

2-Year College Chemistry Consortium (2YC<sub>3</sub>)

By-Laws  
And  
Policies and Procedures

13 November 2010

BY-LAWS  
COMMITTEE ON CHEMISTRY IN THE TWO-YEAR COLLEGE

**MISSION STATEMENT**

The COCTYC is dedicated to furthering the development and awareness of the contribution of chemical sciences in the two-year colleges and the professional advancement of chemistry teachers through:

1. fostering professional development activities for individual chemistry faculty members
2. informing all students of the importance of the chemical sciences

**THE ORGANIZATION**

The organization consists of:

- A. The Committee on Chemistry in the Two-Year Colleges (COCTYC, the Executive Committee)

The COCTYC shall consist minimally of the positions of Chair, Immediate Past Chair, Chair-Elect, Treasurer/College Sponsor Chair, Industrial Sponsors Chair, Newsletter Editor, Membership Chair, Webmaster, the two next most recent Past-Chairs and other members as designated by the COCTYC.

Officers shall be dues paying members of the 2YC<sub>3</sub> and the Division of Chemical Education.

- B. The Two-Year College Chemistry Consortium (2YC<sub>3</sub>)

Membership in the consortium is open to all supporters of chemical education in the two-year college who have paid yearly determined dues. This could include, but not be limited to, university and college professors (both full- and part-time), high-school teachers, college and industrial sponsors, and retired persons.

- C. The Regional Advisory Board (RAB)

The regional advisory boards will consist of a total of approximately 40 members from the consortium who have expressed an interest in serving. The RAB will include representation from the four geographical regions of the nation. (See Appendix A)

A Regional Advisory Board member must be a 2YC<sub>3</sub> member.

Regional Advisory Board members will serve a three year staggered, renewable term and will be approved by vote of the Committee on Chemistry in the Two-Year Colleges.

A Chairperson for each region will be approved by vote of the COCTYC until the normal term expires.

## **PROCEDURE**

### **A. COCTYC conducts business through:**

1. Meetings held in conjunction with the conferences.
2. Conference calls or other forms of electronic communication.
3. Appropriate sub-committees.
4. Questionnaires, surveys and ballots.

### **B. COCTYC**

1. The COCTYC consists of the Chair, Chair-Elect, Treasurer/College Sponsor Chair, Membership Chair, Industrial Sponsors Chair, Newsletter Editor, Webmaster, the three most recent Past-Chairs, and other officers as deemed necessary by the COCTYC.
2. The term for the Chair-Elect and Chair will be one-year beginning January 1.
3. A past chair will have a three-year term beginning on January 1 immediately after the year as chair.
4. The terms of Treasurer/College Sponsors Chair, Membership Chair, Industrial Sponsors Chair, Newsletter Editor, and Webmaster will be 3 years each. The officers filling these positions may repeat one term without a call for nominations with the approval by vote of the COCTYC. The terms of these positions will begin January 1.

### **C. ELECTION OF COCTYC OFFICERS**

The Chair-Elect, Treasurer/College Sponsor Chair, Industrial Sponsors Chair, Newsletter Editor, Membership Chair, and Webmaster will be elected by the 2YC<sub>3</sub> membership using the following procedure:

1. A call for applications will be included in the first and second Spring Newsletters.
2. Applications for all offices must include:

- a. Pertinent personal data such as name, college, job title, address, e-mail address, etc.
  - b. Brief statement of pertinent qualifications, signed by the nominee. A statement indicating a willingness to serve signed by the nominee.
  - c. A statement of support from an appropriate person in the applicant's school.
3. To be eligible to be nominated for any office, an individual must:
- a. Be a two-year college chemistry teacher.
  - b. Have been a dues-paying member of 2YC<sub>3</sub> for a minimum of three years prior to nomination.
  - c. Be a member of the Division of Chemical Education.
  - d. In addition, applicants for the office of Chair Elect must have demonstrated leadership and organizational ability by serving as Chair or Co-Chair for a conference and in one or more of the following capacities:
    - (1) Served three years on the COCTYC.
    - (2) Served as Program Chair, Local Arrangements Chair, or Exhibits Chair for a 2YC<sub>3</sub> Conference.
    - (3) Chaired a sub-committee of the COCTYC.
    - (4) Contributed within the past three years in two or more ways such as:
      - (a) acted as local industrial sponsor coordinator.
      - (b) chaired a conference section.
      - (c) presented a paper at a conference.
      - (d) moderated a panel at a conference.
      - (e) other ways an individual has contributed.
4. Applications should be received by the Chair by October 1. The COCTYC will serve as a nominating/screening committee to generate a slate of candidates.
5. Each 2YC<sub>3</sub> Member shall vote for one nominee per office and the candidate who receives the greater number of votes shall be declared elected.
6. Ballots must be received by the Chair postmarked no later than December 31. Ballots will be counted by the Chair in the presence of a Notary.
7. The results of the election will be reported in the first possible newsletter.
8. The Chair will immediately announce the winner(s) of the COCTYC election and will notify all nominees of the election results.
9. The Treasurer/College Sponsor Chair, Industrial Sponsors Chair, Newsletter Editor, Membership Chair, and Webmaster are eligible for a second consecutive term.
10. Reappointment to a second consecutive term: Fifteen months prior to the expiration of an incumbent's first term, the Chair will inquire if he/she desires to serve another term. If a second term is desired, the COCTYC will approve by vote the appointment of the individual to a second term.

11. If the incumbent has served two terms, or does not wish to serve a second term, or if the COCTYC does not approve a second term, the procedure for electing an individual for the office (Section C items 1-6 of this document) will be followed.
- D. If any office becomes vacant, a replacement will be approved by vote of the COCTYC to complete the term.
- E. ROBERT'S RULES will be used to conduct COCTYC Meetings.
- F. PRIVILEGES OF 2YC<sub>3</sub> MEMBERS AND SPONSORS
1. Individual members will receive all publications without charge.
  2. College Sponsors receive copies of all publications.
  3. Membership renewals received by August 31 will entitle the member to vote in that year's election for COCTYC officers. Membership renewals received after September 1 will entitle the member to vote in the following year's election for COCTYC officers.
  4. Industrial sponsors receive all publications and are entitled to exhibit at each of the 2YC<sub>3</sub> Conferences without charge.
  5. Individual memberships and college sponsorships are for the calendar year, and industrial sponsorships are for a period of one year.
  6. The fee for each type membership or sponsorships is set by the COCTYC.
- G. REVISIONS
- This document can be revised by a simple majority of the votes cast by the COCTYC.

## GLOSSARY

ACS	American Chemical Society
BCC	Biennial Conference Committee (a DivCHED Committee)
COCTYC	Committee on Chemistry in the Two-Year Colleges (a DivCHED Committee)
DivCHED	Division of Chemical Education
RAB	Regional Advisory Board
2YC <sub>3</sub>	Two-Year College Chemistry Consortium

## APPENDIX A: REGIONS

**Eastern:** Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Virginia, Vermont, West Virginia

**Midwestern:** Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

**Southern:** Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas

**Western:** Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming

## RESPONSIBILITIES OF THE CHAIR

- A. Leadership
  1. Provide overall leadership for the COCTYC, Two-Year College Chemistry Consortium (2YC<sub>3</sub>), and Regional Advisory Boards(RAB's)
  2. Provide coordination of the COCTYC with DivCHED, Office of Two-Year Colleges ACS), and other relevant groups.
- B. Continue to work closely with the conference planners for the implementation of the Regional Conferences to be held in year as Chair.
- C. Preside at the COCTYC and 2YC<sub>3</sub> General Membership Meetings.
- D. Newsletter
  1. Continue to collaborate with the Newsletter Editor in maintaining editorial policy and tone for the Newsletter.
  2. Write "Notes from the Chair" and submit to Newsletter Editor in accordance with established publication schedule.
- E. Meeting Agendas
  1. Prepare agendas for the COCTYC meeting and the General Membership meeting.
  2. Send agenda and minutes from the previous meeting to the COCTYC
  3. Send 2YC<sub>3</sub> General Membership meeting agenda and previous minutes to COCTYC and the program chair to include in the next meeting packet.
- F. Conduct elections for the COCTYC officers in accordance with rules given in the Policies and Procedures Manual, sections C and D. The Chair will fully inform all candidates of the progress and results of the election.
- G. Approve current expenditures up to \$500 per annum total. Larger amounts must be approved by the COCTYC.
- H. Keep the COCTYC informed of all significant problems and developments.
- I. Division of Chemical Education
  1. Prepare a semi-annual report for the Fall and Spring DivCHED Business meetings. Send reports to DivCHED Chair with copies to the COCTYC, the 2YC<sub>3</sub> Newsletter Editor, and DivCHED Secretary.
  2. Submit the COCTYC/2YC<sub>3</sub> news article for DivCHED Newsletter.
- J. Write letters of appreciation to appropriate individuals (conference planners, college president, etc.) as soon as possible after each conference.
- K. Invite newly elected ACS president-elect to attend and speak at one of the Regional Conferences scheduled for her/his year as ACS President. The invitation should give the dates and locations of these conferences.
- L. Provide to the Chair-Elect
  1. Copies of all correspondence regarding COCTYC/2YC<sub>3</sub> business.

- 2. Copies of all relevant COCTYC/2YC<sub>3</sub> files and records.
- M. Perform all other duties necessary to implement and promote the mission of 2YC<sub>3</sub>.
- N. Attend all 2YC<sub>3</sub> Conferences during the year.

## **RESPONSIBILITIES OF THE CHAIR-ELECT/RECORDING SECRETARY**

- A. Attend 2YC<sub>3</sub> Conferences in order to:
  - 1. Become fully acquainted with the routine activities of the organization.
  - 2. Learn what responsibilities he/she must assume as Chair.
  - 3. Act as Recording Secretary for the COCTYC Meetings and activities and 2YC<sub>3</sub> Membership Meetings.
- B. Submit minutes from the COCTYC Meeting and the 2YC<sub>3</sub> Membership Meeting to Chair in good time to be distributed with the agenda for the next COCTYC Meeting and the next 2YC<sub>3</sub> Membership meetings.
- C. Work closely with the college Conference Planning Committees (Program Chair, Local Arrangements Chair and Exhibits Coordinator) for the four meetings to be held the year of her/his chairmanship. Send conference planners notification of due dates for submission of conference data for Newsletter.
- D. Newsletter: Set, in collaboration with the Editor, editorial policy and tone for the Newsletters to be published during term as Chair.
- E. In December write "Notes from the Chair" for the 1<sup>st</sup> Newsletter of the year you will be Chair and submit them along with an electronic photo to the Newsletter Editor in accordance with the schedule established by the Newsletter Editor for the year he or she is chair.
- F. In the absence of the Chair, preside at COCTYC Meeting, 2YC<sub>3</sub> Membership Meeting, and 2YC<sub>3</sub> Conference.
- G. Send relevant correspondence generated as Chair-Elect to incoming Chair-Elect upon notification of election results.
- H. Provide newly elected Chair-elect with support and job training as needed.
- I. Assume other duties as requested by the Chair and COCTYC.
- J. Attend at least two 2YC<sub>3</sub> conferences during the year.

### **Responsibilities of the CHAIR-ELECT ELECT**

- A. Attend at least one 2YC<sub>3</sub> Conference during the year in order to:
  - 1. Become fully acquainted with the routine activities of the organization.
  - 2. Learn what responsibilities he/she must assume as Chair-elect.
  
- B. Attend COCTYC meeting(s) as a non-voting member.

**RESPONSIBILITIES OF THE PAST-CHAIR FOR FUTURE SITES (3 Year Term)**

- A. Provide encouragement, advice, and support to the Chair.
- B. Produce a one page Future Sites Report which includes sites selected, tentative sites, and unfilled sites, the 3 site chairs, site mentor, dates of conference, and other relevant information for each conference for present and succeeding 3 years and submit this Report to the Chair for the Agenda at COCTYC Meetings.
- C. Chair Conference Site Selection Committee consisting of: Immediate Past-Chair and the RAB Chair persons.
  - 1. Arrange, with the help of the Regional Chairs and Regional Advisory Boards, for sites and conference personnel for at least four future meetings. It is the intent that sites and dates be planned three years into the future.
  - 2. Editor informed of all additions and changes in conference information.
- D. Assume the position and duties of the Chair in the event the Chair cannot fulfill the duties of the position.
- E. Provide incoming Past Chair for Future Sites with copies of all relevant COCTYC/2YC<sub>3</sub> files and records as well as support and job training as needed.
- F. Assume other duties as requested by the Chair and the COCTYC.
- G. Attend at least two 2YC<sub>3</sub> conferences during the year.

**RESPONSIBILITIES OF THE PAST CHAIR FOR DivCHED REPRESENTATIVE**  
**(3-Year Term)**

- A. Provide encouragement, advice and support to the Chair
- B. Attend the Spring and Fall DivCHED Executive Committee Meetings at National ACS Meeting and present the COCTYC/2YC<sub>3</sub> Reports(prepared by 2YC<sub>3</sub> Chair)
- C. Attend the Spring and Fall DivCHED BCC (Biennial Conference Committee) Meeting at National ACS Meetings and during the summer at the BCCE to represent 2YC<sub>3</sub>.
- D. Prepare reports on DivCHED and BCC activities relevant to 2YC<sub>3</sub> for COCTYC Meetings and 2YC<sub>3</sub> Membership Meetings
- E. Prepare an article for the Newsletter following each DivCHED or BCC Meeting.
- F. Provide incoming Past-Chair for DivCHED Representation with copies of all relevant COCTYC/2YC<sub>3</sub> files and records as well as support and job training as needed.
- G. Assume other duties as requested by the Chair and the COCTYC.
- H. Attend at least two 2YC<sub>3</sub> conferences during the year.

### **RESPONSIBILITIES OF THE PAST-CHAIR FOR RAB(3-Year Term)**

- A. Provide encouragement, advice and support to the 2YC<sub>3</sub> Chair and RAB Chairs.
- B. Prepare an RAB List for each Region for each COCTYC Meeting and submit these to the Chair for the Agenda.
- C. Maintain lists of RAB members for COCTYC.
- D. Provide accurate and updated RAB members list to Webmaster.
- E. Work with RAB members and Chairs of each RAB to obtain and replace RAB members by nominating replacement's names to COCTYC for vote.
- F. Work with College Sponsor Chair to obtain new College Sponsors.
- G. Work with the Membership Chair to obtain new members.
- H. Arrange, with the help of the Past Chair for Future Sites, RAB Chairs, and Regional Advisory Boards, for sites and conference personnel for at least four future meetings. It is the intent that sites and dates be planned three years into the future.
- I. Set format and maintain list of Chemistry Faculties List by merging the 4 RAB chemistry faculties list.
- J. Set format and maintain the 2YC<sub>3</sub> Speakers List by merging the 4 RAB speaker lists.
- K. Provide incoming Past Chair for RAB with copies of all relevant COCTYC/2YC<sub>3</sub> files and records as well as support and job training as needed.
- L. Send thank you letter to RAB members whose office is expiring.
- M. Send a thank you letter to RAB Chair's College President after the RAB Chair's term expires.
- N. Assume other duties as requested by the Chair and the COCTYC.
- O. Attend at least two 2YC<sub>3</sub> conferences during the year.

## **RESPONSIBILITIES OF THE NEWSLETTER EDITOR**

- A. Make the Newsletter a dynamic interactive medium for chemical education in two-year colleges.
- B. Collaborate with the Chair to establish an editorial tone for the Newsletter which is in accordance with the COCTYC policy. Provide needed space in the Newsletter for "Notes from the Chair" and other material submitted by the Chair.
- C. Prepare a working annual calendar for the production and distribution of the Newsletter. Distribute the calendar to all members of COCTYC, the Assistant Industrial Sponsors Chair, and each Regional Chair.
- D. Work with the COCTYC to ensure that all regular features (i.e., lists of sponsors, call for nominations, etc.) are included in the appropriate Newsletter.
- E. Work with Industrial Sponsors Chair to include advertisement space in the Newsletter.
- F. Work with the Industrial Sponsor Chair and Treasurer to issue advertisement invoices and collect and deposit advertising income.
- G. Prepare, produce, and distribute the 2YC<sub>3</sub> Newsletter four times per year.
- H. Send additional copies of Newsletters to each of the following: Conference Program Chair (200), Manager Office of College Chemistry (15), Industrial Sponsors Chair (30), and Membership Chair (15).
- I. Submit electronic copy of Newsletter to the Webmaster for webpage and electronic archive.
- J. Work with each Conference Program Chair to obtain abstracts of papers to be presented at the conference so that they may be published as part of a Newsletter.
- K. Produce a report, which includes relevant information from your areas of responsibilities for each conference.
- L. Provide articles and information about future meeting sites, dates, and contact personnel to DivCHED. Work with the DivCHED Newsletter Editor.
- M. Keep C&E News, The Journal of Chemical Education, Journal of College Science Teaching, Chronicle of Higher Education, Chemunity News, and other relevant publications informed concerning future conference dates and sites.
- N. Submit specific articles to C&E News to inform the chemical community of the activities of the 2YC<sub>3</sub>.
- O. Respond to issues arising from the Regional Advisory Boards, the COCTYC, and the long range planning efforts.

- P. Provide incoming Editor with:
1. Copies of all correspondence regarding COCTYC/2YC<sub>3</sub> business that was either sent or received during current term.
  2. Copies of all files, records, and other data relating to COCTYC/2YC<sub>3</sub>.
  3. Support and job training as needed.
- Q. Attend at least two 2YC<sub>3</sub> conferences during the year

## **RESPONSIBILITIES OF THE TREASURER/COLLEGE SPONSOR CHAIR**

- A. Maintain accurate records of all aspects of the finances of COCTYC/2YC<sub>3</sub>.
- B. Receive and maintain records of all funds received from all sources including dues from 2YC<sub>3</sub> members, college sponsors, industrial sponsors, newsletter advertisements, and the DivCHED allocation.
- C. Work with the Newsletter Editor and Industrial Sponsor Chair to collect, record, and deposit advertising income.
- D. Request the DivCHED \$2000 allotment from the DivCHED Treasurer by January 31.
- E. Deposit funds in checking and savings accounts as appropriate and manage them in accordance with guidance from the COCTYC.
- F. Disburse funds to pay for budgeted expenditures incurred in the normal activities of COCTYC/2YC<sub>3</sub>. If funds are requested for expenditures that are not a part of the yearly budget, the Chair may approve amounts up to \$500 total per year. COCTYC must approve amounts above \$500 total.
- G. Prior to each Conference Provide Local Arrangements Chair a Conference Income Statement template and clarify dues collection procedures and, at the beginning of the conference, check with the registration desk (or have designee do so) to insure that proper procedures are followed.
- H. Request a completed Conference Income Statement from the Local Arrangements Chair for each Conference held during the year.
- I. Provide financial information to the Chair and/or the COCTYC any time it is requested.
- J. File necessary interim and annual financial reports with the DivCHED Treasurer.
- K. Work with the Chair in preparing the budget for the next year and presenting at the second fall COCTYC Meeting.
- L. Produce the Treasurer's Report for each Conference and submit to Chair to include in the agenda.
- M. Maintain an accurate list of college sponsors, including the date payment was received from each, mailing address, contact person, phone number, email address, and number of years as College Sponsor.
- N. Produce the College Sponsor Chair Report including number of college sponsors and college name for each conference and submit to Chair to include in the agenda.

- O. Send out an invoice to college sponsors by December 31 reminding them to renew their college sponsorship. Send reminders as needed.
- P. Prepare and mail yearly certificates to college sponsors.
- Q. Work with Past-Chair for RAB and RAB Chairs to obtain new College Sponsors.
- R. Regularly solicit non-sponsoring colleges to become sponsors, using conference participant lists to identify contact persons at prospective colleges.
- S. Provide newly elected Treasurer/College Sponsors Chair with copies of all relevant COCTYC/2YC<sub>3</sub> files and records as well as support and job training as needed.
- T. Provide the Newsletter Editor a current listing of College Sponsors by July 15 for annual publication in the 4th Newsletter.
- U. Use correspondence with sponsoring colleges as a means of publicizing the activities of 2YC<sub>3</sub>.
- V. Attend at least two 2YC<sub>3</sub> conferences during the year.

## **RESPONSIBILITIES OF THE MEMBERSHIP CHAIR**

- A. Maintain an accurate mailing list of all 2YC<sub>3</sub> members, and all two-year colleges.
- B. Provide mailing labels to Chair, Secretary/Editor, conference planners, and others, as needed. Provide the Program Chairs of each 2YC<sub>3</sub> regional meeting with at least two sets of mailing labels for an area within a two hundred fifty mile radius of the conference site. These should be provided no later than six months before each conference date.
- C. Send renewal dues notices for the upcoming year to all individual members of 2YC<sub>3</sub>.
- D. Receive individual membership applications and dues payments that are mailed in.
- E. Contact Local Arrangements Chair prior to each conference to clarify registration record keeping procedures and, at the beginning of the conference, check with the registration desk (or have designee do so) to insure that registration is performed properly.
- F. Record the receipt of dues payments and periodically forward the funds to the Treasurer.
- G. Receive membership applications received at the conference.
- H. Mail membership cards to individual members.
- I. Maintain an updated directory of two-year college chemistry faculty.
- J. Submit membership report to the Chair for inclusion in the COCTYC Meeting Minutes and Membership Minute.
- K. Provide newly elected Membership Chair with copies of all relevant COCTYC/2YC<sub>3</sub> files and records as well as support and job training as needed.
- L. Attend at least two 2YC<sub>3</sub> conferences during the year.

## **RESPONSIBILITIES OF INDUSTRIAL SPONSORS CHAIR**

- A. Maintain a complete and accurate record of each sponsor, including renewal date, whether payment has been received and when the last invoice was sent, name of contact person, contact information, and other pertinent data.
- B. Maintain a complete and accurate record of each newsletter advertiser, including the issue in which the ad appeared, the size of the ad, and whether payment has been received, the amount received, and whether the check was forwarded to the treasurer.
- C. Maintain a file containing the communications with each sponsor and advertiser, including invoices sent, reminder emails, etc.
- D. Deposit all checks promptly using the For Deposit Only stamp provided by the treasurer. Send Treasurer an email list of each check pertinent data.
- E. Send sponsorship billing invoices and advertiser billing invoices to sponsors and advertisers respectively in a timely fashion and follow up if payment has not been received in a reasonable amount of time.
- F. Provide pertinent sponsor information to the Webmaster in a timely fashion.
- G. Work with the Newsletter Editor to solicit advertisers for the newsletter and also to provide relevant information, such as cost and deadlines, to potential advertisers. Provide any other assistance the Newsletter Editor may need.
- H. Produce two Industrial Sponsor Reports for each 2YC<sub>3</sub> conference, one for the General Membership Meeting with the appropriate information for that audience, and one for the COCTYC meeting, again with the appropriate information, make a sufficient number of copies of each, and assure that these are distributed at these meetings.
- I. Work with the Newsletter Editor to publish the list of industrial sponsors, including contact information, in one issue of the newsletter each year.
- J. Mail newsletters to industrial sponsors, especially the one annual issue in which the list of industrial sponsors appears.
- K. Communicate with the Exhibits Coordinator for each 2YC<sub>3</sub> conference well ahead of each conference (in the spring of the year for both fall conferences), so that they are fully aware of their responsibilities and 2YC<sub>3</sub> policies regarding new sponsors and fees.
- L. Encourage local Exhibit Coordinators to find new sponsors, noting that their college keeps 50% of the sponsor fee to help with expenses.
- M. Prepare a “packet” of materials for each local Exhibits Coordinator. This should include a generic Exhibits Request Form that they can modify for their needs, up-to-date contact information for each sponsor including email addresses, and any other

information that will help guide them in their responsibilities (refer to the Conference Planning Manual).

- N. Send notices of upcoming 2YC<sub>3</sub> conferences to the industrial sponsors well ahead of each conference and give them the name and contact information for the local Exhibits Coordinator. Perhaps include the Exhibit Request Form prepared by local coordinator, which would include the deadline for returning the form, etc.
- O. Be fully aware of the special provisions for exhibiting at biennial conferences and joint 2YC<sub>3</sub>/regional ACS meetings, as well as any other “special” meetings, and communicate these to the industrial sponsors well ahead of the event.
- P. Provide a newly-elected Industrial Sponsor Chair with all relevant files and records and support them in their new role.
- Q. Constantly be on the look-out for new industrial sponsors. Possible sources of new sponsors include exhibition halls at national and regional conferences of other organizations, such as ACS, NSTA, Pittconn, etc., advertisers in the Journal of Chemical Education and other scientific journals, etc., and organizations that peddle their products to college instructors via email and the postal service.
- R. Solicit the help of conference attendees, COCTYC members, regional advisory boards, and local Exhibit Coordinators in recruiting new sponsors.
- S. Attend at least two 2YC<sub>3</sub> conferences and COCTYC business meetings each year (as funding will allow) and be a fully participating member of the COCTYC as it carries out its responsibilities and conducts its meetings.
- T. Be an assertive sales representative for 2YC<sub>3</sub> and assist others in maintaining 2YC<sub>3</sub> as a useful and relevant organization for two-year college faculty. This may include such things as assisting in planning conferences, finding sites for conferences, and communicating to nonmembers the benefits of 2YC<sub>3</sub> membership, etc.

## **RESPONSIBILITIES OF THE WEBMASTER**

- A. Make the 2YC<sub>3</sub> website a dynamic interactive medium for chemical education in two-year colleges. Ensure that its design is efficient, simple, and attractive.
  
- B. Keep the [www.2yc3.org](http://www.2yc3.org) homepage updated with current important announcements (or links to those announcements), including ACS, DivCHED, 2YC<sub>3</sub>, or COCTYC initiatives, surveys, calls for officers, or other important information. Also, photos from recent conferences should be regularly updated on the website.
  
- C. Coordinate with appropriate COCTYC members to keep all information on the website as current as possible, and make updates to the website as soon as possible when new information is provided.
  - 1. Coordinate with the Membership Chair to maintain and process requests from the online membership enrollment form and maintain the list of active members.
  - 2. Coordinate with the Future Sites Chair to establish dates and locations of future 2YC<sub>3</sub> conferences and names of future conference chairs to be listed on the Meetings page.
  - 3. Coordinate with the College Sponsors Chair to maintain a list of current and past college sponsors and to provide information about becoming a college sponsor.
  - 4. Coordinate with the Industrial Sponsors Chair to maintain a list of current and past industrial sponsors and to provide information about becoming an industrial sponsor.
  - 5. Coordinate with the RAB Chairs to maintain a list of current RAB members and to provide information about the duties of an RAB member.
  - 6. Coordinate with the Newsletter Editor to provide links to current and past newsletters.
  
- D. Work with the future conference chairs to establish links to registration forms, program information, lodging, and other conference information to be included on the Meetings page.
  
- E. Work with the Program Chairs of future conferences to prepare an online registration form approximately 6 months prior to each meeting and to regularly update the Program Chair with a current list of registrants.
  
- F. Archive information from previous meetings on the website, including photos, programs, minutes, and reports.
  
- G. Attend at least two 2YC<sub>3</sub> conferences during the year.

## **RESPONSIBILITIES OF THE RAB CHAIRS**

- A. Should attend the 2YC<sub>3</sub> conference in his or her region and attend the 2YC<sub>3</sub> Membership Meeting at the regional conference. They must be a member of DivCHED.
- B. Coordinate and direct Regional Advisory Board Members to:
  - 1. Recruit new members, College Sponsors, and Industrial Sponsors.
  - 2. Solicit articles and advertisements for the 2YC<sub>3</sub> Newsletter.
  - 3. Encourage colleagues from high school, two-year colleges, four-colleges, universities, and if appropriate, elementary and junior high school to attend the regional conference.
- C. Participate in surveys regarding conference themes, sites, speakers, and other pertinent topics. Distribute surveys, questionnaires, ballots, etc., to Regional Advisory Boards as required by the COCTYC, the Division of Chemical Education, or any other groups of the ACS.
- D. Maintain and update the Chemistry Faculties Directory for the Region and submit the Chemistry Faculties Directory to the Past-Chair for RAB.
- E. Maintain and update the Speakers List for the Region and submit the Speakers List to Past-Chair for RAB..
- F. Serve as a member of the Conference Site Selection Committee.
- G. Perform other assignments as requested by the Past-Chair for RAB and COCTYC.

## **RESPONSIBILITIES OF THE REGIONAL ADVISORY BOARD MEMBERS**

- A. Should attend at least one conference each year and be a member of DivCHED (associate or voting).
- B. Assist in planning and conducting the regional conference, including publicizing the conference and contacting colleagues (high schools, two-year colleges, four-year colleges, and universities) to attend the meeting. Assist in arranging car pools and housing.
- C. Submit agenda items for 2YC<sub>3</sub> Membership Meeting to the COCTYC Chair at least one month before the regional meeting. Actively participate in the 2YC<sub>3</sub> Membership Meeting at the regional conference.
- D. Recruit individual members, College Sponsors, and Industrial Sponsors.
- E. Solicit Newsletter advertisements.
- F. Assist Site Selection Committee in recruiting meeting sites.
- G. Assist Chair Elect, Membership Chair, and RAB Chair in improving and updating the 2YC<sub>3</sub> faculty directory.
- H. Promptly respond to surveys, questionnaires, ballots, etc., and perform other assignments as requested by the COCTYC or RAB Chair.
- I. Assist Past Chair for RAB in maintaining an updated directory of two-year college chemistry faculties.
- J. Participate in conference planning and execution with RAB Chair and conference chairs. This can be done by mail, e-mail, meetings and/or telephone conference calls.

## **RESPONSIBILITIES OF A CONFERENCE MENTOR**

- A. Contact the Conference Program Chair, Local Arrangements Chair, and Exhibits Chair when assigned to job of Conference Mentor.
- B. Review the Conference Planning Manual with the Conference Chairs.
- C. Visit site to determine optimal location of exhibits, presentations, workshops, and other conference activities.
- D. Report to the Chair and Past Chair for Future Sites the status of the conference arrangements.
- E. Work with college Conference Committee to develop their timeline, conference advertizing, speaker list, exhibitors, and address any issues/concerns.