



# Women Chemists Committee Manual 2022

# Table of Contents

## I. CHARTER AND MISSION

## II. WCC STRUCTURE

- A. Appointment/Membership to the National Women Chemists Committee
- B. WCC Membership Structure
- C. Leadership Team Responsibilities
  - WCC Chair
  - Project Managers
- D. Project Team Lead Responsibilities
- E. Project Team Member Responsibility
- F. Staff Liaison Responsibilities
- G. ConC Liaison Responsibilities
- H. Special Roles/Assignments
  - Ad hoc* Taskforce
  - Liaison Coordinator
  - Newsletter Editor
  - Recording Secretary
  - Webmaster

## III. EXPECTATIONS AND BENEFITS OF WCC APPOINTMENT

- A. Expectations of WCC Membership
  - Executive Committee Meeting
  - Project Team Membership
  - National Meeting Events
  - WCC Assessments
- B. Benefits to WCC Membership
- C. Policies
  - Committee Travel Expense Reimbursement Policy

## IV. ACS STRUCTURE

- A. Where does the WCC fit into the ACS structure?
- B. ACS Committees
- C. Acronyms

## Welcome to the Women Chemists Committee (WCC)

Welcome to the Women Chemists Committee! You are an important part of the WCC and the ACS. Through individual and group effects, we are able to propel forward women in chemistry.

Below is guide of the WCC mission and goals, Committee organization and responsibilities, member expectations, and acronym list. This manual is designed to provides you a better understanding of the Committee. You can make a difference in ways great or small by engaging yourself in the opportunities presented. Remember you are never alone with support from committee leadership, team members and staff. Feel free to challenge how we've always done things and help us adapt to the future. I am confident that by working together, we can chart our future.

Please contact me or our ACS Staff Liaison, Semora Smith ([s\\_smith@acs.org](mailto:s_smith@acs.org)) if you have any questions, comments or suggestions. I look forward to our upcoming year together!

*Amy M. Baliya*

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WCC Chair, 2022  
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### 2022 National Meetings & Expositions

**Spring 2022** March 20-24<sup>th</sup> | Hybrid, San Diego, CA, Bonding Through Chemistry

**Fall 2022** August 21-25 | Hybrid, Chicago, IL, Sustainability in a Changing World

## I. CHARTER AND MISSION

### Official Charter

The Women Chemists Committee (WCC) Charter is set forth by the American Chemical Society (ACS) and is detailed in the ACS Governing Documents (Bulletin 5). It states ...

The Women Chemists Committee of the American Chemical Society was established in 1927 as the Women's Service Committee to encourage women chemists to take an active interest in Society activities. The committee shall:

- Serve as a forum for women in chemistry and related professions.
- Develop recommendations regarding issues of interest to women chemists.
- Provide a means of increasing and improving participation of women in the chemical sciences and the society.
- Promote the recognition of women chemists.
- Inform the Council and other appropriate society bodies of the committee's activities.

### Official WCC Mission and Goals

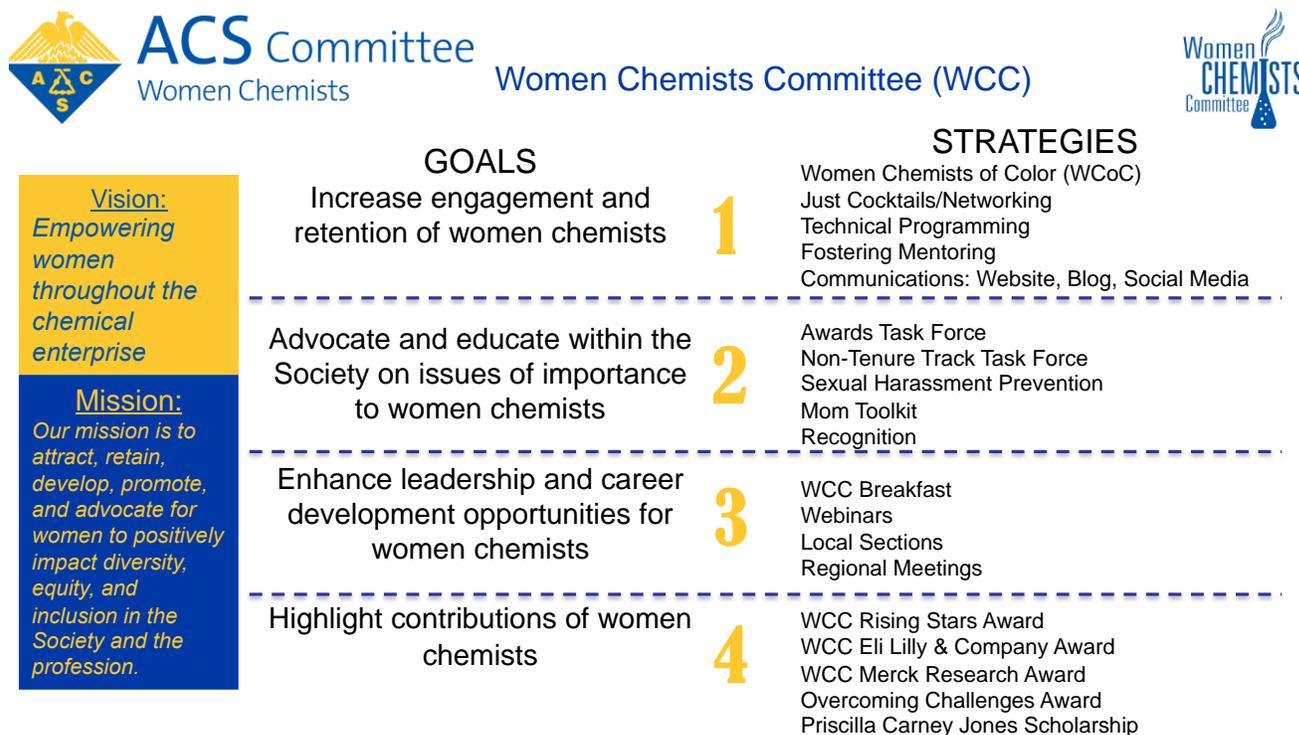


Figure 1. WCC Mission and Goals

## II. WCC STRUCTURE

### **A. Appointment/Membership to the National Women Chemists Committee**

The WCC is a Society Committee of the ACS. The Chair of the ACS Board of Directors and the ACS President-Elect (who receive recommendations from the Committee on Committees [ConC]), jointly appoint the committee members.

- There are 18 Members who serve 1- to 3-year terms (a 3-year term is most common). Members may serve on WCC for up to 9 years, not including the time served as Associates.
- The WCC Chair is appointed similar to Members and may serve up to 3 years.
- Committee Associates and Consultants serve 1-year terms. There is no official limit to the number of times reappointed as an Associate or Consultant although associates and consultants typically serve no more than 5 years before becoming a Member or rotating off the Committee.
- Consultants bring particular skills or expertise to the Committee through a clearly defined role such as a special project. Consultants may be former Members of the WCC who have served their statutory limit or those who express interest but are not able to serve as full Members.
- The Staff Liaison is an ACS staff member who has the administration of the WCC as one of their job responsibilities.

### **B. WCC Membership Structure**

The WCC consists of the WCC Chair, Project Managers, Project Leads, Members, Consultants, ConC liaison, and ACS staff member. Figure 2 illustrates the Committee structure.

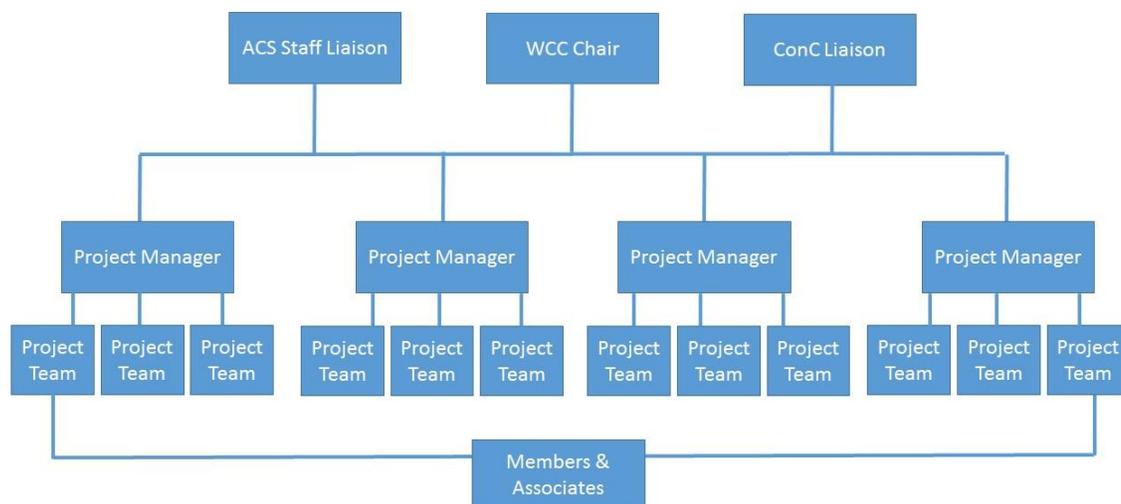


Figure 2. WCC Committee Structure

The WCC Chair, ACS staff member and ConC liaison oversee and advise the Committee. The WCC Chair assigns one or more Project Managers to each Goal listed in Figure 1. The Project Managers direct specific Project Teams based on a particular goal. Members and Associates populate the Project Teams. Specific responsibilities of each position are listed below.

### **C. Leadership Team Responsibilities:**

The WCC Chair, the Project Managers, and other Committee leaders constitute the Leadership Team. Project Managers are appointed by the WCC Chair. The Leadership Team has nominal authority to act on behalf of the full Committee in the interim between meetings on matters of operational continuity. All formal votes of the Committee are brought to the semi-annual Executive Meeting, either by the Leadership Team or an individual Project Team.

In practice and throughout the meeting, no attempt is made to distinguish between Committee Members and Associates. However, only Committee Members are allowed to vote on officially recorded votes. In many cases, the Chair allows everyone to speak on an issue and to vote.

#### WCC Chair:

- Provide vision and guidance to the WCC
- Chair WCC governance meetings in a business-like manner at ACS national meetings and coordinate the work of the full Committee ensuring that areas of concern are discussed and views of all Committee Members are heard
- Serve as the official representative of the Committee to Council, Board, and other ACS Governance
- Initiate discussions on various aspects of WCC programs and activities with Committee Members, ACS staff, ACS Governance, members at large, and the public
- Interpret and carry out all rules and bylaws with the help of the Staff Liaison
- Assume responsibility and accountability for Committee strategic planning

#### Project Managers:

- Serve as a member of the WCC Leadership Team
- Provide vision and guidance to the Project Teams and Project Leads
- Chair Project Group meetings at ACS national meetings
- Coordinate volunteer efforts and seek opinions of the Project Team members to ensure timely completion of all action items, setting deadlines as necessary
- Responsible for formal reporting at each national meeting's Executive Meeting of the Committee.
- Meet deadlines set forth by the Committee Chair and Staff Liaison:
  - Submit agendas for national meeting agenda books
  - Provide periodic reporting to the WCC Chair on the activities of the Project Teams
- With the Project Group, review all programs, projects, and services for relevance; keep and improve those that add value and support the strategic mission of WCC; and recommend discontinuing those that become obsolete or become less useful.

#### **D. Project Lead Responsibilities**

- Provide vision and guidance to the Project Teams
- Coordinate volunteer efforts to ensure timely completion of action items
- Report periodically to the Project Leaders on the team's progress

#### **E. Project Team Member Responsibility:**

- Participate in the design and implementation of projects assigned to the Project Teams

#### **F. ACS Staff Liaison Responsibilities:**

- Serves as a bridge between staff and governance
- Advises the Chair and Committee members
- Assists the Committee by providing strategic advice and facilitating communications, action, and cooperation.
- Semora Smith, Lead Project Manager in the Office of Secretary and General Counsel, is the Staff Liaison

#### **G. ConC Liaison Responsibilities:**

- Assist and advise in appointment of Members and Chair to the WCC
- Attend WCC Executive Committee meetings
- Provides information to the WCC
- Evaluates WCC
- Sarah Mullins is the ConC Liaison

#### **H. Special Roles/Assignments**

##### Ad hoc Taskforce

As required, the WCC Chair may appoint a taskforce to address issues of importance to the overall Committee.

##### Liaison Coordinator

The WCC has liaisons to and from other ACS Committees. This structure improves communications and partnering between different Committees, particularly on issues of mutual interest and for WCC visibility. An assigned project lead, Liaison Coordinator, orchestrates and reports on these interactions.

##### Newsletter Editor

The Newsletter Editor is responsible for coordinating content for the WCC website <https://acswcc.org/>. This can include articles, editing as appropriate, and working closely with the Staff Liaison, WCC Chair, and Project Managers.

### Recording Secretary

The Recording Secretary is appointed by the Chair for a 1-year term with an expectation of serving at least 2 terms. The responsibilities include recording minutes for each WCC Executive Meeting and providing the ACS Staff Liaison with an electronic copy for inclusion into the next WCC Agenda.

### Webmaster

The Webmaster is responsible for maintaining the WCC website and updating content on a timely basis.

## **III. EXPECTATIONS AND BENEFITS OF WCC APPOINTMENT**

### **A. Expectations of WCC Membership:**

Executive Committee Meeting – The full Committee meets in executive session twice a year. During the pandemic, the Executive Committee Meeting will meet via Zoom to discuss business and develop action items. Post-pandemic, the Committee will meet all day the Saturday before each national meeting. Prior to each meeting, members will be given an agenda book for review of important Committee information. ***All Members, Associates, and Consultants attend at least one (preferably both) WCC Executive Meeting a year.***

Project Team Membership – Each Committee member will be assigned to two Project Teams. During the pandemic, Leads and Managers will facilitate meeting times to discuss projects. Post-pandemic, time will be set aside at each Executive Meeting for the Project Teams to meet to plan assigned programs and events. Members will be active participants of a Project Team by performing work between meetings (i.e., review award applications, participate in telephone conferences, answer e-mails). Each Project Team should review its web data before each national meeting and send updates to the Webmaster.

National Meeting Events – The following events take place at each national meeting. Members should assist in some activities. Information regarding responsibilities for events will be provided separately.

- Women in the Chemical Enterprise Breakfast: Monday morning of each national meeting
- WCC Luncheon: Tuesday noon-time of each national meeting
- Open Meeting: Per the By-Laws, each ACS Committee within the Governance structure is expected to hold one formal Open Meeting per year. Traditionally, WCC hosts 2 per year during the Just Cocktails event at each meeting.
- Variety of sponsored and co-sponsored technical and professional-development symposia at each national meeting

Annual Assessments – Each member is required to fill out a yearly assessment provided by the Chair. The Chair will provide upon request an official “Thank You” letter to send to your management, institution, or significant other to highlight the impact of your volunteer work.

### **B. Benefits to WCC Membership:**

Benefits for being a member of the WCC include:

- Professional development opportunities
- Low risk environment to develop and practice leadership, communication, and interpersonal skills (involving others, building consensus, influencing others)
- Networking/contacts

- Coaching/mentoring
- Personal satisfaction in helping others/making a difference
- Opportunity to impact issues of importance to women in the chemical enterprise
- Visibility within ACS and company/institution

### C. Policies:

Committee Travel Expense Reimbursement Policy: Non-Councilors (as of January 1, 2019)

The American Chemical Society endeavors to increase and broaden non-Councilor attendance and service at Council related committee meetings held during the national meeting timeframe. To further this goal, the ACS provides financial support, under the conditions set forth below, for ordinary, necessary, and reasonable transportation, lodging, and meal expenses for non-councilor members, associates, and consultants who request such support associated with their committee attendance and service. This policy for non-Councilors is to conform to the established Councilors Travel Reimbursement Program to provide equitable reimbursement of all committee members while keeping travel expenses for ACS governance at a moderate and reasonable level.

The policy requires:

1. Submitting a request for support. This should take the form of the following statement:  
 "I wish to attend the next American Chemical Society national meeting. Because I shall be involved at the meeting with ACS business, including participation in the meeting of a committee which reports to Council in whole or in part, I request reimbursement through the committee's budget of that portion of my travel expenses necessary for committee business."  
 The statement shall be sent by the non-councilor committee member, associate, or consultant to their respective committee staff liaison at least two weeks prior to the committee meeting.
2. Filing of the completed ACS travel expense reimbursement voucher, available from the ACS committee staff liaison, preferably within 30 days of the meeting.

Reimbursement is based on actual cost and covers transportation, lodging, and meal expenses which are ordinary, necessary, and reasonable to support the committee's normal course of business. Full expense documentation consistent with established ACS travel guidelines (for example, traveler's copy of rail or airline ticket, hotel bill, meal receipts, and taxi receipts) is required. This must be filed within 60 days of the meeting to receive reimbursement. Non-Councilors are encouraged, as are Councilors, to seek alternative sources (for example, their employer or grant) before requesting support from the Society or its units. Expenses reimbursed from another source are not eligible for reimbursement by ACS.

Reimbursement for attendance at the meeting of a committee that meets at times other than at national meetings is determined by committee or ACS reimbursement policies.

Amendments:

- A non-Councilor chair of a committee covered by this policy to attend the Council meeting once per year for the purpose of delivering the committee's oral report is eligible to be reimbursed at a rate of up to twice the amount set for non-Councilor committee members. A non-Councilor chair of the Committee on Science (ComSci) is eligible to be reimbursed to attend the Council meeting twice per year for the purpose of delivering the committee's oral report, as ComSci is required to report orally at each Council meeting (4/2017)
- A non-Councilor covered by this policy that (1) attends the spring meeting, (2) submits a reimbursement request for an amount less than the limit set for the spring meeting, and (3)

subsequently attends the fall meeting, may accumulate the difference and apply it to the fall meeting, even though the total exceeds the limit set for the fall meeting (8/2017)

## IV. ACS STRUCTURE

### A. Where does the WCC fit into the ACS structure?

Chartered by the US Congress, the ACS is one of the largest scientific, nonprofit organization with over 15,000 members in 130+ countries. The organization's mission is "to advance the broader chemistry enterprise and its practitioners for the benefit of Earth and its people."

The ACS has 185 local sections (chapters) to allow members to interact with other local members, to participate in programs to enhance professional development, and contribute to the public's understanding of chemistry in their communities. Members can also participate in 32 specialty divisions such as food and agriculture to industrial and engineering chemistry. The divisions help members keep up with the latest developments in their areas of expertise and network with others.

At the national level, ACS is governed by a Board of Directors and a Council. The Board is the legal representative and policy-setting body of the Society and consists of the current Presidential Succession (President-Elect, President, Past-President), 6 District Directors (elected from the defined 6 geographic regions) and 6 Directors-at-Large. The Council is the Society's "House of Representatives", made up of elected Councilors from all local sections and divisions. WCC is a Society Committee at the National Level and is responsible for providing updates to both the Board of Directors and the Council. Traditionally, WCC submits reports in writing for all Council and Board meetings and reports orally to Council once per year.

### B. ACS Committees

#### **Society Committees Reporting Only to Council**

Elected: Committees on Committees (ConC), Council Policy (CPC), Nominations and Elections (N&E).

Not-Elected: Analytical Reagents, Constitution and Bylaws (C&B), Divisional Activities (DAC), Economic and Professional Affairs (CEPA), Ethics, Local Section Activities (LSAC), Meetings and Expositions (M&E), Membership Affairs (MAC), Project SEED, Nomenclature, Terminology and Symbols (NTS), Technician Affairs (CTA).

#### **Society Committees Reporting to Council and the Board of Directors**

Budget and Finance (B&F), Chemical Safety (CCS), Chemistry and Public Affairs (CCPA), Chemists with Disabilities (CWD), Community Activities (CCA), Education (SOCED), Environmental Improvement (CEI), International Activities (IAC), Minority Affairs (CMA), Patents and Related Matters (CP&RM), Professional Training (CPT), Publications (PUBS), Public Relations and Communications (CPRC), Science (COMSCI), Senior Chemists (SCC), Women Chemists (WCC), Younger Chemists (YCC).

## C. ACRONYMS OFTEN USED WITHIN WCC

### ACS COMMITTEES

B&F	Society Committee on Budget and Finance
BOT	Board of Trustees, Group Insurance Plans
C&B	Constitution and Bylaws
CA	Corporation Associates
CCA	Community Activities
CCAS	Chemical Abstracts Service
CCPA	Chemistry and Public Affairs
CCS	Chemical Safety
CEI	Environmental Improvement
CEPA	Economic and Professional Affairs
CMA	Minority Affairs
COMSCI	Science
CONC	Committee on Committees
CP&RM	Patents and Related Matters
CPC	Council Policy
CPRC	Public Relations and Communications
CPT	Professional Training
CWD	Chemists with Disabilities
DAC	Divisional Activities
G&A	Grants & Awards
IAC	International Activities
LSAC	Local Section Activities
M&E	Meetings and Expositions
MAC	Membership Affairs
N&E	Nominations and Elections
P&I	Pensions and Investments
P&MR	Professional and Member Relations
PA&PR	Public Affairs and Public Relations
PUBS	Publications
SEED	Project SEED
SOCED	Society Committee on Education
SCC	Senior Chemists
WCC	Women Chemists
YCC	Younger Chemists

### ACS DIVISIONS

AGFD	Agricultural & Food Chemistry
AGRO	Agrochemicals
ANYL	Analytical Chemistry
BIOT	Biochemical Technology
BIOL	Biological Chemistry



BMGT	Business Development & Management
CARB	Carbohydrate Chemistry
CATL	Catalysis Science and Technology
CELL	Cellulose and Renewable Materials
CHED	Chemical Education
CHAL	Chemistry & the Law
CHAS	Chemical Health & Safety
CINF	Chemical Information
COLL	Colloid & Surface Chemistry
COMP	Computers in Chemistry
ENFL	Energy & Fuels
ENVR	Environmental Chemistry
FLUO	Fluorine Chemistry
GEOC	Geochemistry
HIST	History of Chemistry
I&EC	Industrial & Engineering Chemistry
INOR	Inorganic Chemistry
MEDI	Medicinal Chemistry
NUCL	Nuclear Chemistry & Technology
ORGN	Organic Chemistry
PHYS	Physical Chemistry
POLY	Polymer Chemistry
PMSE	Polymeric Materials: Science & Engineering
PROF	Professional Relations
RUBB	Rubber Division, ACS, Inc.
SCHB	Small Chemical Businesses
TOXI	Chemical Toxicology