



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

The benefits of serving as a Section Officer includes 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 Sections should elect/select a Section 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 Section.

### **The Section Chairperson**

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

The Chairperson should schedule an executive committee meeting which includes the Treasurer, Secretary, and Immediate Past Chair (for Sections 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 Section to the local membership and to the ACerS staff liaison.

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



## The Section Treasurer

The Treasurer is responsible for keeping complete and accurate records of Section funds. Section funding will be held at ACerS. The treasurer will communicate with ACerS staff when funds are needed. The responsibilities of the treasurer include:

- Submit requests for payments to vendors or for reimbursement to ACerS staff in a timely manner
- Retain financial records including all receipts; maintain accurate historical financial records
- Prepare and present a financial report to the chair and Section membership annually
- Prepare and submit the Section's End of Year and Financial Report to ACerS by March 1
- Maintain accurate historical financial records for the Section

## The Section Secretary

The ongoing responsibilities of the Section Secretary include:

- Informing the ACerS staff liaison 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 Section correspondence on a timely basis
- Maintaining Section files for historical purposes

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

Section 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.