

ACS Division of Polymer Chemistry * **Business Office Report**

Lesia Linkous and Kathy Mitchem* August 2016

The ACS Division of Polymer Chemistry Business Office assists with the day to day operations of this Division. Current activities include:

Budget	Work with the Treasurer to implement approved budget, process daily bills, and report monthly & annual activity.
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Workshops	Provides support including budgeting, administration, registration, advertising to include web development, materials development, and on site organization. 5 workshops in 2015 (one of which was PPC-14) Cash flow: 425,600.00 5 workshops are approved for 2016, cash flow within POLY Budget: 326,000.00 4 workshops are currently approved for 2017
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Award and Recognitions	Assists with sponsorship collection, nomination collection, plaque creation, poster displays, and on site dissemination of awards.
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Membership	Act as contact to members and assist with special needs. Responsible for operating membership booth at ACS National Meetings. Support Membership Committee by assisting with awards, student chapters, budget overview, E-News, listserv, Facebook, Twitter, LinkedIn, lapel pin/letter circulation and other membership campaigns.
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Elections	Provide election guidelines to Excom. Collect election bio and statements, disseminate information to membership, and provide administrative support to electronic balloting process. Report results to officers.
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Graphical Abstracts/ Preprints	Provide access to preprints and graphical abstracts to members, libraries, and non-members via on-line, cd, or hard copies. Catalog 2 paper copies in the office for future use. Invoice and provide copies as requested.
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Newsletter	Assists Secretary with creation and dissemination of biannual newsletter to members. Collect advertising payments annually. Create drafts and circulate to board for approval. Spring Newsletter: June; Fall Newsletter: October
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IAB	Assist committee with administrative tasks to include invoicing and collection of donations, drafting Bulletins, prepare posters, and provide committee meeting assistance.
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ACS Program Support	Invoice, collect, and disburse symposia funding. Assist with on-site programing issues as needed. Assist program chairs, secretary, and organizers with ACS programming as requested.
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Excom Support	Make arrangements for Excom winter meeting and ACS Excom dinner. Provide agendas, overheads, and other information to promote a successful meeting.
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Staff/ Office	The Business Office is located at Virginia Tech. The university is renovating the chemistry building. We are temporarily located at 103 Surge, Virginia Tech, Blacksburg, VA 24061. Staff: Lesia Linkous, Kathy Mitchem, and Student Carlee Linkous.
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POLY Staff

Kathy Mitchem



- Treasurer Support
- Secretary Support
 - Newsletter
 - Elections
- Awards
- ACS Meetings
 - Symposium Finances
 - Board Meetings
- Chair/Officer Assistant
- Workshops
 - Poster Session
 - AV/Equipment
 - On-Site/Booth
 - Staff Substitute
- Sponsorship and Advertising
- POLYEd
- Staff, VT, Space

Lesia Linkous Pristas



- Workshops
 - Financial Management
 - Hotel Contracts
 - Sponsorship
 - Advertising
 - Programing
 - Banquet Orders
 - Meeting Web Site
 - Registration
 - AV/Equipment
- ExCom Meeting Planner
- Industrial Advisory Board
- ACS Meetings
 - Board Meetings
 - ExCom Dinner
- Office Web Site/Publicity
- Monthly Bookkeeping Oversight

Student/Other

- Workshops
 - Pre-Registration
 - Name Badges/Packets
 - Session Bio's
- Graphical Abstracts/Preprints
- Membership
- ACS Meeting Onsite/Booth Preparation
- Office Supplies
- Mailings
- Awards-Posters/Plaques

Tasks are evaluated annually and adjusted as workload dictates