

Committee Name: **New Member**

Purpose:

The Division serves chemical educators with a broad range of needs. Therefore, it is important that this committee exists to welcome and encourage engagement of new members from diverse populations to ensure that decisions and activities of the Division best serve the community.

Vision:

The purpose of the New Member Committee is to perform functions and implement and sustain policies, programs, and activities that welcome and meet the needs of new members of the Division of Chemical Education.

Composition:

The committee consists of a chair appointed by the Division chair and subject to the approval of the Division Executive Committee. The committee chair nominates approximately 6 or as many members as deemed necessary to meet the committee objectives. Membership should be diverse with regards to geographic location, years of Division membership, and the primary population of chemical education that they represent (e.g. faculty from a two-year school, chemical education researcher, precollege teacher, etc.). Members are appointed by the Division chair. Term limits for positions on this committee are outlined in Section IV of the Operations Manual.

Responsibilities:

Develop programs addressing new members' needs and interests; frequently these will address the issues with regard to graduate students, post-doctoral fellows, junior faculty in the pre-tenure stage of careers, and precollege teachers.

Utilize the bimonthly membership rosters received from secretary ACS Member and Subscriber Services as a resource to identify new members. Communicate to new members via a welcoming letter and include other Division information (Division newsletter, Division activities and projects such as the ACS Division of Chemical Education Examinations Institute, the Journal of Chemical Education, [Chemical Education Xchange](#), and [DivCHED](#) Web site information).

Develop and maintain an inventory of Division recruitment materials (i.e. Division poster, brochures, etc.).

Report to the Executive Committee on the status of new members to the Division.

Write articles for [the Journal of Chemical Education](#) and the Division newsletter to highlight Division [opportunities for engagement](#).

Attend forums for Division membership chairs that are scheduled at National meetings by the Divisional Activities Committee.

Timetable:

Commented [DC1]: The Journal does not generally publish these types of articles anymore.

January:

The committee chair submits the committee annual report to the Division secretary by February 1st to assist in the preparation of the Division annual report. *Note: The committee's annual report is the responsibility of the chair who served during the year covered by the report. The report should include an accounting of the past year's planned goals and objectives, as well as those planned for the coming year.* The committee chair submits a note to the Newsletter editor of the time and location of the open committee meeting at the Spring national ACS meeting.

February:

The committee chair drafts the committee report for review at the Division Executive Committee meeting scheduled for the spring. National meeting, submits items to the Division chair for inclusion on the spring Executive Committee agenda, requests a room from the Division secretary for the committee meeting to be held at the Spring National meeting. The committee chair distributes the agenda and schedule for the spring committee meeting.

March/April:

The committee holds an open meeting at the spring National meeting of the Society. The committee chair attends the Division Executive Committee meeting, if a member, or at the request of the Division chair. The chair or a committee representative attends the Division Program Committee meeting in order to coordinate symposia related to new member's interests at national meetings.

April:

The committee chair or secretary distributes minutes and action items of the committee's spring meeting to all attendee at the meeting. The committee chair submits a note to the Newsletter editor of the time and location of the open committee meeting at the fall national ACS meeting.

June/July:

Each committee chair submits a consent agenda report to the Division secretary at least six weeks prior to each National meeting of the Society for distribution to Executive Committee members, the newsletter editor, and the Webmaster.

July/August:

The committee chair drafts the committee report for review at the Division Executive Committee meeting scheduled for the fall. The chair submits to the Treasurer a committee budget request for the following calendar year and to the Division Chair a list of candidates for new committee members to replace those completing their terms of office in the current calendar year. The committee chair notifies the Society ACS division of graduate affairs the time and location of the open meeting of the committee.

August/September:

The committee holds a virtual meeting for the committee members following the Fall National meeting of the Society. This meeting will address an issues or orders of business that arose from the Fall National meeting of the Society.

September:

The committee secretary distributes the minutes and action items of the committee's fall meeting to all attendees.

October:

The committee chair will review the committee membership and determine who will be rotating off and evaluate the need for new committee members. The chair will make recommendations to CPN as needed.

December:

The committee will review the New Member Committee sections of the Operation Manual to ensure that the operations have been followed and make any necessary recommendations for revision to the Member at Large by early December. Any approved changes will be submitted to the Division secretary before the end of December so that any edits of the Operations Manual can be made.

The committee chair sends thank-you letters to all committee members who have completed their terms of office. If completing his/her term of office, the chair prepares the files for transfer to the incoming chair by January 1. All original documents of potential long-term value, if not needed by the chair in the fulfillment of his/her duties, are forwarded to the Division secretary. The committee chair begins the draft of the committee annual report.