

## **Welcome to the Committee on Economic and Professional Affairs (CEPA)**

The Committee on Economic and Professional Affairs is a standing committee of the Council of the American Chemical Society that works with the Department of Career Advancement and the Office of Research and Product Development for the benefit of the Society's membership. It identifies and monitors the needs of the chemical workforce and develops, coordinates, and oversees the implementation of programs and activities to enhance the economic and professional status of chemical professionals.

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American Chemical Society  
1155 Sixteenth Street, NW  
Washington, DC 20036  
[www.acs.org/careernavigator](http://www.acs.org/careernavigator)  
[s\\_meyers@acs.org](mailto:s_meyers@acs.org)  
202-872-6080 (Steve Meyers, Staff Liaison)

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## Message from the Chair

Dear CEPA Member,

Welcome to the Committee of Economic and Professional Affairs (CEPA)! Your time and commitment to CEPA, and to American Chemical Society, are greatly appreciated.

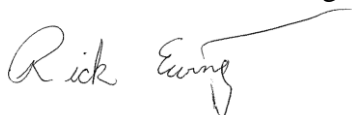
The Committee on Economic and Professional Affairs was created in 1993 as a “Standing Committee of the Council” and since its formation has been committed to the vision that” *the professional lives of ACS members will be thriving because of ongoing career planning and sustained use of the best available tools that meet their needs at every stage of life.*” In order to tackle all aspects of this vision, CEPA is currently divided into 4 subcommittees. The Subcommittee on Events and Volunteers and Employment Services (SEVES) is responsible for national, regional and virtual Career Fairs and tracking job seekers and employers. The subcommittee is also responsible for the Career Consultant and Career Presenter programs. CEPA in the past has developed workshops, online publications, an ACS Careers blog, and printed materials as tools for job seekers. The Subcommittee on Marketing and Research (SMR) continues to evaluate the effectiveness of these products and creates new tools for members to compete in the ever changing job market. As well, SMR is responsible for the Annual Salary Survey, Annual New Grad Survey, and ChemCensus. Under the Subcommittee on Standards and Ethics (SSE), CEPA has written, in collaboration with the ACS Committee on Ethics, the Chemical Professional’s Code of Conduct, Academic Professional Guidelines and Professional Employment Guidelines. The Subcommittee on Public Policy (SPP) monitors, writes and updates ACS public policy that are relevant to the vision and mission of CEPA.

CEPA’s mission; to raise members’ awareness of the need for ongoing career planning; provide programs, products, and services for their professional development; advocate for policies that benefit them in their careers; and continually monitor the changing workforce environment in order to remain relevant; depends on volunteers like you.

The rest of this document serves as a reference on CEPA as well as other aspects of ACS governance and committees. A brief history of CEPA, a more detailed description of each subcommittee, and a dictionary of ACS acronyms is also provided.

Please feel free to contact me ([ewingwre@comcast.net](mailto:ewingwre@comcast.net) or 215-964-8528) or our staff liaison, Dr. Steve Meyers ([s\\_meyers@acs.org](mailto:s_meyers@acs.org) or 202-872-6080), if you have any questions, comments or suggestions.

I look forward to working with you on CEPA,



Dr. Rick Ewing  
2017 Chair, Committee on Economic and Professional Affairs

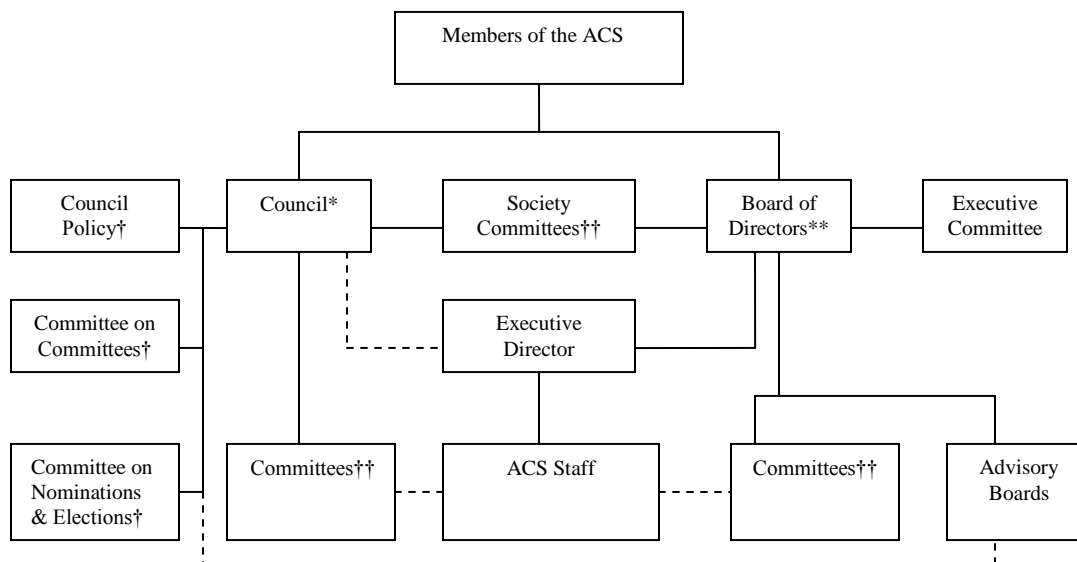
## American Chemical Society (ACS) Structure

The American Chemical Society is a self-governed individual membership organization consisting of more than 157,000 members at all degree levels and in all fields of chemistry and related scientific disciplines. The organization provides a broad range of opportunities for peer interaction and career development, regardless of professional or scientific interests.

*The mission of the American Chemical Society is to advance the broader chemistry enterprise and its practitioners for the benefit of Earth and its people.* The ACS vision is: improving people's lives through the transforming power of chemistry. The ACS is divided geographically into 185 local sections and U.S.-based members of the Society are automatically assigned to the local section closest to their mailing address of record. ACS local sections enable Society members to interact with chemists in their community, participate in professional development programs, and promote the public understanding of chemistry. A member may only belong to one local section.

The ACS is also divided into 32 technical programming units known as divisions. Divisions of the ACS provide services and programming for each of 32 disciplines of chemistry, such as organic chemistry, inorganic chemistry, and chemical education. Members may belong to as many divisions as they choose.

The Society is governed through a series of committees that are overseen by the ACS Board of Directors and/or the ACS Council.



• The Council consists of the Local Sections Councilors, Division Councilors, Ex Officio Councilors, Bylaw Councilors, and Nonvoting Councilors.

\*\* The Board of Directors consists of the President, President-Elect, Immediate Past President, six District Directors, six Directors-at-Large, and the Executive Director, Ex Officio.

† Elected Committees

†† Appointed Committees

ACS Committee on  
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The ACS Council is composed of elected representatives from each of the 185 local sections, and the 32 technical divisions. The Council also includes the President, President-Elect, all past Presidents, the Executive Director, and the Secretary of the ACS. The President of the Society presides over Council.

The ACS Board of Directors is composed of the President, the President-Elect, the immediate Past President, six District Directors (elected from geographic regions), and six Directors-at-Large. The Board of Directors is the legal representative of the Society, and, as such, administers all property, funds and affairs of the Society. The Board of Directors is presided by the Chair of the Board who is elected internally on an annual basis.

## **ACS Committees**

The committees of ACS can be classified into one of four basic categories: Society, Council, Board, and Joint Board-Council.

### Society Committees

There are two Society Committees: Budget and Finance, and Education. Members of these committees are appointed by the President and the Chair of the Board. Society Committees are specified in the ACS Constitution. Society Committees report to both the ACS Council, and the ACS Board of Directors. The Chair of each Society Committee must be a voting Councilor, and the body of the committee must be composed of no less than two-thirds voting Councilors.

### Council Committees

Council Committees report to the ACS Council. They can be subdivided into three main classifications: Elected, Standing, and Other.

*Elected:* Members of the Elected Committees of Council must be elected by the Council body, and must be voting councilors.

- Committee on Committees (ConC)
- Council Policy Committee (CPC)
- Nominations and Elections (N&E)

*Standing:* Members of the Standing Committees of Council must be voting Councilors.

- Constitution and Bylaws (C&B)
- Divisional Activities (DAC)
- Economic and Professional Affairs (CEPA)
- Local Section Activities (LSAC)
- Meetings and Expositions (M&E)
- Membership Affairs (MAC)

*Other:* Other Committees of Council can have any composition as specified by the Council at the time of the committee's charter.

- Analytical Reagents
- Nomenclature, Terminology and Symbols
- Project SEED (SEED)
- Technician Affairs (CTA)

**Note:** The Committee on Economic and Professional Affairs was created in 1994 as a "Standing Committee of the Council." The Committee on Economic and Professional Affairs replaced the Committee of Professional Relations (CPR) and the Committee on Economic Status (CES).

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Joint Board-Council Committees

Joint Board-Council Committees report to both the Board of Directors and the Council. They can have any composition as specified in their charter.

- Chemical Abstracts Service (CAS)
- Chemical Safety (CCS)
- Chemistry and Public Affairs (CCPA)
- Community Activities (CCA)
- Environmental Improvement (CEI)
- International Activities (IAC)
- Minority Affairs (CMA)
- Patents and Related Matters
- Professional Training (CPT)
- Publications
- Public Relations and Communications (CPRC)
- Science (ComSci)
- Senior Chemists Committee (SCC)
- Women Chemists (WCC)
- Younger Chemists (YCC)

Board Committees

Board Committees report to the Board of Directors. They can have any composition as specified in their charter.

- Professional & Member Relations (P&MR)
- Public Affairs & Public Relations (PA&PR)
- Grants & Awards (G&A)

Special Board Committees

Special Board Committees report to the Board of Directors. They can have any composition as specified in their charter.

- Corporation Associates
- Pensions & Investments Planning
- Executive Compensation
- Audits
- Diversity & Inclusion (D&I)

## **Committee on Economic and Professional Affairs (CEPA)**

### **Vision**

*The professional lives of ACS members will be thriving because of ongoing career planning and sustained use of the best available tools that meet their needs at every stage of life.*

### **Mission**

- Raise members' awareness of the need for ongoing career planning
- Provide members knowledge of and access to relevant programs, products, and services for use in the development of their careers
- Track the changing workforce environment
- Advocate for public and workplace policies for the benefit of members' careers

### **Economic and Professional Affairs (CEPA) – Charter**

The charge to the Committee on Economic and Professional Affairs, CEPA, [Bylaw III, Sec. 3(d)(1)(E)] is:

- fostering ongoing improvement in the economic and professional status of chemical scientists;
- receiving, addressing, and communicating to the Council concerns of the members in the area of professional affairs;
- acting for the council, in cooperation with other appropriate governing entities, in monitoring and coordinating the professional affairs programs of the society, including career assistance and development programs;
- monitoring the state of the economic and professional affairs of chemical scientists and formulating recommendations to the Council on policy in this area;
- identifying, studying, and reporting to the Society long- and short-range economic and professional needs of chemical scientists;
- conducting and making available the results of periodic fact-finding studies on supply and demand, compensation, and other matters that affect the economic status of the chemical profession;
- reviewing, updating and, after approvals by the Board of Directors and the Council, issuing professional and employment guidelines for chemical scientists to members and employers;
- monitoring employer/employee relationship and issuing to the Society periodic reports on such matters as personnel policies, fringe benefits, working conditions, terminations, job security, and compliance with Society guidelines;
- proposing ethical standards of conduct for chemical scientists for consideration by the Council.



## **Committee Web Site**

For more information on the Committee on Economic and Professional Affairs, please visit the committee group on the ACS Network, [CEPA - Council Committee on Economic and Professional Affairs](https://communities.acs.org/groups/cepa-council-committee-on-economic-and-professional-affairs). All documents, files, discussions, blogs, etc. will be posted on this website (<https://communities.acs.org/groups/cepa-council-committee-on-economic-and-professional-affairs>). All members and associate members of CEPA are asked to join the ACS Network, and will be given access to this group.

CEPA also maintains a public facing page on acs.org that provides members and the public access to important work products of the Committee including links to its recent Council reports, ChemLuminary awardees, policy statements, ethical guidelines, and various other career related offerings of ACS. The webpage can be found at <https://www.acs.org/content/acs/en/about/governance/committees/affairs.html>.

## **Activities and Time Commitments**

CEPA conducts and reports the results of periodic fact-finding studies on matters that affect the economic and professional status of chemical professionals and makes recommendations to Council on policy in this area. The committee reviews a portion of the programs of the ACS Department of Career Advancement (DCA) that fall under the general topic of career services, and plans and conducts symposia and workshops with Divisions and other committees at national ACS meetings. CEPA's meetings usually take place all day Saturday prior to the national meeting. In addition to attendance at committee meetings, CEPA members may be asked to review, comment, or act on specific materials or information brought to the committee's attention throughout the year.

## **Strategic Plan**

The CEPA Strategic Plan is a living document, updated regularly by the Executive Committee as appropriate, describing the goals, priorities and ongoing work of the Committee and its Subcommittees. The document is posted on the [CEPA group](#) of the ACS Network.

## ***History of the Committee on Economic and Professional Affairs***

### **A Brief History of Professional Chemists in ACS Governance**

The Committee on Economic and Professional Affairs (CEPA) is charged with identifying and monitoring the needs of the chemical workforce and developing, coordinating, and overseeing the implementation of programs and activities to enhance the economic and professional status of chemical professionals. It was formed through a merger of the Committee of Professional Relations (CPR) and the Committee on Economic Status (CES) in 1993, although the committee did not have its first meeting until 1994. The merger was a result of efforts begun in 1991 to combine CPR and CES to form a more efficient unit with a focus on the economic and professional needs of ACS members.

The Society's focus on professionalism can be traced back to the period following World War I with the birth of the chemical industry and the industrial revolution. Before that time, the Society's membership and its focus were primarily academic. The focus on the professional lives and economic well being of chemists became even more important during the 1940's during the Great Depression and the period of unionization following World War II. The Society played an important role in crafting the Taft-Hartley Act.

During the 1950's and 60's, professional chemists and the chemical enterprise experienced a period of growth, good conditions and job security. However, the major recession that took place in the early 1970's changed the industrial landscape. Mass terminations became a frequent occurrence and many people were unemployed. Chemists turned to the Society for help, and the dialog of ACS governance reflected the call. The Committee on Professional Relations (CPR) and the Committee on Economic Status (CES) were started during this time period. CPR was a Standing committee of Council, while CES was an Other committee of Council. These two were merged into CEPA in 1993. A list of chairpersons for CPR, CES and CEPA starting in 1972 can be found in Table 1 of the appendix.

**Professional Employment Guidelines** – The “Guidelines for Employers” was first issued in 1971 as an attempt by the Society to advise employers on the proper treatment of chemical professionals. The document was quite controversial causing extensive debate among the members of CPR, Council and the Board. This initial offering outlined “minimal guidelines” for employer conduct. The guidelines served as a basis for annual assessments of employers by CPR. Guidelines for employees were added to the document in 1975, and the title changed to the “Professional Employment Guidelines” or PEG. Eventually, the PEG dropped all reference to the original “Guidelines for Employers” and came to reflect the document we use today. Investigations into industrial layoffs and their subsequent publication in C&EN by CPR were discontinued in the early 1990's.

**Academic Professional Guidelines** – The PEG served as a general set of guidelines for professional chemists; however, it contained very few recommendations aimed specifically to academics. The first “ACS Academic Professional Guidelines” were developed by CPR and approved by Council as well as the Board in 1991. They were meant to serve as a supplement to the broader PEG document with a specific emphasis on the academic environment.

**Surveys** – The practice of surveying our members to assess the economic health of the chemical enterprise was started in 1941 on an ad hoc basis through the U.S. Bureau of Labor Statistics (BLS) and the National Science Foundation (NSF). Surveys on employment and salaries were combined in 1973 under the guidance of CES and CPR, and their annual production and publication was begun by staff. A 2016 CEPA Comment in C&EN by the Chair at the time, Dr. Rick Ewing, provides further details about the methodologies for the comprehensive, ChemCensus, and new graduate annual survey instruments. The comment can be accessed at: <http://cen.acs.org/articles/94/i17/voice-counts-demystifying-ACSs-employment.html>.

**Employment Services** – The on-site ACS Career Fair traces its roots back to 1937. According to records from the era, during the 1937 spring national meeting in Chapel Hill, NC, “Perhaps 10 or 20 members left [the attendant] a record of their training and experience. The number of employers who came in to participate in the experiment was of the same order of magnitude.” The fall national meeting in Rochester, NY saw tremendous growth in the event and there were 128 job seekers, 77 employers, and 172 total interviews. The Career Fair has been an ongoing program ever since. At present, the Career Fair is offered at every ACS national meeting and routinely attracts on the order of 30-40 employers and hundreds of job seekers. Virtual career fairs held concurrently with the national meetings were added in 2011 but discontinued in 2015 after low employer enthusiasm.

The Career Consultant Program was started in 1990 offering career advice and resume reviews for ACS members by Society volunteers.

The ACS job bank was added in 1996, and has undergone several transitions since. Database operations were completely moved to the internet in 1999. In June of 2001, the database was transformed into JobSpectrum.org and added the ability of job seekers to post their resumes for review by employers online. During this time period, operations of the National Employment Clearing House (NECH) were migrated to the system, and the job fairs at national meetings went paperless. JobSpectrum.org proved unsuccessful as a business venture, and the database was migrated into the care of C&EN and the Department of Career Management & Development (DCMD). Known today as C&EN Jobs, the system opens the door to employment for thousands of chemists annually.

ACS Career Pathways workshops—an interactive series providing members opportunities to explore their values, interests, and career options—are offered throughout the year in-person and online. The major topics of focus are Finding your

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Path and Acing the Interview, sessions that bookend a collection of four tracks oriented to different career sectors: Higher Education, Industry, Government, and Self-Employment. The program was launched in its current format in 2012 at the Fall National Meeting, and updated and modularized in 2016 and 2017 to allow for its career related content to be delivered online to members.

## **CEPA Structure: Subcommittees**

The Committee structure consists of four standing subcommittees. The Committee sets policies for all programs and services initiated by the subcommittees. Subcommittees are encouraged to collaborate with other ACS bodies as necessary to accomplish their goals.

### **Subcommittee on Events and Volunteers and Employment Services (SEVES)**

**2017 Chair: Dana Ferraris**

**2017 Staff Liaisons: Garretta Rollins and Malahat Layazali**

**Responsibilities:** Career Fairs, Virtual Events, Career Consultants, Career Presenters, Online Jobs Club, CEPA ChemLuminary selections.

The chair of this subcommittee also serves as CEPA's program chair, coordinating sponsorship of divisional technical session presentations as necessary.

### **Subcommittee on Marketing and Research (SMR)**

**2017 Chair: Tiffany Hoerter**

**2017 Staff Liaison: John Tidwell**

**Responsibilities.** Content of workshops, online publications, portions of the ACS Career Navigator blog, printed materials as well as Annual Salary Survey, Annual New Grad Survey, ChemCensus (every 5 years)

**Strategic Thrust.** Monitor, evaluate, and provide information on employment and workforce trends.

### **Subcommittee on Public Policy (SPP)**

**2017 Chair: John Berg**

**2017 Staff Liaison: Ryan Davison**

**Responsibilities:** Monitor policy issues, draft and recommend relevant Public Policy Statements to ACS. Specifically advise on the Healthcare (reviewed 2015), Retirement Security (to be reviewed 2017), and Employment Non-Discrimination Act (reviewed 2016) statements.

### **Subcommittee on Standards and Ethics (SSE)**

**2017 Chair: TBD**

**2017 Staff Liaison: Elizabeth Fraser**

**Responsibilities:** Chemical Professional's Code of Conduct (approved 2016) Academic Professional Guidelines (approved 2016), Professional Employment Guidelines (approved 2014). Coordinating with ACS Ethics Committee.

## **CEPA Member Roles and Responsibilities**

### ***All CEPA Members***

- Attend CEPA meetings to represent the interests of the ACS membership in the design and execution of CEPA and DCA programs.
- Attend CEPA programming.
- Serve on subcommittees, working groups, task forces, etc. as assigned by the Committee Chair.
- Respond in a timely manner to requests by committee officers and ACS staff and meet established deadlines.
- Participate in communications forums (conference calls, email discussions, etc.) to enable the completion of committee business between national meetings.
- Advise Committee Chair and DCA staff of opportunities and challenges.
- Promote and encourage participation in DCA programs at National, Regional, and online meetings and events.
- Encourage local sections and individuals to participate in CEPA and DCA programs by communicating with local section officers.

### ***Chair of the Committee on Economic and Professional Affairs***

- Provide vision and guidance to the Committee on Economic and Professional Affairs.
- Chair CEPA governance meetings at ACS National Meetings and coordinate the work of the Executive Committee.
- Conduct meetings in a business-like manner, following a printed agenda and ensuring that areas of concern are discussed and views of all committee members are heard.
- Appoint committee members to appropriate governance roles (leadership, committee and liaison assignments).
- Provide guidance and talking points for CEPA liaisons to share CEPA initiatives and actions with other ACS committees.
- Serve as the official representative of the Committee to the Council, Board and other ACS governance.
- Communicate with DCA staff and committee members on a regular basis regarding progress of programs.
- Initiate discussions on various aspects of CEPA programs and activities with committee members, staff, ACS governance, members at large and the public.
- Seek opinions of committee members in areas of growth and concern.
- Interpret and carry out all rules and bylaws with the help of the Staff Liaison.
- Assume responsibility and accountability for committee strategic planning.
- Steward strategic plan initiatives.

## ACS Committee on Economic and Professional Affairs

- Be an *ex-officio* member of all standing subcommittees, working groups, task forces, etc.
- Steward action items generated by the subcommittees.
- Convene special meetings as needed to conduct committee business between national meetings of the ACS.
- Monitor budget issues as appropriate.

### ***Chairs of Subcommittees and Working Groups***

- Serve as a member of the CEPA Executive Committee and Leadership Team.
- Provide vision and guidance to the subcommittee/working group.
- Chair subcommittee/working group meetings at ACS National Meetings.
- Coordinate volunteer efforts of the subcommittee/working group members to ensure timely completion of all action items, setting deadlines when necessary.
- Seek opinions of subcommittee members in areas of new services.
- Meet various deadlines as set forth by the Committee Chair and DCA staff, including:
  - Submit agendas for National Meeting agenda books by the requested due date.
  - Ensure that all meeting minutes have been completed and approved by their respective subcommittees and working groups no later than four (4) weeks after each National Meeting.
- Keep Chair informed of subcommittee activities between meetings.
- With the subcommittee, review all programs and activities for relevance; keep and improve those that add value and discontinue obsolete or less useful programs.

### ***Secretaries***

Committee members may be asked to take minutes for the various meetings conducted by the Committee. Minute takers are responsible for capturing the business conducted during the assigned meeting.

CEPA Minute-takers are asked to:

- Generate a list of action items with headers: “Action to Be Taken,” “Person(s) Responsible,” and “Date Due.”
- Record any motions of the group (those adopted and those lost or “defeated”).
- Record the result of all votes (passed or failed – The number of votes is only recorded on each side when there is a ballot or counted vote.)
- Summarize the actions of the group during the meeting.
- Submit minutes to the committee/subcommittee/working group no later than four (4) weeks after the end of the meeting.
- Follow the format presented by the Committee and agreed upon with DCA. (The Committee Chair or DCA staff can provide examples/templates of acceptable meeting minutes.)

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- Sign the minutes and record the date of approval. (For electronic minutes, this is closing with “Respectfully submitted,” and your name.)

The first paragraph of the minutes should list the kind of meeting, name of the organization, date and place of the meeting, presence of officers and a quorum (in a committee or small group, a quorum is a majority of members), time the meeting was called to order, and whether the minutes of the previous meeting were approved or corrected. The body should include all main motions, all points of order or appeal, important announcements, such as the topic of the program and the name of the speaker. The final paragraph should record the adjournment and time of adjournment.

According to *Robert’s Rules of Order*, adoption of and corrections to the minutes must receive a two-thirds vote.

**Note:**

It is **not** necessary to record discussion or personal opinion, the name of the person seconding a motion, any motions that are withdrawn, or entire reports (these should be attached to original).

## ***CEPA Liaisons to Other Governance Bodies***

The CEPA strategic plan states that the Committee will work together with various entities within the ACS to enhance the public’s awareness of the ACS and its career management and development-based programs and activities. A major step in accomplishing this goal is to establish effective communication links with other ACS bodies (committees, divisions, etc.) via liaisons. In this way, both groups can stay informed about the programs and activities available from the other and work together where it makes good sense to combine the two groups’ efforts in a synergistic fashion.

Responsibilities of CEPA liaisons to other ACS bodies:

- When possible, attend the executive and/or open session meetings of the assigned ACS body and take notes on actions relevant to the interests of CEPA. Attendance at these meetings must not supersede participation in CEPA-sponsored meetings and activities. Communication with the assigned ACS body off-line is encouraged.
- Serve as a conduit for information exchange, resulting in both groups operating more efficiently and effectively. Focus on topics and activities that are specifically relevant to the two committees.
- About two weeks prior to the National Meeting, contact your counterpart to determine if there are any issues that need to be discussed, or action taken during the upcoming CEPA meeting.
- Raise these issues at an appropriate time in the committee meeting. For CEPA, this could be before the subcommittee meetings.



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- Give oral reports during CEPA meetings. Content of oral reports should be limited to items of immediate interest to the business of CEPA. Routine or unrelated matters should be relayed through the liaison's written report.
- Submit a written report of less than 1,000 words (approximately 2 pages) no later than four (4) weeks after the meeting summarizing activities and actions of interest to CEPA that were not included in the oral report. (Examples of the report format are available from the Committee Chair or Staff Liaison.)
- The liaison is not authorized to commit resources of the CEPA Committee without prior consultation with the Committee Chair and the Staff Liaison.

### ***Liaisons from Other Governance Bodies to CEPA***

Where appropriate, the Committee will accept liaisons from other ACS bodies (committees, divisions, etc.). Liaisons from other governance bodies are requested to:

- Serve as a conduit for information exchange, resulting in both groups operating more efficiently and effectively. Focus on topics and activities that are specifically relevant to the two committees.
- Respond to email inquiries regarding attendance at CEPA meetings, activities and events.
- Give oral reports during CEPA meetings. Content of oral reports should be limited to items of immediate interest to the business CEPA. Routine or unrelated matters should be relayed through the liaison's written report.
- If there are activities and actions of interest to CEPA not covered in the Oral Report, submit a written report of less than 1,000 words (approximately 2 pages) no later than four (4) weeks after the meeting summarizing them. (Examples of the report format are available from the Committee Chair or Staff Liaison.)

### ***Travel Reimbursement Policy***

CEPA does not reimburse committee members for expenses incurred for traveling to and/or from ACS National Meetings, or for any expenses incurred while attending such meetings.

At the discretion of the Committee Chair, and in consultation with the Staff Liaison, committee members may be reimbursed for such items as taxi fees, parking fees, etc. when performing tasks associated with CEPA/DCA sponsored programs and activities on behalf of the Committee. To qualify for reimbursement, permission must be obtained from the Committee Chair or the Staff Liaison before the expense is incurred.

On occasion, committee members may be asked by the Committee Chair to attend special meetings (strategic planning, etc.). The Committee may cover travel expenses and meals related to these special meetings. To qualify for reimbursement, travel arrangements must

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be approved in advance, arranged through the ACS Travel Office with authorization by the CEPA Staff Liaison in compliance with current ACS travel restrictions and policies. Qualifying expenses will be outlined by staff in advance of the meeting, and all reimbursement forms with accompanying receipts must be received by the Staff Liaison no later than ten (10) days after the meeting concludes.

## **ACS Staff Support for CEPA**

Steven Meyers, Director, Career Advancement  
ACS Staff Liaison to CEPA

### ***Overview***

The Committee on Economics and Professional Affairs (CEPA) works closely with two departments within ACS, both of which are organized within the Division of Membership:

- Department of Career Advancement (DCA) - administers careers-related programs, products and services for the Society.
- Office of Research and Product Development (RPD) - conducts surveys as well as statistical analysis and distribution.

## **Acknowledgments**

CEPA wishes to acknowledge Dr. Ronald P. D'Amelia who represented the Subcommittee on Employment Services and led the task force, as well as the other task force members listed below, for their time and efforts in planning and assembling the original version of this manual in 2008.

Ms. Fran K. Kravitz, Subcommittee on Surveys

Ms. Margaret E. Wickham St. Germain, Subcommittee on Professional Services

Dr. Urszula G. Wettermark, Subcommittee on Professional Program Development

Dr. William H. Batschelet, Subcommittee on Public Policy

Dr. Sharon L. Haynie, Subcommittee on Standards and Ethics

Dr. Patrick Barber, SPS, provided the 2009 and 2010 Revisions.

Dr. Lisa Balbes, Dr. David Harwell, and Ms. Lynne Greenblatt provided the 2011 Revisions.

Dr. Lisa Balbes and Dr. David Harwell provided the 2012 and 2013 Revisions.

Louise Lawter and Dr. David Harwell provided the 2014 Revisions.

Dr. Rick Ewing and Dr. Steven Meyers provided the 2015-2017 Revisions.

## ACS Acronyms

### General

ACS	American Chemical Society
ATE	Advanced Technological Education (A program of the National Science Foundation)
BLS	Bureau of Labor and Statistics
C3S	College Chemistry Consultants Services
CAS	Chemical Abstracts Service
CCED	Chemists Celebrate Earth Day
CITL	Chemists in the Library
CTPAS	Chemical Technology Program Approval Service
DCA	Department of Career Advancement
DOL	Department of Labor
G2S	<i>Guaranteed to Succeed</i> Manual
GCI	Green Chemistry Institute
IChC	International Chemistry Celebrations
IYC2011	International Year of Chemistry 2011
NCW	National Chemistry Week
NSF	National Science Foundation
OCA	Office of Community Activities
O*Net	Occupational Information Network
OPA	Office of Public Affairs
PRF	Petroleum Research Fund
RMI	Office of Research and Market Insights
SEED	Summer Educational Experience for the Economically Disadvantaged
TAGs	Technician Affiliate Groups
WARN	Worker Adjustment and Retraining Notification Act
2YC3	Two-Year College Chemistry Conferences

## **ACS – Committees**

B&F	Budget and Finance Committee
CA	Corporation Associates
CAS	Chemical Abstracts Advisory Board
C&B	Constitution and Bylaws
CCA	Committee on Community Activities
CCPA	Chemistry and Public Affairs
CCPR	Council Committee on Public Relations
CCS	Committee on Chemical Safety
CEI	Committee on Environmental Improvement
CEPA	Committee on Economic and Professional Affairs
CHAS	Chemical Health and Safety
CIEC	Chemical Innovation and Entrepreneurship Council
CMA	Committee on Minority Affairs
COMSCI	Committee on Science
CONC	Committee on Committees
CPC	Council Policy Committee
CPRC	Committee on Public Relations
CPT	Committee on Professional Training
CTA	Committee on Technician Affairs
CWD	Committee on Chemists with Disabilities
DAC	Divisional Activities Committee
D&I	Diversity and Inclusion
EIAB	Entrepreneurial Initiative Advisory Board
ETHX	Committee on Ethics
G&A	Committee on Grants & Awards
GEAB	Graduate Education Advisory Board
IAC	International Activities Committee
LAB	Leadership Advisory Board
LSAC	Committee on Local Section Activities
M&E	Meetings and Expositions Committee
MAC	Membership Affairs Committee
N&E	Nominations and Electronics Committee
P&MR	Professional and Member Relations
PAPR	Committee on Public Affairs and Public Relations
SCC	Senior Chemists Committee
SOCED	Society Committee on Education
WCC	Women Chemists Committee
YCC	Younger Chemists Committee

## **ACS – Divisions**

AGFD	Agricultural & Food Chemistry
AGRO	Agrochemicals
ANYL	Analytical Chemistry
BIOT	Biochemical Technology
BIOL	Biological Chemistry
BMGT	Business Development & Management
CARB	Carbohydrate Chemistry
CATL	Catalysis Science and Technology
CELL	Cellulose & 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
PHYS	Physical Chemistry
POLY	Polymer Chemistry
PMSE	Polymeric Materials: Science & Engineering
PROF	Professional Relations
RUBB	Rubber
SCHB	Small Chemical Businesses
TOXI	Chemical Toxicology

**TABLE 1**

**List of Chairpersons of CPR, CES, and CEPA from 1971 to Present**

<b>Year</b>	<b>CPR</b>	<b>CES</b>
1972	Sam Gerber	Allan McClelland
1973	Al Zettlemoyer	Allan McClelland
1974	Al Zettlemoyer	Allan McClelland
1975	Al Zettlemoyer	Madeleine Joullié
1976	Imari Salminen	Madeleine Joullié
1977	William Kirsch	Madeleine Joullié
1978	William Kirsch	Sam Gerber
1979	William Kirsch	Sam Gerber
1980	Phillip Landis	Sam Gerber
1981	Phillip Landis	Gerhard Meisels
1982	Phillip Landis	Gerhard Meisels
1983	Don Kiser	Gerhard Meisels
1984	Alan Cairncross	Attila Pavlath
1985	Alan Cairncross	Attila Pavlath
1986	Alan Cairncross	Attila Pavlath
1987	Ester Hopkins	Valerie Kuck
1988	Ester Hopkins	John Connolly
1989	Ester Hopkins	John Connolly
1990	Donald Berets	John Connolly
1991	Ramon Mount	Anne O'Brien
1992	Ed Kostiner	Anne O'Brien
1993	Ed Kostiner	

**CEPA**

1994	Ed Kostiner
1995	Ed Kostiner
1996	Jim Burke
1997	Jim Burke
1998	Jim Burke
1999	Valerie Kuck
2000	Valerie Kuck
2001	Dennis Chamot
2002	Dennis Chamot
2003	Marinda Wu
2004	Marinda Wu
2005	Marinda Wu
2006	H.N. Cheng
2007	Martin Gorbaty



ACS Committee on  
Economic and Professional Affairs

2008	Martin Gorbaty
2009	Martin Gorbaty
2010	Lynne Greenblatt
2011	Lisa M. Balbes
2012	Lisa M. Balbes
2013	Lisa M. Balbes
2014	Louise Lawter
2015	Rick Ewing
2016	Rick Ewing
2017	Rick Ewing