge is very broad because ACS serves many constituencies with international interests. About 24,000 ACS members live outside the United States in over 100 countries. The U.S. scientific community includes a large number of immigrants from other nations, as well. The majority of Chemical Abstracts Service content originates outside the United States. More than one-half of the articles in all ACS journals are authored by non-U.S. scientists. Nearly 200 ACS projects and programs have an international component. Between 10-15% of our national meeting participants come from outside the United States. A significant fraction of the Society's revenues are generated overseas.

The committee meets in conjunction with both ACS national meetings. IAC subcommittees meet in advance of the full committee meeting. The full committee meeting occurs on the Saturday afternoon before the start of the technical program. Working groups discuss and complete projects by e-mail and conference calls throughout the year, as the need arises. The IAC Chair reports to the ACS Board of Directors and to the ACS Council at least once per year in writing and may offer an oral report once per year to the Council.

For 2012 IAC's strategic prioritization has identified six areas to focus our initiatives:

- Fostering collaborations driven by solutions to global challenges (energy, climate, environment, sustainability)
- Extending international chemistry education and training
- Engaging developing countries in cooperation with partner societies
- Assuring support of ACS Science and Human Rights initiatives
- Supporting the development and quality of the ACS International Center
- Sustaining momentum of the International Year of Chemistry beyond 2011

## 2012 IAC Roster

### ACS Committee - International Activities (IAC)

<b>Position</b>	<b>Name</b>	<b>Start</b>	<b>End</b>
Chair	Dr. Judith L. Benham	2012	2012
Member	Dr. Judith L. Benham	2010	2012
Member	Dr. Madan M. Bhasin	2011	2013
Member	Dr. Susan B. Butts	2010	2012
Member	Dr. Guang Cao	2010	2012
Member	Dr. Eun-Woo Chang	2011	2013
Member	Dr. Ellene T. Contis	2012	2014
Member	Dr. Richard S. Danchik	2010	2012
Member	Dr. Richard W. Hartmann	2011	2013
Member	Dr. Bryan R. Henry	2012	2014
Member	Dr. John O. Hoberg	2012	2014
Member	Dr. Rolande R. Hodel	2010	2012
Member	Dr. Michael Hurrey	2012	2014

Member			
	Dr. Gabriel A. Infante	2010	2012
Member			
	Dr. Venera Jouraeva	2011	2013
Member			
	Dr. Eli M. Pearce	2012	2014
Member			
	Dr. Martin Thompson	2012	2013
Committee Associate			
	Dr. Morton Z. Hoffman	2012	2012
Committee Associate			
	Dr. Csaba Janaky	2012	2012
Committee Associate			
	Ms. Jody A. Kocsis	2012	2012
Committee Associate			
	Ms. Rama Konduri	2012	2012
Committee Associate			
	Dr. Agnes M. Rimando	2012	2012
Committee Associate			
	Dr. Jonathan L. Sessler	2012	2012
Committee Associate			
	Dr. Isai T. Urasa	2012	2012
Committee Associate			
	Dr. Douglas B. Walters	2012	2012
Staff Liaison			
	Dr. Bradley D. Miller	2007	
Committee on Committees Liaison			
	Dr. Ingrid Montes	2010	2012

## IAC Member, Associates, Consultants and Liaisons - Roles and Responsibilities

### Responsibilities of the Committee Chair

- Review the charter of the Committee as described in the Bylaws for the committee.
- Review with the staff liaison the operations and structure of the committee, current and previous objectives.
- Appoint the chairs and members of the subcommittees. Appoint members of various task forces.
- Chair the meetings of the committee at both ACS national meetings. Follow Robert's Rules of Order. Work with the staff liaison to develop the agenda for each meeting. Encourage the active participation of all members, especially new members and associates.
- In the case of sensitive discussions, the chair should ask observers and/or guests to leave the meeting room. The Chair should clearly announce who is able to speak at each meeting, and who is able to vote.
- Report on ACS international activities and efforts to Council, ACS governance, members at large (C&EN), and the public.
- Recognize contributions and thank committee members completing service.
- Work with the staff liaison and the Committee on Committees to review the performance of members and associates.

### Responsibilities of Committee Members

- Attend all Committee meetings to represent the interests of the ACS membership as a **voting** member, in the design and execution of ACS international programs. Assist in the development of recommendations to the Board and Council that help define the Society's policies on international issues.
- Encourage ACS members to think globally about their science.
- Attend IAC meetings and related international programming at national meetings.
- Serve as a **voting** member of the full committee, subcommittees, working groups, and task forces as needed.
- Advise the Chair and ACS staff of opportunities and challenges.

### Responsibilities of Associates

- Attend all Committee meetings to represent the interests of the ACS membership as an **advisory** member, in the design and execution of ACS international programs. Assist in the development of reports and recommendations to the Board and Council that help define the Society's policies on international issues.
- Encourage ACS members to think globally about their science.
- Attend IAC meetings and related international programming at national meetings.
- Serve as a **voting** member of subcommittees, working groups, and task forces as needed.
- Advise the Chair and ACS staff of opportunities and challenges.

### Responsibilities of Consultants

- Attend all Committee meetings to represent the interests of the ACS membership, as a **consultant** in the design and execution of ACS international programs. Assist in the development of recommendations to the Board and Council that help define the Society's policies on international issues.
- Encourage ACS members to think globally about their science.
- Attend IAC meetings and related international programming at national meetings.
- Serve as a **voting** member on subcommittees, working groups and task forces as needed.

- Advise the Chair and ACS staff of opportunities and challenges.

#### Role of Liaisons to the Committee

- Enhance communication and flow of information between other committees and IAC.
- Advise IAC on key activities of the liaison's committee by addressing the full committee or through a written report.
- Relay relevant information from IAC back to the liaison's committee, as appropriate.

#### **IAC Subcommittees, Task Forces or Working Groups**

IAC is organized into three subcommittees and various task forces for the purpose of achieving its goals. The subcommittee structure is reviewed by each incoming IAC Chair, who may make changes to the nature and composition of the subcommittees. Task forces generally exist for a fixed period of time to achieve a specific goal.

#### **ACS Staff and Subcommittee Liaisons**

It is the duty of the ACS staff liaison and subcommittee liaisons to provide support to its respective unit within the committee. ACS liaisons are expected to:

- Develop strong, professional, and effective relationship with chair(s)
- Show up early to check meeting rooms and facilities at national meetings
- Keep tally of motions, action items, key stakeholders, and due dates
- Report and make roster revisions

#### **The ConC Liaison: Role and Responsibilities**

The Committee on Committees (ConC) is responsible for the effective and efficient operation of Council-related committees. Its duties include identifying and recommending qualified councilors and members with demonstrated and potential leadership ability for appointment to committees; recommending discontinuation of appointments, and assessing performance of individual committee members and the committee as a whole.

ConC conducts committee performance reviews on a 5-year basis of all Other Committees of the Council and the Joint Board-Council Committees. In this process, ConC evaluates governance structure and makes recommendations for change, recommending formation or dissolution of committees to meet the Society's needs and strategic goals.

A ConC liaison is assigned to each committee to carry out these purposes. The role of the ConC liaison is to evaluate performance and facilitate the effective and efficient operation of ACS Council-related committees.

The ConC liaison:

- Observes and evaluates the operations and effectiveness of assigned committees.
- Discusses possible appointments with the committee chair, staff liaison, and other resource people.
- Develops recommendations and justification statements for appointments.
- Makes recommendations to ConC, the president and/or the chair of the Board of Directors for the appointment of
  - Committee chairs

- Committee members
- Associate members
- Consultants
- Makes recommendations on ending committee assignments.
- Encourages participation of all members (not just councilors) in Society governance.
- Works with committee chairs and staff liaisons to identify and resolve issues affecting the operation and effectiveness of committees.
- Acts as a resource for councilors and others on committee structure and committee appointments.

#### IAC Subcommittees

### **Subcommittee I Africa and the Americas**

Bryan Henry, Chair

Subcommittee I is responsible for the geographical areas of the Americas and Africa. With regards to Africa, we are interested in promoting programs like Seeding labs. We are also supportive of the work of the IAC Working Group on Global Web Presence. In particular we have a concern for access for countries with low bandwidth internet capability. We have also heard and are sympathetic to a request from African countries for access to scientific research literature and in particular to access to Sci Finder from ACS/CAS. In the Americas, we want to encourage interest and participation in the Congress in early August, 2011 in Puerto Rico. We are also interested in helping to facilitate rebuilding Chemistry facilities after the recent earthquakes in Chile. In general we are interested in facilitating the development of Chemistry throughout the Americas and Africa. In particular, we want to foster general and chemical education, especially at early levels and for women; we hope to develop partnerships with other countries to advance our shared goals in reaching out to fulfill our educational mission.

### **Subcommittee II Europe and the Middle East**

Ellene Contis, chair

Subcommittee II is responsible for Europe and the Middle East and in those regions works to (1) to serve as an informational clearinghouse for opportunities available to younger chemists for cooperative efforts and exchange of students, (2) to support and maintain liaisons with federations, (3) to promote and publicize programs of the ACS that would be of interest to sister societies and receive information from them in the same way; (4) to provide recommendations to the full committee to advise ACS President of member nominations to the U.S. National Committee and Divisional Membership in IUPAC; and (5) to serve as an international clearing house for International Activities of the divisions.

### **Subcommittee III Asia and the Pacific Basin**

Eun Woo Chang, Chair

Subcommittee III is responsible for the Asia / Pacific Basin and works to advance the goals of ACS to identify common values, and to connect and collaborate with

counterparts in Asia and the Pacific Rim. The subcommittee seeks to address, through the chemical enterprise, the challenges facing our world by focusing on activities that advance science education, knowledge, research, interaction, and collaboration through the expertise of network members and their counterparts in Asia and the Pacific Rim.

## IAC Meeting Formats

**OPEN** - May be attended by any ACS Member. At these sessions members are encouraged to voice concerns, issue compliments, offer suggestions, express interest in, or raise questions about matters over which the committee has purview. The assumption is that participation is welcomed and will be orderly and courteous. Only committee members may vote.

**EXECUTIVE** - Attendance and participation is limited to Committee Personnel [officially appointed/elected Committee Members, Associates, Advisors, Consultants, Staff Liaisons]. Liaisons from other groups and ex officio and elected Councilors may attend; participation by these groups would be at the invitation of the chair. Only committee members may vote.

**CLOSED** - The committee chair must declare any EXECUTIVE session CLOSED when confidential or sensitive personnel, financial or legal matters of the Society are discussed. At that point, only Committee Personnel [see above] and the appointed Committee on Committees liaison shall remain in the session. As a special case, an appointed liaison from Nominations and Elections may attend CLOSED sessions of Committee on Committees. (Once these discussions have been completed, the Committee should return to the EXECUTIVE mode.)

### **Proposed IAC Rules of Engagement**

1. We will trust and respect one another at all times.
2. We will listen actively to one another, especially when we disagree.
3. We speak openly and honestly, confident of no reprisals.
4. We are accountable to one another.
5. We seek consensus and will support and communicate the majority opinion outside the meeting.
6. We respect time constraints and stay on topic by focusing on strategic issues and avoiding repetition.
7. We maintain confidentiality of our discussions.
8. We will refrain from using electronic communication devices (cell phones, Blackberry's, etc.) during meetings, absent a compelling personal or business need.



## ACS Office of International Activities

The Office of International Activities sits within the Division of Membership and Scientific Advancement. The division is composed of the ACS Green Chemistry Institute, the Office of International Activities, Meetings, the Member Communities, Professional Advancement, and Marketing and Operations. The mission of the division is to serve the needs of the membership and to provide scientific and professional programs, products, and services that advance chemistry and its practitioners globally.

### **Program Mission**

The mission of OIA is to increase the international reach and impact of ACS. OIA focuses its efforts in three main areas: facilitating international research collaborations around global challenges, fostering the international exchange of chemistry students, and extending key ACS services and communications internationally to better serve and retain members. This program works to advance all goals of the ACS strategic plan.

OIA works closely with the Joint Board-Council Committee on International Affairs (IAC) in planning and executing international programs and services. Coordination with other ACS units, both operational units and ACS divisions, is central to OIA activities.

### **Current and/or Original Intent**

OIA was established in 1976. The main purpose of OIA was to administer various international research and education projects (many government-funded), international-related member service projects (foreign travel, visas, etc.), and liaison efforts with the State Department and other organizations on global scientific matters. OIA dedicated notable time to implementing various IAC-driven activities, including championing the rights of scientists and engineers globally.

In more recent years, OIA has increased its focus on working with ACS technical divisions and operational units to more effectively advance IAC's interests and better serve ACS members with international interests.

For example, today's IAC / OIA efforts on research and collaboration symposia are focused on key global challenges like sustainability, involve partnerships with other organizations, and offer opportunities for both online and onsite interactions in connection with the meetings. In addition, recent OIA efforts to advance international research opportunities for students also mark a shift from a decade ago. Finally, rather than focus on implementing a set of varied and somewhat independent initiatives, OIA seeks to leverage key existing ACS international-related services of most interest to members to increase awareness and usage.

### **Program Structure**

After a number of years in the ACS Education Division and the former Division of External Affairs, OIA is currently part of the ACS Division of Membership and Scientific Advancement (MSA). It is supported by 6 FTE's. Unlike the previous structure where staff was divided along geographical regions, in 2007 OIA worked with IAC to align staff activities with strategic objectives: international scientific collaboration, educational exchanges, and strategic alliances. General staff responsibilities:

Bradley D. Miller, Ph.D.	Director. Serves as IAC Staff Liaison, sits on the MSA Senior Management Team, and directs overall OIA operations to advance ACS global interests and chemical sciences through collaborations in Africa, Asia, Europe, Latin America and the Middle East.
Francisco Gomez, MBA	Assistant Director. Oversees day-to-day OIA programmatic and administrative activities and projects. Develops and implements international alliance and partnership opportunities for the ACS as well as fostering existing ones.
Dat Tran, Ph.D.	International Activities Manager. Identifies, develops, delivers, promotes, and evaluates scientific print and electronic content to support the Society's strategic international interests in creating and sustaining global scientific communities and in addressing global challenges.
Steve Meyers, Ph.D.	International Activities Manager. Develops, administers, promotes, evaluates and sustains innovative student and professional international education and exchange programs and related scientific events, and complementing them through web-based activities.
Liezl Perez, M.A.	International Operations Coordinator. Supports OIA place and web-based operations in the areas of collateral materials development, event management, and special programs.
Sherry Bryant	Administrative Assistant, provides support for OIA and IAC websites, office scheduling, records handling, budget monitoring and events logistics.

The primary targets of OIA services are ACS members and other chemical scientists who have a strong interest in international research and education. While this certainly includes members and chemical scientists outside the U.S., it also includes many in the U.S. whose current responsibilities and interests involve a significant international research and education component. More than 24,000 ACS members live outside the U.S. In addition to individual scientists, this program also targets pertinent international organizations (government, academic, and private) in the U.S. and abroad to advance research, education, collaboration, and member international services. These organizations include the Royal Society of Chemistry, Society for Chemical Industry, Chinese Chemical Society, Chemical Society of Japan, German Chemical Society, Latin America Federation of Chemical Associations, Federation of African Chemical Societies, Federation of Asian Chemical Societies, and the International Union of Pure and Applied Chemistry (IUPAC).

## **Committee Travel Expense Reimbursement Policy: Non-Councilors** (as of January 1, 2012)

### **Reimbursement Policy for Non-Councilor Travel Expense**

The ACS Board of Directors, acting on the recommendation of the Committee on Budget and Finance, has approved a reimbursement policy to support non-councilor attendance at Council-related committee meetings, held at national meetings, effective in 2012.

The policy provides financial support, under specific conditions, for ordinary, necessary, and reasonable transportation, lodging, and meal expenses incurred by non-councilor committee members, associates, and consultants attending meetings of Council-related committees at national meetings. It was designed to partially conform to the already established Councilor Travel Expense Program; provide equitable reimbursement of members, associates, and consultants for each committee; and set overall travel expenses for governance at moderate and reasonable levels.

The policy will reimburse non-councilor committee members up to an amount equal to 50% of the amount Councilors can be reimbursed under the Councilor Travel Expense Program. Currently, for attending Council and related committee meetings in 2012, Councilors may be reimbursed by the ("National") ACS up to \$1,055 per National meeting and up to \$2110 for both meetings. The Councilor Travel Expense Program is inflation-adjusted each year. Since the non-councilor policy reimbursement level is tied to the Councilor program, each non-councilor will be reimbursed up to \$527.50 per meeting (\$1055 per year). Reimbursement for attendance at a meeting of a committee that meets at times other than national meetings is determined by other existing committee or ACS reimbursement policies.

The new policy affects 17 of the 31 Council-related committees (see below). Nine committees (Council Elected and Council Standing) are unaffected as their membership is limited to Councilors only. Five committees -- Budget and Finance (B&F); Chemists with Disabilities (CWD); Education (SOCED); Professional Training (CPT); and Younger Chemists (YCC) -- already reimburse non-councilor committee member travel during the national meeting time frame and will continue to follow their existing reimbursement policies. The Task Force, while noting the discrepancies, recommended moving forward and establishing a policy to bring all non-councilor committee members up to a minimum level of funding. It has been suggested that the policy could be amended in the future to address the discrepancy.

There were 354 Councilors and 347 non-Councilors serving as committee members, associates, or consultants during 2011. There are currently 259 non-Councilor members, associates, or consultants serving on Council-related committees who are subject to the proposed policy. This number is roughly consistent year-to-year but may change based on the annual committee appointment process. The creation or dissolution of committees may also affect this number in the future.

#### **COMMITTEES COVERED**

##### **By Non-Councilor Committee Expense Reimbursement**

##### **Joint Board-Council**

Chemical Abstracts Service  
Chemical Safety  
Chemistry and Public Affairs  
Community Activities  
Environmental Improvement

##### **International Activities**

Minority Affairs  
Patents and Related Matters  
Publications  
Public Relations and Communications  
Science  
Women Chemists

##### **Other Committees of Council**

Analytical Reagents  
Ethics  
Nomenclature, Terminology and Symbols  
Project SEED  
Technician Affairs

The American Chemical Society endeavors to increase and broaden non-councilor attendance and service at council related committee meetings held during the national meeting timeframe. To further this goal, the ACS provides financial support, under the conditions set forth below, for ordinary and necessary transportation, lodging, and meal expenses for non-councilor members, associates, and consultants who request such support associated with their committee attendance and service. This policy for non-councilors is to conform to the established Councilors Travel Reimbursement Program to provide equitable reimbursement of all committee members while keeping travel expenses for ACS governance at a moderate and reasonable level.

The policy requires:

1. **Submitting a request for support.** This should take the form of the following statement:

"I wish to attend the next American Chemical Society national meeting. Because I shall be involved at the meeting with ACS business, including participation in the meeting of a committee which reports to Council in whole or in part, I request reimbursement through the committee's budget of that portion of my travel expenses necessary for committee business."

The statement shall be signed by the non-councilor committee member, associate, or consultant, and sent to their respective committee staff liaison at least two weeks prior to the committee meeting.

2. **Filing of the completed ACS travel expense reimbursement voucher**, available from the ACS committee staff liaison, within three weeks of the meeting.

Reimbursement is based on actual cost and covers transportation, lodging, and meal expenses which are ordinary, necessary, and reasonable to support the committee's normal course of business. Full expense documentation consistent with established ACS travel guidelines (for example, traveler's copy of rail or airline ticket, hotel bill, meal receipts, and taxi receipts) is required. This must be filed within three weeks of the meeting to receive reimbursement. Non-councilors are encouraged, as are Councilors, to seek alternative sources (for example, their employer or grant) before requesting support from the Society or its units. Expenses reimbursed from another source are not eligible for reimbursement by ACS.

Reimbursement for attendance at the meeting of a committee that meets at times other than at national meetings is determined by committee or ACS reimbursement policies.

**REIMBURSEMENT SUMMARY  
FOR COUNCILORS AND NON-COUNCILORS SERVING ON  
COUNCIL-RELATED COMMITTEES**

	Members, Associates, Consultants, and ConC Liaisons who are <b>COUNCILORS</b>	Members, Associates, and Consultants who are <b>NON-COUNCILORS</b>
<b>ACS National Meetings</b>		
Transportation	Yes <sup>1</sup>	Yes <sup>2</sup>
Lodging and Meals		
Committee and Subcommittee Sessions	Yes <sup>1</sup>	Yes <sup>3</sup>
Remainder of National Meeting	Yes	No
National Meeting Registration Fee	Yes <sup>4</sup>	Yes <sup>4</sup>
Council Meeting	Yes	No
<b>Elsewhere</b>		
Transportation	Yes <sup>2</sup>	Yes <sup>2</sup>
Lodging and Meals	Yes <sup>3</sup>	Yes <sup>3</sup>
Maximum allowable Reimbursement <sup>5</sup>	Spring - \$1055 Fall- \$1055 Yearly Total - \$2110	Spring - \$527.50 Fall- \$527.50 Yearly Total - \$1055

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<sup>1</sup>A request for support for travel to a Council meeting must be made by the Councilor (or Alternate Councilor) to the appropriate officer of the division or local section at least four weeks before the beginning of the meeting. A Councilor must have attended the Council meeting to obtain reimbursement. The division or local section will reimburse its Councilor for eligible travel costs upon receipt of the Councilor's itemized travel expense information. Within five weeks after a meeting, the unit's Treasurer will certify to the national Society the unit's travel costs for its Councilors, and the national Society will reimburse the unit for the national Society's share according to the Councilors Travel Reimbursement Program.

<sup>2</sup>Transportation will be reimbursed on an actual cost basis for air in coach or rail (not to exceed the cost of air coach class). Use of a personal vehicle will be reimbursed at the Internal Revenue Service tax-deductible rate for mileage in excess of their normal commute, provided total does not exceed the cost of air coach class.

<sup>3</sup>Lodging will be reimbursed on an actual cost basis at the single room rate for arrival the night before the start of official meeting time. The incremental costs of a room shared with persons not on Society business are not reimbursed by ACS. The cost of meals including tips is reimbursable on an actual cost basis. The incremental costs of a meal shared with persons not on Society business are not reimbursed by ACS. Committee members may opt out of committee sponsored meal functions at their own expense, and proper notification is requested in advance.

<sup>4</sup> Registration fees for Councilors are reimbursable under the Councilor Travel Reimbursement Program. If the committee member plans only to attend the meeting(s) of a committee, registration at the national meeting is not required. Registration is necessary if technical sessions and the exposition will be attended.

<sup>5</sup>This amount is established in the Councilor Travel Reimbursement Program.

## ACS Acronyms

### ACS – General

ACS ..... American Chemical Society  
ATE ..... Advanced Technological Education  
(A program of the National Science Foundation)  
C3S ..... College Chemistry Consultants Services  
CAS ..... Chemical Abstracts Service  
CCED ..... Chemists Celebrate Earth Day  
CITL..... Chemists in the Library  
CTPAS .... Chemical Technology Program Approval Service  
G2S ..... *Guaranteed to Succeed* (Community Outreach Manual)  
GCI ..... Green Chemistry Institute  
IChC ..... International Chemistry Celebrations  
NCW ..... National Chemistry Week  
NSF ..... National Science Foundation  
OCA..... Office of Community Activities  
PRF ..... Petroleum Research Fund  
SEED..... Summer Educational Experience for the Economically Disadvantaged  
TAGs ..... Technician Affiliate Groups  
2YC3 ..... Two-Year College Chemistry Conferences

## ACS – Committees

B&F ..... Budget and Finance  
CA ..... Corporation Associates  
CAS ..... Chemical Abstracts Advisory Board  
C&B ..... Constitution and Bylaws  
CCA ..... Committee on Community Activities  
CCPA ..... Committee on Chemistry and Public Affairs  
CCPR ..... Council Committee on Public Relations  
CCS ..... Committee on Chemical Safety  
CEI ..... Committee on Environmental Improvement  
CEPA ..... Committee on Economic and Professional Affairs  
CHAS ..... Chemical Health and Safety  
CMA ..... Committee on Minority Affairs  
COMSCI .. Committee on Science  
CONC ..... Committee on Committees  
CPC ..... Council Policy Committee  
CPRC ..... Committee on Public Relations and Communications  
CPT ..... Committee on Professional Training  
CTA ..... Committee on Technician Affairs  
CWD ..... Committee on Chemists with Disabilities  
DAC ..... Divisional Activities Committee  
G&A ..... Committee on Grants & Awards  
IAC ..... International Activities Committee  
LSAC ..... Committee on Local Section Activities  
M&E ..... Meetings and Expositions Committee  
MAC ..... Membership Affairs Committee  
N&E ..... Nominations and Electronics Committee  
P&MR ..... Professional and Member Relations  
PAPR ..... Committee on Public Affairs and Public Relations  
SOCED.... Society Committee on Education  
WCC ..... Women Chemists Committee  
YCC ..... Younger Chemists Committee



ACS – Divisions

AGFD ..... Agricultural & Food Chemistry  
AGRO ..... Agrochemicals  
ANYL ..... Analytical Chemistry  
BIOT ..... Biochemical Technology  
BIOL ..... Biological Chemistry  
BMGT ..... Business Development & Management  
CARB ..... Carbohydrate Chemistry  
CELL ..... Cellulose & Renewable Materials  
CHED ..... Chemical Education  
CHAL ..... Chemistry & The Law  
CHAS ..... Chemical Health & Safety  
CINF ..... Chemical Information  
COLL ..... Colloid & Surface Chemistry  
COMP ..... Computers in Chemistry  
ENVR ..... Environmental Chemistry  
FLUO ..... Fluorine Chemistry  
FUEL ..... Fuel Chemistry  
GEOC ..... Geochemistry  
HIST ..... History of Chemistry  
I&EC ..... Industrial & Engineering Chemistry  
INOR ..... Inorganic Chemistry  
MEDI ..... Medicinal Chemistry  
NUCL ..... Nuclear Chemistry & Technology  
ORGN ..... Organic Chemistry  
PETR ..... Petroleum Chemistry  
PHYS ..... Physical Chemistry  
POLY ..... Polymer Chemistry  
PMSE ..... Polymeric Materials: Science & Engineering  
PROF ..... Professional Relations  
RUBB ..... Rubber  
SCHB ..... Small Chemical Businesses  
TECH ..... Chemical Technicians  
TOXI ..... Chemical Toxicology