



### Chemical Information Technical Division Administration Form 2013

Technical Division Administration Form - Governance	
1. Does the Division have a Vision and/or Mission Statement?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. What was the date of the last Division long range/strategic planning session?*	8/27/2011
3. What are the primary challenges confronting your Division?*	networking, meeting reach, supportive infrastructure, ACS recognition, collaboration; please see supporting materials for full discussion
4. Were Division elections conducted according to its Bylaws?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. What offices were filled by elections during the past year?	chair-elect, secretary
5a. Were any positions left unfilled that were expected to be filled?	<input type="radio"/> Yes <input checked="" type="radio"/> No
6. What additional support do you need from DAC or ACS staff?	more advocacy with ACS offices for infrastructure support, see supporting information for full discussion
7. What can DAC do to improve the Annual Review Process?	automatically compile summary of all division activities already known to ACS (membership, programming, elections, IPGs, etc), use this input form for exceptional and unique activities; follow up directly with the division about these concerns
8. How many Executive Committee meetings were held during the calendar year?	4
9. Did your Division hold an open meeting for Division members?	yes
9a. Do the Division by-laws require an open meeting?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Technical Division Administration Form - Member Relations	
1. Did your total membership increase or decrease in 2013?*	Decrease
a. What prompted the decrease?	tight travel budgets, not enough engagement for members beyond national meetings
2. Did the Division have an adequate number of volunteers to cover your requirements?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2a. If the answer to 2 (above question) is NO, please explain.	all same duties required of small divisions; few volunteers spending too much time on programming (PACS challenges) and meeting planning, too hard to break down into small enough tasks that can be learned quickly to engage members; volunteers burning out on non-relevant issues, harder to find time outside work to reach out to more members
3. How does your Division use its website to serve its members?	regular updates, especially with meeting program announcements and synopses, and award nominations
3a. What is the URL for your website?	<a href="http://acscinf.org/">http://acscinf.org/</a>
4. When was your Divisions website last updated?	1/31/2014

Technical Division Administration Form - Programming	
1. In general, how would you assess the programming your Division delivered during 2013 ACS national meetings?*	Excellent; two tracks remarkable for small division, broad reaching co-sponsorship and topics engaging across chemistry
2. How far in advance does your Division plan its national meeting programming?*	<input type="radio"/> Less than 1 year <input type="radio"/> 1 Year <input checked="" type="radio"/> 2 Years <input type="radio"/> 3 Years <input type="radio"/> 4+ Years <input type="radio"/> Others
3. Do you have a Regional Meeting Coordinator for your Division?*	<input type="radio"/> Yes <input checked="" type="radio"/> No

a. If the answer to 3 (above question) is YES, provide contact information for your Division's Regional Meeting Coordinator.	
i. First Name	
ii. Last Name	
iii. Phone	
iv. E-Mail	
b. Did someone attend a planning session last year?	<input type="radio"/> Yes <input checked="" type="radio"/> No
4. Do you have a Program Chair for your Division?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
a. If the answer to 4 (above question) is YES, provide contact information for your Division's Program Chair.	
i. First Name	Erin
ii. Last Name	Bolstad
iii. Phone	000-000-0000
iv. E-Mail	erinbolstad@gmail.com
b. Did someone attend a planning session last year?	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. Do you have Multidisciplinary Program Planning Group (MPPG) Representative for your Division?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
a. If the answer to 5 (above question) is YES, provide contact information for your Division's Multidisciplinary Program Planning Group (MPPG) Representative.	
i. First Name	Guenther
ii. Last Name	Grethe
iii. Phone	510-865-5152
iv. E-Mail	ggrethe@att.net
b. Did someone attend a planning session last year?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Technical Division Administration Form - Best Practices

1. Please describe techniques used to develop volunteers.	Mentorship in committees
2. Please describe how you recruit volunteers to serve the Division.	Scholarships, speaker invitations, requests to lists, networking at meetings
3. How does your Division recognize its volunteers?	Awards, collegiality
4. How does your Division provide meeting content to its members?	National Meetings, some recorded sessions, Bulletin synopses
5. Describe outreach activities to serve members who don't attend national meetings.	Some recorded sessions, Bulletin, Webinars; would like to do more to enable people to attend programming remotely
6. What are the most important benefits your Division provides to its members?	Networking, programming, product exposure
7. How does the Division provide information to its members on Divisional activities?	website, Bulletin, listserv
8. Describe activities aimed at students and young professionals.	Scholarships, career programming
9. List any Division awards.	Herman Skolnik, Lucille M. Wert, Val Metanomski Meritorious, Lifetime
10. Did the Division engage in any international outreach or activities, beyond inviting international speakers to present at a symposium or general session? Examples might be (but not limited to): meetings/symposia with international-based groups; a specific effort to recruit international speakers for the Division's meeting; the inclusion of international information in a newsletter or on the website; or, looking at international trends for the specific topical area.	yes
10a. If yes, please describe.	The Division is always looking at international trends, international scientific societies often present in programs and collaborate on projects (RSC, GDCh), CSAT sponsors symposia; other years also participate in international conferences
11. List nominations for ACS Fellows.	Bonnie Lawlor, Anne O'Brian, Peter Rusch
12. Does the Chair have any other issues to be considered?	Streamline support from ACS; enable broader and more flexible networking and programming beyond the national meetings, and physical meetings; enable and support more international collaboration; encourage participation of other divisions with CINF from the top down...chemical information is important to all chemists; encourage greater participation in

	terms of financial commitment from CAS; see supporting information for more discussion.
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## Technical Division Administration Form - Supporting Materials

File Name	File Size	Brief Description
CINFAnnualReport2013_final.pdf	0.07 MB	CINF Division Highlights 2013

## Technical Division Administration Form - Approval

Comments

 Approved & Submit for Review

*This form has been submitted for your approval. Please review each tab for completeness and accuracy, make any necessary edits, and save all changes before approving this form. After the form is approved, it will be submitted for review. The approved form will be placed in read only mode and no additional edits will be allowed. Your approval will submit this form as part of your official annual report to ACS.*

## Technical Division Administration Form - Reasons for Return

**Approver Return Comments****Contributor Return Comments**

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