



Best Practices for Division Officers of The American Ceramic Society

The benefits of serving as a Division Officer include the opportunity to develop leadership, management, and communication skills; build a network of colleagues in your area of interest; and to promote and stay abreast of the latest developments in the field of materials science and technology.

Each ACerS division has its own bylaws governing the division's activities and governance structure. Divisions should elect/select a combination of the following officers: Division Chairperson, Vice Chairperson, Chair-elect, Treasurer, Secretary, Secretary-elect and Trustee in accordance with the bylaws established by each division.

Division officers should become familiar with the bylaws and use them as a guide throughout their term. The following "Best Practices" are general guidelines that may be used by all divisions.

Division Chairperson

The Division Chairperson has the overall responsibility for developing division programs, for ensuring that plans and assignments are carried out, and for seeing that the division fulfills its obligations to the Society. The Chairperson should be familiar with the policies and procedures of ACerS, as described in the Constitution, and with the duties of all the other division officers and committee chairpersons.

The Chairperson should schedule an executive committee meeting which often includes the Treasurer, Secretary, and Immediate Past Chair and together they should plan the budget for the upcoming year. When a program or event has been scheduled, it is the Chairperson's responsibility to communicate activities of the division with the ACerS division staff liaison and the division membership.

The Chairperson is responsible for finding enthusiastic and qualified members to serve as committee chairpersons. The Chairperson should strive to bring new people into the committee structure to provide training for future division leaders. The job of the Division Chairperson will be much more enjoyable once responsible and reliable volunteers are found to take on various duties. It is strongly recommended that the Division Chairperson take the time at general meetings to acknowledge those division volunteers whose help has been valuable. This positive

feedback and public recognition of good works is often just the encouragement an active volunteer needs to commit to a longer-term leadership position in the division in future years.

Responsibilities of the Division Chair include, but are not limited to:

- Become familiar with and adhere to the division bylaws
- Develop agenda for meetings and notify those on the agenda of their responsibilities and expected reports
- Conduct meetings following Robert's Rules of Order
- Meet with the Executive Committee at your annual division meeting and throughout the year as needed
- In collaboration with the division officers, prepare the annual division budget and submit to staff liaison
- Plan a general membership meeting and provide a report of the division's activities to the membership
- Provide annual division/financial report to the ACerS board of directors by September 15
- Develop a plan and submit supplemental funding request to ACerS division liaison and utilize funds by the end of each year
- Nominate incoming division officers as specified by the division bylaws and in consideration of their future ascension to division chair and conference program chair
- Attend annual division leaders meeting at MS&T or designate a representative
- Participate (or appoint division officer) in all quarterly division leaders teleconferences and give updates
- Communicate with ACerS staff liaison and provide any and all updates for the website or membership communications
- Work with the division's awards committee to make certain nomination deadlines are met and awardees are notified
- Ensure Panel of Fellows representative and committee members nominate division fellows by deadline

Division Treasurer/Financial Officer

Working with the ACerS staff, the treasurer/financial officer is responsible for keeping complete and accurate records of all funds received and disbursed by the division. As the financial officer for the division, this individual must be prepared to report on the financial condition of the division at all times. Responsibilities include:

- Prepare the annual division budget and submit the approved budget to ACerS by September 15
- Retain financial records; maintain accurate historical financial records
- Prepare and present a financial report to the executive committee and division membership annually

Division Secretary

The ongoing responsibilities of the division secretary include:

- Inform the ACerS staff liaison of the names and contact information of new officers by April 1
- Send the agenda to executive committee members for meetings; recording and disseminating the minutes of meetings
- Respond to all division correspondence on a timely basis
- Maintain division files for historical purposes

General Duties

All division officers and committee chairs should make it a practice of recruiting new members into the division, welcome all new members, and offer to be a resource for them. All division members should be encouraged to become active in the division through volunteerism and participation in the division's activities.

Division officers will devote approximately 20-40 hours per year on division activities. Time commitments vary based on the size and scope of the division and its activities. It is recommended that committee members be recruited to assist with the workload.

Division officers must be committed to diversity and inclusion regardless of race, ethnicity, gender, religion, age, sexual orientation, nationality, disability, appearance, geographic location, career path, or academic level, to ensure that people from under-represented groups and people new to ACerS are welcome and provided equal volunteer opportunities.

Important Dates/Deadlines:

January 15: deadline for most Society award nominations

April 1: deadline for incoming officers' names to ACerS

September 1: deadline for Fellows nominations

September 15: deadline for annual division/financial report to Board of Directors

December 31: deadline for expenditure of supplemental funds for calendar year and division funds that will not carry over into the following year