

Biennial Conference Committee

Purpose:

As a representative of the Division of Chemical Education, the Biennial Conference Committee (BCC) selects the sites for the BCCE, and provides support for those planning and managing Biennial Conferences on Chemical Education (BCCEs).

Vision:

To support the Strategic Plan for the ACS Division of Chemical Education by:

- enhancing the reputation and visibility of the Division and of the field of chemical education by promoting the Biennial Conferences on Chemical Education (BCCEs);
- providing a forum for the exchange of ideas and expertise for the teaching and learning of chemistry within ACS and with national and international organizations by facilitating the planning and management of BCCEs;
- establishing the infrastructure for the successful planning and management of the BCCEs; mentoring individuals involved in BCCE leadership roles; ensuring that the BCCEs provide professional development and mentoring opportunities to all potential participants; and
- reviewing and assessing the role of the BCCEs in achieving the goals of the Division.

Composition:

The committee will be composed of 8 to 12 members, including a committee chair, who preferably has hosted a previous Biennial conference. At least four of the members of the committee should have had previous BCCE leadership experience.

Responsibilities:

- Maintain and update detailed guidelines for those considering the submission of a proposal to host a BCCE (*Guidelines should include responsibilities associated with hosting a BCCE, activities expected for the conference, and a timeline for planning and managing a BCCE.*)
- Actively and widely recruit potential sites and hosts for future BCCEs using a variety of channels and means
- Provide guidance and support for those interested in hosting a BCCE to help ensure complete and competitive proposals are submitted
- Review proposals to host a BCCE (*Conduct site visits as part of the review process.*)
- Select and recommend a potential BCCE host site and General Chair(s) to the Division Executive Committee (*Upon approval of the Executive Committee, the Division chair writes the acceptance letter to the host site approving the proposal.*)
- Assist the recommended BCCE host site and General Chair in the development and approval of a Memorandum of Agreement (MOA) between the Division and the host site for hosting the BCCE
- After the MOA is approved for the host site, the Chair of the BCC communicates with potential sites not selected
- Facilitate support and communication between those conducting previous BCCEs and those developing future BCCEs

- Provide the selected BCCE host committee with detailed guidelines and timelines for planning and managing a BCCE
- Monitor the host committee's progress at achieving the goals set forward in the timeline, through regular communication and occasional site visits
- Provide support to the host committee, as needed, for the successful planning and management of the BCCE
- Identify representative(s) of the BCC that can attend and observe the BCCE and provide feedback to the BCC
- Assist in the formative evaluation of the BCCE
- Review the final reports submitted by the host committee to determine how to help future BCCEs meet the strategic goals of the Division

Timetable:

At any time there may be three BCCE conferences in preparation. The committee oversees all aspects of these conferences. Sites should be selected six years in advance of the conference so that the program chair, general chair and host conference services have an opportunity to attend a conference during the early stages of preparation and four years preceding the one they will host. Once a site is selected, a member of the BCCE committee is appointed as a special liaison to the general chair and the program chair for each conference in the planning stages. Whenever a potential site expresses preliminary interest in hosting a Biennial Conference, the Chair provides access to the BCCE Management Guide, which contains a plethora of guidelines and sample documents. If the potential host has not attended a variety of Biennial Conferences and included in the preliminary proposal a comparison of their proposed facilities and organization to previous conferences the Chair encourages the proposers to gain more experience prior to submitting a full proposal and proposal.

January:

- In odd numbered years, solicitation continues for hosts for the conference seven years hence. The chair prepares an announcement for the Spring Newsletter and for the Journal of Chemical Education inviting proposals to host a BCCE.

February

- The committee chair receives full proposals and proposals for hosting a BCCE. The 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. The committee chair invites all chairs of active BCCE committees to attend the BCCE committee meeting.

March/April

- All new committee members will receive a copy of this operations manual for review.
- The committee meets at the spring National meeting of the Society. In odd numbered years the committee reviews and discusses the proposals that have been received to host a BCCE. As well as hearing reports from all the active BCCE committees. The committee chair attends the Division Executive Committee meeting, if a member, or at the request of the Division chair. The committee chair also attends and reports at the spring Division business meeting.

May/June

- Based on the committee deliberations, if appropriate, the chair requests amended proposals from proposing sites. Chair circulates amended proposals electronically and if acceptable sets up site visits by two members of committee. Chair prepares newsletter announcement on status of site deliberations and news on forthcoming BCCEs.

July

- In odd numbered years, the committee receives reports from site visits, votes electronically on recommendation to submit to the Executive Committee for a future host site. In even numbered years the committee attends BCCE at which the committee members actively advertise and solicit interest in future host sites.

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 Secretary a request for a room for a committee meeting at the fall National meeting. In response to a request by CPN, the committee chair consults with committee members in order to submit a list of candidates for committee membership to replace those who are completing their terms of office in the current calendar year. At the fall National meeting, committee members completing their term of office are recognized and thanked for their service.
- The committee reviews the operations manual and makes any adjustments that reflect changes in the practice of the committee. These changes are reported to the Member at Large in early December.

August/September

- The committee chair attends the Division Executive Committee, if a member, or at the request of the Division chair and reports the deliberations of the committee and the recommendation for a host site for a BCCE. At the committee meeting at the fall national meeting of the Society, committee members completing their terms of office are recognized and thanked for their service. The committee chair attends the Division Executive Committee, if a member, or at the request of the Division chair.

September

- If the Executive committee approves the recommendation for a host site, the chair appoints a liaison from the Division BCCE committee to work with the chairs of the newly appointed site throughout the planning process.

October

- In even numbered the chair prepares an announcement for the Winter Newsletter and for the Journal of Chemical Education inviting proposals to host a BCCE.

November/December

- The Division executive assistant, working in conjunction with the CPN chair, sends thank-you letters to all committee members who completed their terms of office and will not be reappointed. The chair of this committee is copied on these letters.
- During the last meeting of the year, the committee should consider if any adjustments to their Operations Manual should be made. If so, those updates need to be forwarded to the Member at Large by early December. Any changes will be compiled and forwarded to the Division secretary before the end of December so that any edits to the Operations Manual can be recorded.

December:

- The chair forwards to the Division secretary any documents of long-term value not needed by the chair in the fulfillment of his or her duties (photos of award presentations, copies of award certificates, etc.). The chair sends thank-you letters to all committee members who have completed their terms of office. If completing his or her term of office, the committee chair prepares the files for transfer to the incoming chair no later than January 1. The committee chair begins drafting the committee annual report and accounting of finances for submission to the Division secretary in January. *Note: The committee annual report should include an accounting of the past year's goals and objectives, as well as those planned for the coming year. If there is a change in committee chair, the outgoing chair drafts the portion of the report that refers to the past year and the incoming chair drafts the plan for the coming year.*