



## **Best Practices for Chapter Officers of The American Ceramic Society**

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

ACerS Chapters should elect a Chapter Chairperson or two Co-Chairs, Vice Chairperson (optional), Treasurer, and Secretary. Terms for each officer position should be defined in the Bylaws established by the Chapter.

Chapter 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 Chapters.

### **The Chapter Chairperson**

The Chapter Chairperson has the overall responsibility for developing Chapter programs, for ensuring that plans and assignments are carried out, and for seeing that the Chapter 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 Chapter officers and committee chairpersons.

The Chairperson should schedule an executive committee meeting which includes the Treasurer, Secretary, and Immediate Past Chair (for Chapters over two years old) 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 Chapter to the local membership and to the ACerS Outreach Manager.

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 Chapter leaders. The job of the Chapter Chairperson will be much more enjoyable once responsible and reliable volunteers are found to take on various duties. It is strongly recommended that the Chapter Chairperson take the time at general meetings to acknowledge those Chapter 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 Chapter in future years.



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

- Become familiar with and adhere to the Chapter bylaws
- Develop an 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 Chapter meeting and throughout the year as needed
- In collaboration with the Chapter officers, prepare the annual Chapter budget and submit to the ACerS Outreach Manager
- Plan a general membership meeting and provide a report of the Chapter's activities to the membership
- Nominate incoming Chapter officers as specified by the Chapter bylaws
- Attend annual volunteer leaders meeting at MS&T or designate a representative
- Communicate with the ACerS Outreach Manager and provide any and all updates for the website or membership communications

### **The Chapter Treasurer**

The Treasurer (or Financial Officer) is responsible for keeping complete and accurate records of all funds received and disbursed by the Chapter. As the financial officer, the Treasurer must be prepared to report on the financial condition of the Chapter at all times. The responsibilities of the Treasurer include:

- Prepare the annual Chapter budget and submit the approved budget to ACerS by September 15
- Retain financial records including all receipts; maintain accurate historical financial records
- Prepare and present a financial report to the Chair and Chapter membership annually
- Make sure the appropriate signature card is available for the new Treasurer at the end of the current Treasurer's term in office
- Prepare and submit the Chapter's End of Year and Financial Report to ACerS by March 1

### **The Chapter Secretary**

The ongoing responsibilities of the Chapter Secretary include:

- Informing the ACerS Outreach Manager of the names and contact information of new officers



- Sending the agenda to executive council members for meetings; recording the minutes of meetings
- Handling all Chapter correspondence on a timely basis
- Maintaining Chapter files for historical purposes

## **General Duties**

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

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

Chapter 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:**

**March 1:** End-of-the-Year financial report to ACerS

**April 1:** Deadline for incoming officers' names to ACerS

**September 15:** Deadline for annual Chapter budget to ACerS