

ACS Division of Polymer Chemistry

Business Office Report

Lesia Pristas and Kathy Mitchem* August 2017

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 activities. Annual cash flow managed for 2016: \$600,000. Cash flow planned for 2017: \$580,000. Assist in completing annual ACS reports and tax forms.

Workshops

Provide support to include initial recommendations, contracts/budgeting/bookkeeping, web development/advertising, registrations, and onsite/post-meeting organization.

- Five workshops in 2016. Cash flow: \$326,000
- Four workshops in 2017. Cash flow anticipated: \$239,000
- Four workshops are tentatively planned for 2018

Awards and Recognitions

Assist with sponsorship collection, nomination collection, plaque creation, publicity, poster displays, and on-site dissemination of awards.

Membership

Process member applications, 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.

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.

Graphical Abstracts/Preprints

Provide access to preprints and graphical abstracts for members, libraries, and non-members via online, CD, or hard copies. Catalog two paper copies in the office for future use. Invoice and provide copies as requested.

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

IAB

Assist committee with administrative tasks including invoicing and collection of donations, drafting bulletins, pre-ACS "IAB Spotlight", preparing posters, planning events, and providing committee meeting assistance.

ACS Program Support

Invoice, collect, and disburse symposia funding. Provide guidance with committee meetings to include associated costs and budget management. Assist with on-site programming issues as needed. Assist program chairs, secretary, and organizers with ACS programming as requested.

Excom Support

Make arrangements for Excom winter meeting and ACS Excom dinner. Provide agendas, Powerpoints, and other information to promote a successful meeting.

Staff/Office

The Business Office is located at Virginia Tech and recently moved into a new space in ICTAS II. Staff: Kathy Mitchem, Carlee Linkous, Emma Powers, and Lesia Pristas.

POLY Staff



Kathy Mitchem

Budgeting/Bookkeeping
ExComm Officer Support
Award Oversight
ACS Meetings
Publications/Circulation
Staff/VT Oversight



Lesia Pristas

Workshops
Event Planning
Industrial Advisory Board
Office website & Publicity
Bookkeeping Oversight



Carlee Linkous

Graphical Abstracts/Preprints
New Memberships
Office Supplies
Mailings
Workshop Assistant
Award Posters



Emma Powers

Awards Collection and Media
Twitter/Facebook/Publicity
Workshop Assistant
Election Flyer
Newsletter/E-news
Proofing/Editing

Tasks are evaluated annually and adjusted as workload dictates