



Welcome to the Committee on Community Activities!

The Committee on Community Activities (CCA) is a Joint-Board Council Committee that works as an advisory group to the American Chemical Society's Office of Volunteer Support (VS).

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American Chemical Society (ACS)

ACS Structure

The American Chemical Society is a self-governed individual membership organization that consists of over 163,000 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.

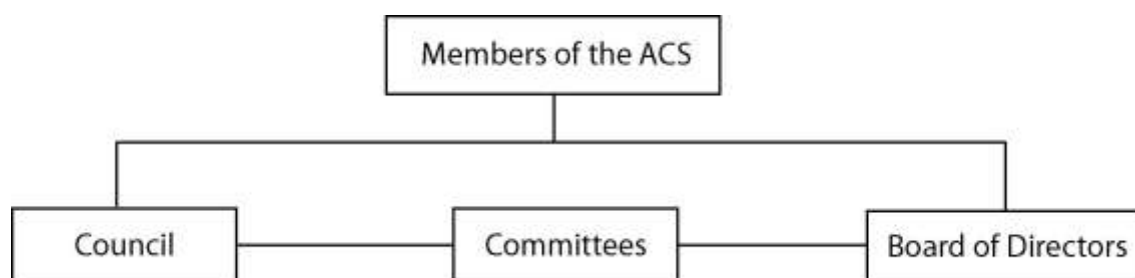
*The **mission** of the American Chemical Society is to advance the broader chemistry enterprise and its practitioners for the benefit of Earth and its people.*

*The **vision** of the American Chemical Society is “Improving people’s lives through the transforming power of chemistry”.*

The ACS is divided geographically into 187 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 187 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. 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)



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 Publishing (GBP)
- Pensions & Investments (P&I)
- Planning

Other: Composition as specified by the Board.

- Board of Trustees, Group Insurance Plans for ACS Members (BOT)
- Chemists with Disabilities (CWD)
- 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)
- **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)

** CCA became a Joint-Board Council Committee in September 2006, being previously an “Other” Committee of the Board (2003).



The Committee on Community Activities (CCA)

History

How we grew from National Chemistry Day to a “Joint-Board Council” Committee.

National Chemistry Week began as National Chemistry Day, and was a vision of Dr. George C. Pimentel. In 1986, Dr. Pimentel, then President of ACS stated that...

“National Chemistry Day is a bold and exciting undertaking for us. Its success will be measured, in the short term, by the number of people reached by our efforts. Over the long term, we will measure our success by the continued use of chemistry to solve societal problems and to improve the quality of life for us all.”

This visionary statement led the ACS Board to establish National Chemistry Day. The first National Chemistry Day was celebrated November 6, 1987. National Chemistry Day was originally celebrated on a biannual basis, and was expanded to National Chemistry Week (NCW) in 1989. In 1993, NCW *officially* became an annual event, although many local sections had been celebrating it annually already. In 1998-1999, NCW was part of a one-time international event called the “International Celebration of Chemistry”.

Oversight for the NCW program fell to the National Chemistry Week Task Force. During its 15-year existence, the task force expanded its role with the increasing offerings of the VS to include the Chemagination, Chemists Celebrate Earth Day, and Salutes to Excellence programs. Since NCW had become an annual celebration and CCA’s responsibilities had grown to include the other outreach offerings of VS, its status was changed to “Other” Committee of the Board in 2003.

With its growing programs, the committee saw distinct advantages to increasing the visibility of its programs to councilors and members alike, to continue to diversify ethnically and geographically, and to recruit additional members with varied outreach experiences. In 2006, the Board of Directors supported and Council voted for CCA to become a Joint-Board Council committee.

CCA - VS programs went through an extensive review process that was initiated by the Board of Directors Program Review. Advisory Group although the programs fared well, key metrics were not available to fully substantiate the existence of certain aspects of the programs. In anticipation for metrics, CCA restructured its subcommittees to add “Evaluation and Technology” (E&T) whose role is to determine methods to assess effectiveness of VS programs and to technically enhance program offerings.

Today, CCA works alongside staff from VS staff to develop and support ACS-sponsored community outreach programs such as NCW and Chemists Celebrate Earth Day. The Committee assists with coordinating Society-wide programs such as Meg A. Mole – Future Chemist, the chemistry.org/kids website, and publishes a quarterly newsletter *Community Coordinator News*. In addition, the Committee oversees the ChemLuminary awards presented for ACS local sections’ annual NCW activities, provides recognition for other ACS-sponsored community outreach activities, and assists with the Salutes to Excellence awards program.



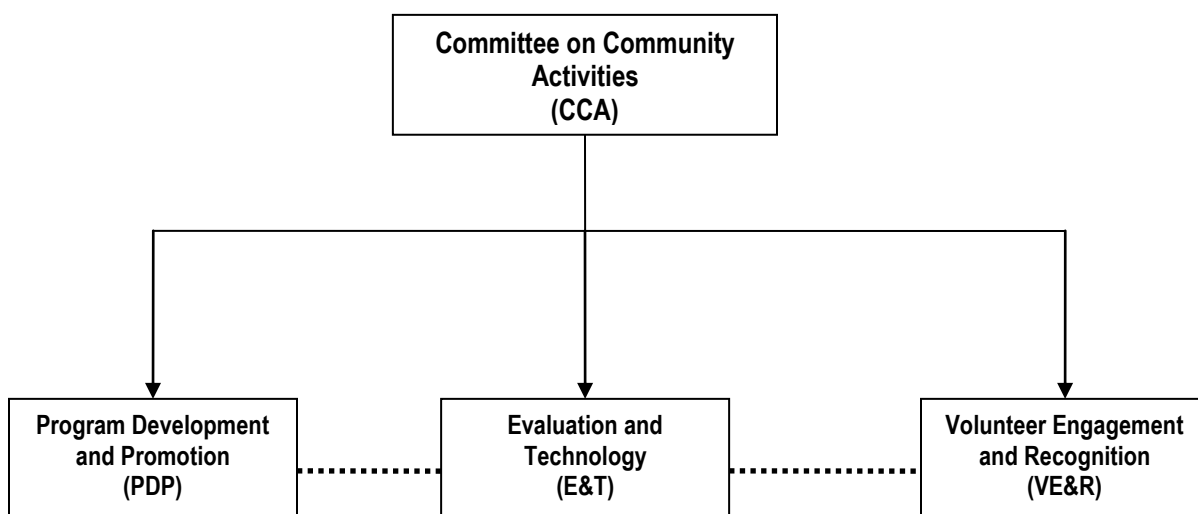
CCA Structure

The Committee on Community Activities (CCA) provides guidance and support to the ACS Office of Volunteer Support (VS). CCA reports to Council and the ACS Board of Directors and is classified as a Joint-Board Council committee. CCA is composed of ACS members who have extensive experience with planning and implementing community outreach events at the local and national levels. CCA members need not be ACS Councilors.

Term Limits – Full **members** of CCA are appointed by the Chair of the Board of Directors and the ACS President and may serve for a maximum of three consecutive three-year terms (9 years). The Chair of CCA is appointed for a one-year term, and may serve as Chair for a maximum of three consecutive one-year terms (3 years). **Associate members** of CCA are appointed for one-year terms and may serve as associate members for a maximum of two one-year terms (2 years). If an associate member of CCA is appointed as a member of CCA, time spent as an associate member does not count against the member term limit. At the request of the Chair of CCA, and at the discretion of the Chair of the ACS Board of Directors, a person may be appointed as a **Consultant** to CCA. Consultants are appointed for one-year terms, but have no term limit. For all Committee members: reappointment after the completion of the first or second three-year term as a “full” committee member, or after the completion of the first or second one-year term as an “Associate” member, is at the discretion of the Chair of the ACS Board of Directors and President.

CCA Mission – The purpose of the Committee on Community Activities is to improve the public perception of chemistry by providing programs to connect chemists with their communities by:

- a) Providing guidance to the Society’s community outreach programs and activities, and developing and implementing new resources/technologies to support, evaluate, and sustain them;
- b) Encouraging participation in community outreach programs through recruitment, retention and recognition of volunteers; and
- c) Informing the Board, Council and other SOCIETY bodies of the Committee’s activities.





CCA Subcommittees and Theme Teams

The Committee on Community Activities is organized into three subcommittees and theme teams for the purpose of achieving its goals in the areas of community programming and public outreach. The subcommittees are composed of members of CCA, while the theme teams consist of members from CCA and other groups associated with the specified program.

Evaluation and Technology (E&T) – The E & T Subcommittee is responsible for determining methods to assess effectiveness of VS programs and to technically enhance overall program offerings. They revise surveys used for CCED and NCW and look for ways to optimize web-offerings (podcasts, blogs, Flickr) and alternative/media to enhance member awareness and participation. They advise VSVS with electronic products, like the educational interactive, and provide direction for websites associated with CCED and NCW.

Program Development and Promotion (PDP) – The PDP Subcommittee is responsible for all new and developing programs of CCA. They provide guidance to the staff of VSVS with respect to the development of Chemists Celebrate Earth Day (CCED) and National Chemistry Week (NCW). Within the subcommittee, there are theme teams for up to three years in advance for CCED and NCW. The teams suggest themes, facilitate collaborations and connections to other related organizations and advise VSVS on activities, games, and resources associated with each year's respective celebrations (2 per year.).

Volunteer Engagement and Recognition (VER) – The VER Subcommittee is responsible for recruiting, retaining, and recognizing outreach coordinators. Their biggest task is the review and judging of self-nominations for ChemLuminary Awards associated with National Chemistry Week. They look for ways to strengthen in-reach efforts, to better enable and recognize member involvement and participation, and develop ways to engage individuals. They serve as the advisory group for the Salutes to Excellence Program and select CCED award winners and select CCED award winners.

CCA Subcommittee Mission Statements

Evaluation and Technology (E&T)

The mission of the Evaluation and Technology Subcommittee is to develop and implement resources that support, evaluate, and sustain community outreach programs.

Program Development and Promotion (PDP)

The mission of the Program Development and Promotion Subcommittee is to provide guidance and develop resources for Office of Volunteer Support outreach programs.

Volunteer Engagement and Recognition (VE&R)

The mission of the Volunteer Engagement and Recognition Subcommittee is to increase participation in community-based programs by encouraging volunteer efforts and recognizing significant achievements.



CCA Strategic Plan

During 2006, the Executive Committee met to determine CCA's three-year goals. Under the new structure, major goals and objectives were determined for each subcommittee.

Evaluation and Technology Subcommittee	
Major Goal	1. Refine assessment/evaluation processes and apply to all CCA efforts to evaluate/determine future activity.
Objectives	<ol style="list-style-type: none"> 1. Examine overall ACS approaches to assessment. 2. Develop an assessment plan. 3. Create an internal metric to measure quality. 4. Identify metrics to measure external effect and impact. 5. Create a program review process. 6. Look into other comparable groups for model practices. 7. Explore how to use alternative technologies (podcasts, blogs, Flickr) 8. Explore ways to optimize Web and alternative technologies/media to enhance member awareness and participation.
Program Support and Promotion Subcommittee	
Major Goals	<ol style="list-style-type: none"> 1. Continue to provide suggestions and resources for CCED/NCW themes, products, activities, partnerships, and publications. 2. Enhance current programs. 3. Build alliances with emphasis on underrepresented populations.
Objectives	<ol style="list-style-type: none"> 1. Partner with appropriate ACS entities for international distribution of materials. 2. Partner with other scientific societies that represent minority populations. 3. Examine technologies that enhance the participation/involvement of individuals with special needs. 4. Examine efforts to ensure that are inclusive of the desired populations. 5. Make all material available to/for Spanish-speaking audiences.
Volunteer Engagement and Recognition	
Major Goals	<ol style="list-style-type: none"> 1. Strengthen in-reach efforts to better enable and recognize member involvement and participation. 2. Develop new ways to engage individuals in CCA/VS activities outside of existing structure/processes. 3. Strengthen recognition of member involvement and participation
Objectives	<ol style="list-style-type: none"> 1. Involve individuals from high schools, etc. who are knowledgeable about alternative technologies, social networking, etc. 2. "Age outreach" Silver Circle, YCC, WCC. 3. Improve nomination process for ChemLuminaries to increase # of nominees. 4. Implement training and mentoring that is easily accessible for coordinators and other volunteers. 5. Expand outreach beyond local sections and expand focus beyond local sections to divisions and regions. 6. Look at new opportunities to recognize members. 7. Develop an incentive system for ACS member involvement. 8. Explore/create simple recognition tools. 9. Involve members of minority backgrounds in doing outreach into their known communities.



CCA Member Roles and Responsibilities

Members of the Committee on Community Activities (CCA)

- Attend CCA meetings to represent the interests of the ACS membership in the design and execution of VS programs.
- Attend CCA programming at national meetings, such as the ChemLuminary Awards gala.
- Serve on subcommittees, working groups, task forces, theme teams, etc. as assigned by the Committee Chair.
- Respond in a **timely manner** to requests by committee officers and ACS staff and meet established deadlines.
- Participate in communications forums (conference calls, email discussions, etc.) to enable the completion of committee business between national meetings.
- Advise Committee Chair and VS staff of opportunities and challenges.
- Promote and encourage participation in VS programs at the Division of Membership and Scientific Advancement exhibition booth through interaction with attendees.
- Contribute a minimum of one article to the CCA newsletter *Community Coordinator News*.
- Encourage local sections and individuals to participate in VS programs by communicating with local section officers and community outreach activity coordinators.

Chair of the Committee on Community Activities (CCA)

- Provide vision and guidance to the CCA.
- Chair CCA governance meetings at ACS National Meetings and coordinate the work of the Executive Committee.
- Conduct meetings in a business-like manner, following a printed agenda ensuring that areas of concern are discussed and voices of committee members are heard.
- Appoint committee members to appropriate governance roles (leadership, committee and liaison assignments).
- Serve as the official representative of the Committee to the Board and other ACS governance.
- Communicate with VS staff and committee members on a regular basis regarding progress of programs.
- Initiate discussions on various aspects of VS programs and activities with committee members, staff, ACS governance, members at large and the public.
- Seek opinions of committee members in areas of growth and concern.
- Interpret and carry out all rules and bylaws with the help of the Staff Liaison.
- Assume responsibility and accountability for committee strategic planning.
- Be an ex-officio member of all standing subcommittees, working groups, task forces, etc.
- Convene special meetings as needed to conduct committee business.
- Address



Chairs and Co-chairs of Subcommittees

- Serve as a member of the CCA Executive Committee and Leadership Team.
- Provide vision and guidance to subcommittee.
- Chair or co-chair facilitates face-to-face meetings at national meetings.
- Coordinate volunteer efforts of the subcommittee or theme team members to ensure timely completion of action items.
- Seek opinions of subcommittee members in areas of growth and concern.
- Meet various deadlines as set forth by the Committee Chair and VS staff, including:
 - Submitting agendas for National Meeting agenda books by the requested due date.
 - Ensure that all meeting minutes have been completed and approved by their respective subcommittees and the teams no later than six (6) weeks after each national meeting.
- Provide monthly report to the Committee Chair on the activities on the subcommittee.

Secretary of Committee and Subcommittee Minute Takers

The Secretary, appointed by the Chair, and Minute Takers, appointed by Subcommittee Chairs, for each subcommittee take minutes for the various meetings conducted by the committee and subcommittee, respectively.

The Secretary and Minute Takers duties are as follows:

- Follow the format presented by the Committee and agreed upon with VS. (The Committee Chair or VS staff will provide templates of acceptable meeting minutes.)
- Generate a list of action items with headers: “Action to Be Taken”, “Person(s) Responsible”, and “Date Due”.
- Record any motions of the group (those adopted and those “lost” or defeated).
- Record the name of the maker of the motion.
- Record the result of all votes. (passed or failed — The number of votes is only recorded on each side when there is a ballot or counted vote.)
- Summarize the actions of the group during the meeting.
- Submit minutes to the VS liaison and committee/subcommittee/theme team no later than four (4) weeks after the end of the meeting.
- Sign the minutes and record the date of approval. (For electronic minutes, this is closing with “Respectfully submitted,” and your name.)

The first paragraph of the minutes should tell the kind of meeting; name of the organization; date and place of the meeting; presence of officers and a quorum (in a committee or small group, a quorum is a majority of members); time the meeting was called to order; and whether the minutes of the previous meeting were approved or corrected. The body should include reports given (with name of reporter and any related action taken); all main motions; all points of order or appeal; important announcements, such as the topic of the program and the name of the speaker. The final paragraph should record the adjournment and time of adjournment.

According to *Robert’s Rules of Order*, adoption of and corrections to the minutes must receive a two-thirds vote.

Note:

It is **not** necessary to record discussion or personal opinion; the name of the person seconding a motion; any motions that are withdrawn; or entire reports (these should be attached to original minutes).



CCA Liaisons to Other Governance Bodies

The CCA strategic plan states that the Committee will work together with various entities within the ACS to enhance the public's awareness of the ACS and its community-based programs and activities. A major step in accomplishing this goal is to establish effective communication links with other ACS bodies (committees, divisions, etc.) via liaisons. In this way, both groups can stay informed about the programs and activities available from the other and work together where it makes good sense to combine the two group's efforts in a synergistic fashion.

Responsibilities of CCA liaisons to other ACS bodies include:

- Attending the executive and/or open session meetings of the group assigned and taking notes on actions related to CCA interests. Attendance at these meetings should not significantly impact the participation of the liaison in CCA sponsored meetings and activities.
- Serving as a conduit for information exchange, resulting in both groups operating more efficiently and effectively.
- Submitting a written report of less than 1000 words (approximately 2 pages) using the template provided no later than four (4) weeks after the meeting summarizing activities and actions of interest to CCA. (Examples of past reports are available from the Committee Chair or Staff Liaison.)
- Giving oral reports during CCA meetings. Content of oral reports should be limited to items of immediate interest to the business of CCA. Routine or unrelated matters should be relayed through the written report.

The liaison is not authorized to commit resources of the Committee without prior consultation with the Committee Chair and the Staff Liaison.

Liaisons from Other Governance Bodies to CCA

Where appropriate, the Committee will accept liaisons from other ACS bodies (committees, divisions, etc.). Liaisons from other governance bodies are requested to:

- Respond to email inquiries regarding attendance at CCA meetings, activities and events.
- Submit a written report of less than 1000 words (approximately 2 pages) no later than four (4) weeks after the meeting summarizing activities and actions of interest to CCA. (Template and example will be provided).
- Give oral reports during CCA meetings. Content of oral reports should be limited to items of immediate interest to the business of CCA. Routine or unrelated matters should be relayed through the liaison's written report.

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



Travel Reimbursement Policy

ACS will reimburse non-Councilor committee members, associates, and consultants for ordinary and necessary transportation, lodging, and meal expenses incurred by attending meetings of Council-related committees at national meetings, up to an amount equal to 50% of the amount Councilors can be reimbursed under the Councilor Travel Expense Program. For Councilors, reimbursement is provided through the Councilor Reimbursement Program. If necessary, ACS will reimburse certain travel expenses incurred due to authorized committee meetings and work performed outside of national meetings.

On occasion, committee members may be asked by the Committee Chair to attend special meetings (strategic planning, etc.). The Committee may cover travel expenses and meals related to these special meetings. To qualify for reimbursement, travel arrangements must be made through the ACS Travel Office with authorization by the CCA Staff Liaison in compliance with current ACS travel restrictions and policies. Qualifying expenses will be outlined by staff in advance of the meeting, and all reimbursement forms with accompanying receipts must be received by the Staff Liaison no later than ten (10) business days after the meeting concludes.

Committee Web Site

For more information on the Committee on Community Activities, please visit the committee [website](#):

www.acs.org/committees



ACS Office of Volunteer Support (VS)

VS Overview

Every year, VS offers numerous resources for community outreach programs. For more information visit www.acs.org/outreach.

ACS Community Programs

Programs of the [ACS Office of Volunteer Support \(VS\)](#) are designed to assist volunteers in becoming more involved in their local section, division(s), and community by providing reliable resources that can be easily used for promoting the contributions of chemistry. Participation in community activities provides opportunities for ACS members to increase media and public awareness of the importance of chemistry in our daily lives.

[NATIONAL CHEMISTRY WEEK](#)

National Chemistry Week (NCW), a community-based outreach program, is designed to reach the public with positive messages about chemistry and to make a positive change in the public's impression of chemistry. Activities include chemical demonstrations, hands-on activities, lectures, open houses, displays, contests and games. NCW is celebrated annually from Sunday through Saturday during the fourth week of October. For more information visit www.acs.org/ncw.

[CHEMISTS CELEBRATE EARTH DAY](#)

Chemists Celebrate Earth Day is an environmental awareness campaign. The event provides activities that are designed to enhance public awareness of important contributions made through chemistry in preserving our planet and improving our environment. The event is held annually on April 22. For more information visit www.acs.org/earthday.

[SALUTES TO EXCELLENCE](#)

Salutes to Excellence, a recognition program, presents an opportunity for members of the ACS to conduct an event within their communities to recognize the positive impact on everyday life made by a practitioner of chemistry, a product of chemistry, and/or a place of importance in chemistry. Honorees receive a commemorative plaque provided by VS. For more information visit www.acs.org/salutes.



CCA Staff Contacts

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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
VS Office of Volunteer Support
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 Committee
CA Corporation Associates
CAS Chemical Abstracts Advisory Board
C&B Constitution and Bylaws
CCA Community Activities
CCPA Chemistry and Public Affairs
CCPR Council Committee on Public Relations
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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
CATL Catalysis
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
TOXI Chemical Toxicology