



Michigan State University Local Section Administration Form 2011

Local Section Administration Form - Governance	
1. How many times did the executive committee conduct governance business during 2011?*	1
2. How many members were there in the executive committee during 2011?*	12
3. How did the executive committee communicate with one another during 2011?*(Check all that apply.)	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Teleconference <input type="checkbox"/> ACS Network <input type="checkbox"/> Other -
4. What percentage of the local section's Councilors were in official attendance at the 2011 ACS Spring Council meeting?*	100%
5. Did a member of your local section attend the Local Section Leaders Track at the 2011 ACS Leadership Institute?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
6. Did your local section have a succession and/or leadership development plan during 2011?	<input type="radio"/> Yes <input checked="" type="radio"/> No
7. How did your local section identify future leaders and get them into the leadership pipeline during 2011?*(Check all that apply.)	<input checked="" type="checkbox"/> Self-nomination <input type="checkbox"/> Solicitation or advertising <input type="checkbox"/> Identify active committee members <input type="checkbox"/> Formal leadership training <input type="checkbox"/> Long term plan <input type="checkbox"/> Outreach to new members <input checked="" type="checkbox"/> Arm-twisting <input type="checkbox"/> Other -
8. Did your local section conduct an officer election during 2011? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
9. Did your local section conduct its elections electronically during 2011?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
10. How many members voted in your local section officer election in 2011?*	2
Questions 11-13 provide the opportunity for your section's leadership to communicate successes, challenges, goals, and progress towards meeting those goals. We want to hear from you! Please use the required comment boxes to share your thoughts about your section. In questions 12 and 13, do not feel limited by having spaces indicated for the top three goals. Other goals can be added in the comment box if needed.	

11. 2011 Chair's report: Please provide a narrative of the past year's activity/successes/challenges:*	In the past year, we started several new activities. These include the First Midwestern Symposium on Undergraduate Research in Chemistry, 7th Annual Midwest Carbohydrate Glycobiology Symposium and Science Café. These activities are aimed at disseminating latest scientific development, providing a platform for students especially undergraduate students to present their research results, and enhancing the scientific awareness of the general public. In addition, our local section has aided many students financially in attending a National ACS Meeting. We continued our High School Teachers support group meeting, holding one meeting per month during the fall and spring semesters. These meetings were well attended and we have started to include guest speakers, who have been well-received by our teachers. We have supported the WiC, Younger Chemists Committee and Organic Chemistry Club in their activities, as well as National Chemistry Week activities at multiple locations and participation in Chemistry Olympiad. We have supported Project SEED and sponsored Awards for outstanding undergraduate students.
12. 2011 Chair's goals for the Section	
a. Please list your top 3 goals:	To enhance the professional development of our section members.
	To encourage and inspire young students to pursue careers in the sciences, especially chemistry.
	To provide a mechanism for informing/educating the general public on chemical issues.
b. What are your concerns and challenges?*	1. Continue to provide financial support for the broad range of outstanding activities currently promoted by the section. 2. Increase the impact of local section activities. 3. Encourage more members to participate in the local section activities. 4. Increase involvement of schools and general public with local section activities.
13. 2011 Chair-Elect's goals for the Section	
a. Please list your top 3 goals:	
b. What are your concerns and challenges?*	Same as Chair's goals.

Local Section Administration Form - Organization

1. Did your local section have any active committees with two or more members during 2011?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
a. If the response to 1 (above question) is YES, please select the committee and enter the chair's name.	<input type="checkbox"/> Awards <input type="checkbox"/> Budget/Finance <input type="checkbox"/> Career assistance/Employment <input type="checkbox"/> Chemistry Olympiad <input type="checkbox"/> Community Activities <input type="checkbox"/> Continuing Education <input type="checkbox"/> Educational <input type="checkbox"/> EHS <input type="checkbox"/> Environmental <input type="checkbox"/> Government Affairs <input type="checkbox"/> Industry Relations <input type="checkbox"/> Long Range Planning <input type="checkbox"/> Membership/Membership Retention <input type="checkbox"/> Mentoring <input type="checkbox"/> Minority Affairs <input type="checkbox"/> Newsletter/Publications <input type="checkbox"/> Nominations <input type="checkbox"/> Professional Relations

	<input type="checkbox"/> Project SEED <input type="checkbox"/> Public Relations <input type="checkbox"/> Senior Chemists <input checked="" type="checkbox"/> Women Chemists JennyJo Mueller <input checked="" type="checkbox"/> Younger Chemists Kelley Hutchins <input type="checkbox"/> Other
2. How many subsections were active in your local section during 2011?*	0
3. How many subsection meetings were held by your local section during 2011?*	0
4. How many topical groups were active in your local section during 2011?*	1
5. How many topical group meetings were held in your local section during 2011?*	40
6. Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2011?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
7. How many dues-paying affiliate members were in your local section during 2011?*	0
8. What was the approximate number of active volunteers in your local section during 2011?*	35
9. Please estimate the number of new volunteers in your local section during 2011?*	5
10. Please indicate all the ways that your local section recognized volunteers during 2011.* (Check all that apply.)	<input type="checkbox"/> Certificates <input type="checkbox"/> Awards <input type="checkbox"/> Letter to volunteer supervisor <input checked="" type="checkbox"/> Letter to volunteer <input type="checkbox"/> Recognition at an event <input type="checkbox"/> Recognition on web <input type="checkbox"/> Recognition in newsletter <input type="checkbox"/> Other -

Local Section Administration Form - Communications

1. How many local section meetings were held during 2011?*	2
2. On average, how many members attended a local section meeting during 2011?*	50
3. How did Councilors report to your local section members about national ACS matters during 2011?*(Check all that apply.)	<input type="checkbox"/> At a section meeting <input type="checkbox"/> At an executive committee meeting <input type="checkbox"/> In the newsletter <input checked="" type="checkbox"/> On the local section web site <input type="checkbox"/> Other -
4. Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2011?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
5. How does the sections leadership communicate information to its members?*	e-mail; website
5a How Often do these communications occur:	
5a1 Number of newsletters published:*	0
5a2 Number of meeting notices:*	2
6. Did your local section have a website during 2011?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
6a. If the answer to 7 (above question) is YES, what was the URL for your local section's website?	http://www.chemistry.msu.edu/msuacs
7. Did your local section post its Annual Report on your website during 2011?*	<input checked="" type="radio"/> Yes <input type="radio"/> No

Local Section Administration Form - Nomination

1. Our Section would like to self-nominate for the Local	<input checked="" type="radio"/> Yes <input type="radio"/> No
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