

ACerS Staff Support

1. How ACerS Staff Can Support Your Volunteer Efforts

- Send emails on behalf of divisions, classes, and committees about upcoming meetings, calls for award nominations, reminders to submit abstracts, etc.
- Update the division, class, and committee web pages.
- Provide spreadsheets and data about the group to group officers and leaders.
- Provide financial reports as appropriate, disperse funds, provide accounting services.
- Arrange conference calls and participate in conference calls as requested.
- Provide expertise, counsel, connections to other groups or governance bodies within the Society, and “historical memory.”

2. Guidelines for Working with Staff:

- RULE OF THUMB: Staff to staff, member to member.
 - If you need the staff to do something, go through your staff liaison. If a staff member is not performing to your expectations, talk to the Executive Director.
 - If a member needs to be recruited for an assignment, solicited for a donation, urged to fulfill a task, or otherwise communicated with in a non-routine way, it is typically the role of a volunteer leader.
- In most cases, volunteers provide the copy for division, class, and committee letters, emails, other mailings, or web site updates.
- Please try to give staff at least one week’s notice for emails, web updates, etc.
- Staff are generally not involved in the strategic decision-making of the group, although they can be a great resource.

3. Key Volunteer Staff Support

Executive Office

Scott Steen – *Executive Director*

(ssteen@ceramics.org, 614-794-5855)

Scott is responsible for effective management of the affairs of the Society. He manages the staff and participates in the formulation of the Society’s strategic plans and direction.

Sue LaBute – *Executive Assistant and Human Resources Manager*

(slabute@ceramics.org, 614-794-5861)

Sue handles all human resource-related matters and provides administrative support to the executive director. She works with the board of directors and also works with the nominating committee.

Membership and Marketing Department

Megan Bricker – *Director of Marketing and Membership*

(mbricker@ceramics.org, 614-794-5894)

Megan creates the overall plans and strategies for marketing and membership and is in charge of budgetary and membership/marketing goals. She is the staff liaison to the Young Professional Program, which helps to connect early career professionals with our community of engineers, scientists, and other ceramic materials professionals.

Marcia Stout – *Senior Manager, Member Services*

(mstout@ceramics.org, 614-794-5821)

Marcia is the primary liaison to ACerS membership. This includes managing the renewal program. She handles the awards program, provides division support, and works closely with customer service staff to make sure that members' needs are met.

Tricia Nicol – *Membership Services Manager*

(tniswonger@ceramics.org, 614-794-5827)

Tricia is the staff liaison to the Material Advantage Student Program. She helps to organize student contests, scholarships, and activities. Tricia also manages the President's Council of Student Advisors (PCSA) program and Associate membership, which is available to those who have just graduated. She works with the Corporate Member Program.

Nick Schafer – *Marketing Data Specialist*

(nschafer@ceramics.org, 614-794-5869)

Nick manages the ACerS Career Center.

Technical Publications and Meetings

Mark Mecklenborg – *Director, Technical Publications and Meetings*

(mmecklenborg@ceramics.org, 614-794-5829)

Mark manages the partnership with Wiley/Blackwell for the *Journal of the American Ceramic Society*, *International Journal of Applied Ceramic Technology*, *Ceramic Engineering and Science Proceedings* and books. He also manages the Phase Equilibria Diagrams Program. Mark directs the ACerS technical meetings program, including programming, exhibits, and logistics.

Greg Geiger – *Technical Content Manager*

(ggeiger@ceramics.org, 614-794-5858)

Greg interacts with volunteer meeting organizers and participants in developing technical meetings and the resulting proceedings from these meetings. He serves as the liaison for ACerS/National Institute of Ceramic Engineers (NICE).

Marilyn Stoltz – *Technical Content Coordinator*

(mstoltz@ceramics.org, 614-794-5868)

Marilyn works with program organizers, symposium chairs, and session chairs to create a meeting program schedule. She notifies speakers of their assigned schedule, assists with visa information and cancellations. She also works with the reviewers of the *Journal of the American Ceramic Society* and the *International Journal of Applied Ceramic Technology*.

Bulletin and ACerS Communications

Peter Wray – *Director of Communications, and Editor, ACerS Bulletin*
(pwray@ceramics.org, 614-794-5853)

Peter directs the editorial operations of the Society's membership magazine, the *Bulletin*, and ceramicSOURCE, the annual buyers-sellers guide. He also manages Ceramic Tech Weekly, the ACerS blog, and online news stories and videos. As Director of Communications for the Society, he initiates and responds to media contacts.

Finance/Operations

Laura Vermilya – *Director of Operations*
(lvermilya@ceramics.org, 614-794-5879)

Laura serves as Chief Financial Officer, responsible for all financial aspects including budgets, forecasts, financial policies and procedures, financial integrity, external audits, and Finance Committee reporting.