



Best Practices for Section Officers of The American Ceramic Society

The benefits of serving as a Section 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 Sections should elect 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.

Section 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 Sections.

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, as described in the Constitution, 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 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 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.



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

- Become familiar with and adhere to the Section 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 Section meeting and throughout the year as needed
- In collaboration with the Section officers, prepare the annual division budget and submit to ACerS Outreach Manager
- Plan a general membership meeting and provide a report of the Section's activities to the membership
- Nominate incoming Section officers as specified by the Section 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 Section Treasurer

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

- Prepare the annual Section 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 Section 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 Section's End of Year and Financial Report to ACerS by March 1

The Section Secretary

The ongoing responsibilities of the Section 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 Section correspondence on a timely basis
- Maintaining Section files for historical purposes

General Duties

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

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.

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 Section budget to ACerS