



COMMITTEE ON MINORITY AFFAIRS
Chemdiversity.org

Onboarding Manual for Committee Members

Official Charge

The ACS Committee on Minority Affairs was organized in 1993 to conceive, develop, coordinate, and implement programs that are designated to encourage and support underrepresented population involvement in the chemical sciences.

Mission

Advance a broader, inclusive, and equitable chemistry enterprise by empowering underrepresented groups, stakeholders, and marginalized peoples for the benefit of the world.

Our Mission is accomplished through our **goals**:

Increase diversity awareness by providing professional development and recognition opportunities to underrepresented groups within the chemical sciences;

Strengthen ACS programming to reflect a broader, inclusive, and equitable chemistry enterprise; and

Enhance shared expertise in effective diversity, equity, and inclusion content and act as a resource to stakeholders.

Vision

Diversify chemistry through the transforming power of inclusion and equity

About CMA

The Committee on Minority Affairs reports to both the Board and the Council of ACS. CMA is a key member of the ACS Diversity Equity, Inclusion and Respect (DEIR) Experts Panel, which helps tackle DEIR issues across the society.

Subcommittees

The CMA is composed of five subcommittees. The Committee supports programs and services initiated by the subcommittees.

Awards & Recognition

- Administer the awards program of the CMA (ChemLuminary Awards, Stan Israel Regional Awards, CMA mini grants, and future travel grants).

- Canvas the Committee for nominations of eminent minorities for ACS Fellows (occasionally) and ACS editorial positions.
- Recognize service to CMA committee for departing members.

Communication

- Manage external communication of the Committee, e.g., Diversity e-briefs, CMA website, social networking, communications to ACS governance, Diversity reception outreach.
- Manage internal communication to the Committee: CMA network, e-mails.

Membership Engagement and Professional Development

- Manage new member on-boarding (provide orientation, propose the best fit within the sub-committees).
- Identify relevant future programming opportunities
- Manage professional development for CMA members

Programs and Events

- Organize symposia at national and regional ACS meetings on relevant topics to the ACS stakeholders, including occasionally programming through other channels such as webinars
- Manage the CMA luncheon program

Scholars

- Provide oversight of the ACS Scholars program
- Encourage ACS Scholars transition to ACS membership
- Engage in an annual review of the program criteria and procedures

Members

Committee members are appointed jointly by the Chair of the ACS Board of Directors and the ACS President-Elect, after receiving recommendations from the Committee on Committees (ConC). There is no requirement for a committee member to be an ACS councilor.

- New members are initially appointed as **Associates** for a 1-year term. Reappointment for a subsequent 1-year term is possible.
- **Members** are appointed for a 3-year term, which can be renewed for a total of up to 6 years (i.e., two 3-year appointments, not including the time served as Associate).
- The **Chair** is appointed in the same manner as the members.
- **Consultants** bring a particular expertise and may be former members of the CMA who have served the limit or those who express interest but are not able to serve as members. Currently, there are no consultants on CMA.
- **Liaisons** provide for improved communications and partnering to and/or from relevant ACS Committees and are appointed by agreement of the respective committee chairs on an as-needed basis. The current CMA liaisons represent the Local Section Activities (LSAC), and the Committee on Committees (ConC), who acts as observer and helps evaluate member engagement and appointment.

- The **Staff Liaison**, Cristina Bartolomei, is part of the **Office of Diversity, Equity, Inclusion, and Respect (ODEIR)**, and she is assisted in the administration of the Committee by other ODEIR staff.

In practice, all attendees at committee meetings have an equal voice and participate in discussions and sub-committee work. By ACS rules, however, only committee Members are allowed to vote on official recorded votes (such as those pertaining to policy or finances). In most cases, the chair will opt to allow everyone to speak on an issue and to vote informally.

Meetings and Events

The CMA meets twice annually at each of the National Meetings. All committee members should make every effort to attend the executive meetings either in-person or virtually.

Spring and Fall Meetings

- In-person Executive and Subcommittee meetings: Sunday of the meeting ~8am – 2pm
- In-person CMA luncheon: Monday of meeting week ~11:30am – 1:30pm
- Virtual Executive and Subcommittee meetings: Scheduled based on availability and other events taking place.
- Joint technical symposia

Throughout the Year (as scheduled)

- Webinars
- Regional meeting symposia and events

Expenses Reimbursement

Councilors should continue their means of reimbursement through their local sections. Non-Councilors (both members and associates) can be reimbursed for reasonable transportation, lodging, and meals at the set rate. Non-Councilors need to submit the required paperwork to the committee's ACS staff liaison to receive reimbursement.

Benefits and Expectations of CMA Membership

Benefits to the member:

- Serve as role models for underrepresented populations
- Professional development
- Low risk environment to develop and practice leadership skills
- Opportunity to practice communication skills
- Improve interpersonal skills: involving others, building consensus, influencing others
- Networking/contacts
- Coaching/mentoring
- Learn from other members
- Personal satisfaction in helping others/making a difference
- Opportunity to make a lasting contribution

- Visibility within ACS; also visibility of company/institution name
- Interaction with and access to ACS leadership (governance, Board members, president)
- Increase knowledge of ACS
- Leadership training and future opportunities in ACS
- Recognition within CMA

Expectations of members:

- Attend all CMA executive meetings either in-person or virtually
- Be prepared for the meetings by reading through the agenda book and other documents
- Actively contribute to the committee discussions and deliberations
- Participate in the work of a sub-committee, both at the bi-annual meetings and between meetings (via Zoom, e-mail, shared folders)
- Perform the tasks of liaison to/from other committees as requested and as appropriate
- Respond to ODEIR staff or chair's requests for assistance with input or evaluation
- Act as a good Chemistry Ambassador for underrepresented populations

CMA and the ACS Structure

CMA is one of 38 committees that have an important role in representing the perspective of our core membership. Details about the ACS organizational structure can be found at <https://www.acs.org/about/governance.html>.

ACS is a congressionally-chartered not-for-profit scientific professional society whose mission is to advance the broader chemistry enterprise and its practitioners for the benefit of Earth and its people. ACS is a self-governed organization that consists of >160,000 members—60% from industry, at all degree levels, worldwide.

There are six ACS districts and 189 ACS local sections. Local Sections enable members to communicate and interact with other chemists and technicians in their areas, participate in programs that will enhance their professional development, and contribute to the public understanding of chemistry in their communities.

The ACS also consists of 32 technical divisions, representing a wide range of disciplines for chemists, chemical engineers and technicians. These are specific to a member's technical and professional interests, and membership is optionally self-selected by each member. The Divisions are responsible for programming at national meetings and offer awards, scholarships, workshops, and publications in their technical field. Local sections and divisions each elect their own officers and Councilors.

Additionally, there are 38 ACS committees, including CMA, each dealing with issues of importance to ACS governance and its membership. Some of these committees are part of the ACS Council, some are part of the Board of Directors, and others are joint Board-Council committees. Some committees have elected members, while others are appointed by the Board and President-elect of ACS.

And finally, at the national level, ACS is governed by a Council and Board of Directors. The Board is the legal representative and policy-setting body of the Society. The Council is the Society's "House of Representatives", made up of elected Councilors from all local sections and divisions. As a Joint Board-Council committee, CPRC reports at least once per year to Council (oral and written) and submits a written report to the Board of Directors at the end of the year.

Acronyms Used in CMA

CAS	Chemical Abstracts Service
CCED	Chemists Celebrate Earth Day
DEIR	Diversity, Equity, Inclusion, and Respect
IYC	International Year of Chemistry
NCW	National Chemistry Week
NSF	National Science Foundation
ODEIR	Office of Diversity, Equity, Inclusion, and Respect

ACS Committees:

AR	Analytical Reagents
BOT	Board of Trustees, Group Insurance Plans
B&F	Budget and Finance
CCS	Chemical Safety
CCPA	Chemistry and Public Affairs
CWD	Chemists with Disabilities
CONC	Committees
CCA	Community Activities
C&B	Constitution and Bylaws
CA	Corporation Associates
CPC	Council Policy Committee
DAC	Divisional Activities
CEPA	Economic and Professional Affairs
SOCED	Education
CES	Environmental and Sustainability
	Governing Board for Publishing
IAC	International Activities
LSAC	Local Section Activities
M&E	Meetings and Expositions Committee
MAC	Membership Affairs Committee
CMA	Minority Affairs
NHCL	National Historic Chemical Landmarks
NTS	Nomenclature, Terminology, and Symbols
N&E	Nominations and Elections Committee
CP&RM	Patents and Related Matters
PRF	Petroleum Research Fund
P&MR	Professional and Member Relations
CPT	Professional Training
SEED	Project SEED

SCOP	Publications
PA&PR	Public Affairs and Public Relations
CPRC	Public Relations and Communications
COMSCI	Science
SCC	Senior Chemists
CTA	Technician Affairs
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 & Chemical Glycobiology
CST	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 and 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
PETR	Petroleum Chemistry
PHYS	Physical Chemistry
POLY	Polymer Chemistry
PMSE	Polymeric Materials: Science & Engineering
PROF	Professional Relations
RUBB	Rubber
SCHB	Small Chemical Businesses