



**Kalamazoo Local Section Administration Form 2010**

Local Section Administration Form - Governance	
1. How many times did the executive committee meet during 2010?*	10
2. How many members were there in the executive committee during 2010?*	7
3. How did the executive committee communicate with one another during 2010?*(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 2010 ACS Spring Council meeting?*	100%
5. What percentage of the local section's Councilors were in official attendance at the 2010 ACS Fall Council meeting?*	100%
6. Did a member of your local section attend the Local Section Leaders Track at the 2010 ACS Leadership Institute?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
7. Did your local section have a succession and/or leadership development plan during 2010?	<input type="checkbox"/>
8. How did your local section identify future leaders and get them into the leadership pipeline during 2010?*(Check all that apply.)	<input checked="" type="checkbox"/> Self-Nomination <input checked="" 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 -
9. Did your local section conduct an officer election during 2010?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
10. Did your local section conduct its elections electronically during 2010?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
11. How many members voted in your local section officer election of 2010?*	41

Local Section Administration Form - Organization																																																																									
1. Did your local section have any active committees with two or more members during 2010?*	<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.	<table border="0"> <tr><td><input checked="" type="checkbox"/></td><td>Awards</td><td>Lydia Hines</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Budget/Finance</td><td>John Miller</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Career assistance/Employment</td><td>Susan Stapleton</td></tr> <tr><td><input type="checkbox"/></td><td>Chemistry Olympiad</td><td></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Community Activities</td><td>Lydia Hines</td></tr> <tr><td><input type="checkbox"/></td><td>Continuing Education</td><td></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Educational</td><td>Donald Schreiber</td></tr> <tr><td><input type="checkbox"/></td><td>EHS</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Environmental</td><td></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Government Affairs</td><td>Mike Kiella</td></tr> <tr><td><input type="checkbox"/></td><td>Industry Relations</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Long Range Planning</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Membership/Membership Retention</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Mentoring</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Minority Affairs</td><td></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Newsletter/Publications</td><td>David Bolliet</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Nominations</td><td>Doug Williams</td></tr> <tr><td><input type="checkbox"/></td><td>Professional Relations</td><td></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Project SEED</td><td>Donald Schreiber</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Public Relations</td><td>Lydia Hines</td></tr> <tr><td><input type="checkbox"/></td><td>Senior Chemists</td><td></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Women Chemists</td><td>Kim Greve</td></tr> <tr><td><input type="checkbox"/></td><td>Younger Chemists</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Other</td><td></td></tr> </table>	<input checked="" type="checkbox"/>	Awards	Lydia Hines	<input checked="" type="checkbox"/>	Budget/Finance	John Miller	<input checked="" type="checkbox"/>	Career assistance/Employment	Susan Stapleton	<input type="checkbox"/>	Chemistry Olympiad		<input checked="" type="checkbox"/>	Community Activities	Lydia Hines	<input type="checkbox"/>	Continuing Education		<input checked="" type="checkbox"/>	Educational	Donald Schreiber	<input type="checkbox"/>	EHS		<input type="checkbox"/>	Environmental		<input checked="" type="checkbox"/>	Government Affairs	Mike Kiella	<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 checked="" type="checkbox"/>	Newsletter/Publications	David Bolliet	<input checked="" type="checkbox"/>	Nominations	Doug Williams	<input type="checkbox"/>	Professional Relations		<input checked="" type="checkbox"/>	Project SEED	Donald Schreiber	<input checked="" type="checkbox"/>	Public Relations	Lydia Hines	<input type="checkbox"/>	Senior Chemists		<input checked="" type="checkbox"/>	Women Chemists	Kim Greve	<input type="checkbox"/>	Younger Chemists		<input type="checkbox"/>	Other	
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3. How many subsection meetings were held by your local section during 2010?*	000																																																																								
4. How many topical groups were active in your local section during 2010?*	1																																																																								
5. How many topical group meetings were held in your local section during 2010?*	1																																																																								
6. Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2010?*	<input type="radio"/> Yes <input checked="" type="radio"/> No																																																																								
7. How many dues-paying affiliate members (excluding students) were in your local section during 2010?*	0000																																																																								
8. What was the approximate number of active volunteers in your local section during 2010?*	60																																																																								
9. Please estimate the number of new volunteers in your local section during 2010?*	15																																																																								
10. Please indicate all the ways that your local section recognized volunteers during 2010.* (Check all that apply.)	<table border="0"> <tr><td><input checked="" type="checkbox"/></td><td>Certificates</td></tr> <tr><td><input type="checkbox"/></td><td>Awards</td></tr> <tr><td><input type="checkbox"/></td><td>Letter to Volunteer Supervisor</td></tr> <tr><td><input type="checkbox"/></td><td>Letter to Volunteer</td></tr> <tr><td><input type="checkbox"/></td><td>Recognition at an Event</td></tr> </table>	<input checked="" type="checkbox"/>	Certificates	<input type="checkbox"/>	Awards	<input type="checkbox"/>	Letter to Volunteer Supervisor	<input type="checkbox"/>	Letter to Volunteer	<input type="checkbox"/>	Recognition at an Event																																																														
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Local Section Administration Form - Organization	
	<input type="checkbox"/> Recognition on Web
	<input type="checkbox"/> Recognition on Newsletter
	<input type="checkbox"/> Other -

Local Section Administration Form - Communications	
1. How many local section meetings were held during 2010?*	1
2. On average, how many members attended a local section meeting during 2010?*	35
3. How did Councilors report to your local section members about national ACS matters during 2010?*(Check all that apply.)	<input type="checkbox"/> At a section meeting <input checked="" 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 2010?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. How many newsletters (print or electronic) did your local section publish in 2010?*	000
6. How many meeting notices were published (print or electronic) by your local section in 2010?*	10
7. Did your local section have a website during 2010?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
a. If the answer to 7 (above question) is YES, what was the URL for your local section's website?	<a href="http://www.wmich.edu/acs">http://www.wmich.edu/acs</a>
8. How often did your local section utilize electronic communication during 2010 to communicate with your members?*	<input type="radio"/> Exclusively <input checked="" type="radio"/> Frequently <input type="radio"/> Rarely <input type="radio"/> Never
9. Did your local section post its Annual Report on your website during 2010?*	<input type="radio"/> Yes <input checked="" type="radio"/> No

Local Section Administration Form - Nomination	
1. Our Section would like to self-nominate for the Local Section Outstanding Performance Award.*	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Please provide a 500-word or less, overview of your local section's 2010 activities to support your nomination.	

Local Section Administration Form - Supporting Materials

File Name	File Size	Brief Description
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Local Section Administration Form - Approval

Comments

Approved

*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. Once approved this 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.*

--- END OF REPORT ---