



**Southern Arizona Local Section Administration Form 2018**

| Local Section Administration Form - Governance   |  |
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| 1. How many times did the executive committee conduct governance business during 2018?*  | 8  |
| 2. How many members were there in the executive committee during 2018?*  | 11   |
| 3. How did the executive committee communicate with one another during 2018?*(Check all that apply.)   | <input checked="" type="checkbox"/> Email<br><input type="checkbox"/> Teleconference<br><input checked="" type="checkbox"/> ACS Network<br><input type="checkbox"/> Other -  |
| 4. What percentage of your councilors were in official attendance at the Spring and Fall ACS Council meetings?*  | 100%   |
| 5. Did a member of your local section attend the Local Section Leaders Track at the 2018 ACS Leadership Institute?*  | <input checked="" type="radio"/> Yes <input type="radio"/> No  |
| 6. Did your local section have a succession and/or leadership development plan during 2018?  | <input checked="" type="radio"/> Yes <input type="radio"/> No  |
| 7. How did your local section identify future leaders and get them into the leadership pipeline during 2018?*(Check all that apply.)   | <input checked="" type="checkbox"/> Self-nomination<br><input type="checkbox"/> Solicitation or advertising<br><input checked="" type="checkbox"/> Identify active committee members<br><input type="checkbox"/> Formal leadership training<br><input type="checkbox"/> Long term plan<br><input checked="" type="checkbox"/> Outreach to new members<br><input type="checkbox"/> Arm-twisting<br><input type="checkbox"/> Other - |
| 8. Did your local section conduct an officer election during 2018? *   | <input checked="" type="radio"/> Yes <input type="radio"/> No  |
| 9. Did your local section conduct its elections electronically during 2018?*   | <input checked="" type="radio"/> Yes <input type="radio"/> No  |
| 9a. If the response to 9 (above question) is Yes, please list what tool you used to conduct elections.*  | Election Runner<br>( <a href="https://app.electionrunner.com">https://app.electionrunner.com</a> )   |
| 10. How many members voted in your local section officer election in 2018?*  | 61   |
| Questions 11-13 provide the opportunity for your section's leadership to communicate successes, challenges, goals, and progress towards meeting those goals. We want to hear from you! Please use the required comment boxes to share your thoughts about your section. In questions 12 and 13, do not feel limited by having spaces indicated for the top three goals. Other goals can be added in the comment box if needed. |  |

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| 11. 2018 Chair's report: Please provide a narrative of the past year's activity/successes/challenges:* | My section had a very successful year as we held 3 dinner meetings, and received 3 project grants to organize social activities. I am proud that I was able to organize two presentations by women scientists as part of the dinner meeting activity. Those presentations highlighted the role of women in advancing science and building a better future. SAZ continued to have positive impact in Southern Arizona community by organizing and participating in more than 5 community activities. Executive board members continued to contribute their time and efforts to promote our group in our community. Ms. Grazyna Zreda, outreach committee chair, is an example of such member and she was elected as the ACS 2019 Outreach Volunteers of the Year Awardee. Updating our bylaws and holding electronic election were two other achievements for 2018 that helped our group to adopt itself with the new changes that are results of new technologies. Our stunted group (SMACS) continued to do an excellent job by preparing and participating in chemistry demos in different schools in Southern Arizona and other community gatherings. They also attended ACS national meeting. I am very proud that my group started initial activities and formed committees and subcommittees for organizing a regional meeting in 2021 under Dr. Laura Stratton leadership. SAZ was able to detect new leaders who can manage the group to achieve more success in 2019 and later. Although increasing membership is still a challenge, we hope we can reach out to new potential members using new technologies such as social media. |
| 12. 2019 Chair's goals for the Section   |  |
| a. Please list your top 3 goals:   | Increase senior level member participation in local section activities   |
|  | Attract speakers from diverse areas of research to maintain member engagement  |
| b. What are your concerns and challenges?*   | No concerns or challenges at this time.  |
| 13. 2019 Chair-Elect's goals for the Section   |  |
| a. Please list your top 3 goals:   | Work closely with the Chair and with the immediate past Chair to learn the responsibilities  |
|  | Provide help to all the officers when needed   |
|  | Work with San Diego, Las Cruces, and San Geronio local sections to apply for the 2020 IPG program  |
| b. What are your concerns and challenges?*   | No concerns or challenges at this point.   |
| 14. Does the Local Section have a Vision and/or Mission Statement?*                                    | <input checked="" type="radio"/> Yes <input type="radio"/> No  |
| 15. What was the date of the last Local Section strategic planning session?*                           | 1/8/2019   |

Local Section Administration Form - Organization

|  |  |                                     |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |
|--|--|-------------------------------------|--------|----------------|-------------------------------------|----------------|-------------|--------------------------|------------------------------|--|--------------------------|--------------------|--|-------------------------------------|----------------------|---------------|--------------------------|----------------------|--|-------------------------------------|-------------|--------------|--------------------------|-----|--|--------------------------|---------------|--|--------------------------|--------------------|--|--------------------------|--------------------|--|--------------------------|--------------------|--|--------------------------|---------------------------------|--|--------------------------|-----------|--|
| 1. Did your local section have active coordinators for the following?*                                       | <input checked="" type="radio"/> Yes <input type="radio"/> No  |                                     |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |
| a. If the response to 1 (above question) is YES, please select the activity and enter the coordinators name. | <table border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>Awards</td> <td>Laura Stratton</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Budget/Finance</td> <td>Steve Brown</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Career assistance/Employment</td> <td></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>Grazyna Zreda</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>Iman Daryaei</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 type="checkbox"/></td> <td>Government Affairs</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Industry Relations</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Strategic 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> </table> | <input checked="" type="checkbox"/> | Awards | Laura Stratton | <input checked="" type="checkbox"/> | Budget/Finance | Steve Brown | <input type="checkbox"/> | Career assistance/Employment |  | <input type="checkbox"/> | Chemistry Olympiad |  | <input checked="" type="checkbox"/> | Community Activities | Grazyna Zreda | <input type="checkbox"/> | Continuing Education |  | <input checked="" type="checkbox"/> | Educational | Iman Daryaei | <input type="checkbox"/> | EHS |  | <input type="checkbox"/> | Environmental |  | <input type="checkbox"/> | Government Affairs |  | <input type="checkbox"/> | Industry Relations |  | <input type="checkbox"/> | Strategic Planning |  | <input type="checkbox"/> | Membership/Membership Retention |  | <input type="checkbox"/> | Mentoring |  |
| <input checked="" type="checkbox"/>  | Awards   | Laura Stratton                      |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |
| <input checked="" type="checkbox"/>  | Budget/Finance   | Steve Brown                         |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |
| <input type="checkbox"/>   | Career assistance/Employment   |                                     |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |
| <input type="checkbox"/>   | Chemistry Olympiad   |                                     |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |
| <input checked="" type="checkbox"/>  | Community Activities   | Grazyna Zreda                       |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |
| <input type="checkbox"/>   | Continuing Education   |                                     |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |
| <input checked="" type="checkbox"/>  | Educational  | Iman Daryaei                        |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |
| <input type="checkbox"/>   | EHS  |                                     |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |
| <input type="checkbox"/>   | Environmental  |                                     |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |
| <input type="checkbox"/>   | Government Affairs   |                                     |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |
| <input type="checkbox"/>   | Industry Relations   |                                     |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |
| <input type="checkbox"/>   | Strategic Planning   |                                     |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |
| <input type="checkbox"/>   | Membership/Membership Retention  |                                     |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |
| <input type="checkbox"/>   | Mentoring  |                                     |        |                |                                     |                |             |                          |                              |  |                          |                    |  |                                     |                      |               |                          |                      |  |                                     |             |              |                          |     |  |                          |               |  |                          |                    |  |                          |                    |  |                          |                    |  |                          |                                 |  |                          |           |  |

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|---|---|
|   | <input type="checkbox"/> Minority Affairs<br><input type="checkbox"/> Newsletter/Publications<br><input type="checkbox"/> Nominations<br><input type="checkbox"/> Professional Relations<br><input type="checkbox"/> Project SEED<br><input checked="" type="checkbox"/> Public Relations Brooke Massani<br><input type="checkbox"/> Senior Chemists<br><input checked="" type="checkbox"/> Women Chemists Trina Shartsis<br><input checked="" type="checkbox"/> Younger Chemists Pedro Flores Gallardo<br><input checked="" type="checkbox"/> Other Amy Graham<br>Iman Daryaei |
| 2. How many subsections were active in your local section during 2018?*   | 0   |
| 3. How many subsection meetings were held by your local section during 2018?*   | 0   |
| 4. How many topical groups were active in your local section during 2018?*  | 3   |
| 5. How many topical group meetings were held in your local section during 2018?*  | 3   |
| 6. Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2018?*   | <input type="radio"/> Yes <input checked="" type="radio"/> No   |
| 7. How many dues-paying affiliate members were in your local section during 2018?*                                      | 235   |
| 8. What was the approximate number of active volunteers in your local section during 2018?*                             | 30  |
| 9. Please estimate the number of new volunteers in your local section during 2018?*                                     | 15  |
| 10. Please indicate all the ways that your local section recognized volunteers during 2018.*<br>(Check all that apply.) | <input checked="" type="checkbox"/> Certificates<br><input checked="" type="checkbox"/> Awards<br><input type="checkbox"/> Letter to volunteer supervisor<br><input type="checkbox"/> Letter to volunteer<br><input checked="" type="checkbox"/> Recognition at an event<br><input checked="" type="checkbox"/> Recognition on web<br><input type="checkbox"/> Recognition in newsletter<br><input type="checkbox"/> Other -  |

Local Section Administration Form - Communications

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| 1. How many local section meetings were held during 2018?*   | 5  |
| 2. On average, how many members attended a local section meeting during 2018?*   | 30   |
| 3. How did Councilors report to your local section members about national ACS matters during 2018?*(Check all that apply.) | <input checked="" type="checkbox"/> At a section meeting<br><input checked="" type="checkbox"/> At an executive committee meeting<br><input type="checkbox"/> In the newsletter<br><input type="checkbox"/> On the local section web site<br><input checked="" type="checkbox"/> In an email<br><input type="checkbox"/> Other - |
| 4. Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2018?*         | <input checked="" type="radio"/> Yes <input type="radio"/> No  |
| 5. How does the sections leadership communicate information to its members (including social media channels)?*             | Communication is mainly through email supplemented by our local section's website, our Facebook and Twitter pages and an annual newsletter.  |
| 5a How Often do these communications occur:  |  |
| 5a1 Number of newsletters published:*  | 1  |
| 5a2 Number of meeting notices:*  | 5  |
| 6. What social media does your local section use? (If  | <input checked="" type="checkbox"/> Facebook <a href="https://www.facebook.co">https://www.facebook.co</a>   |

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| selected, please provide the link.)  | <input checked="" type="checkbox"/> Twitter<br><input type="checkbox"/> LinkedIn<br><input type="checkbox"/> Other | m/sazacsls/<br><a href="https://twitter.com/acs_saz">https://twitter.com/acs_saz</a> |
| 7. Did your local section have a website during 2018?*   | <input checked="" type="radio"/> Yes <input type="radio"/> No  |  |
| 7a. If the answer to 7 (above question) is YES, what was the URL for your local section's website? | <a href="https://sazacs.sites.acs.org/">https://sazacs.sites.acs.org/</a>  |  |
| 8. Did your local section post its Annual Report on your website during 2018?*                     | <input type="radio"/> Yes <input checked="" type="radio"/> No  |  |

**Local Section Administration Form - Nomination**

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| 1. Our Section would like to self-nominate for the Local Section Outstanding Performance Award.*  | <input checked="" type="radio"/> Yes <input type="radio"/> No  |  |
| 2. Please provide a summary self-nomination statement of 500-word or less. The summary statement should highlight local section's 2018 activities to support your nomination. | <p>The Southern Arizona local section was extremely productive in document governance, community outreach, socials events, budgeting and grants, employing technology to promote the group, education, and planing during 2018. In addition to our local section activities, we have several active sub-committees that greatly contribute to the success of the local section. For instance, the Younger Chemists committee hosted a Mars themed "program in a box" that helped Over the course of the year our section held three very successful social events, where the member attendance was markedly increased from previous years at each of the events. Our group formed committees and subcommittees to hold a regional meeting in 2021. Our section secured 3 grants for social activities that helped to organize social events for our members. We actively engaged in community outreach programs. We updated our bylaws and we held our first electronic election that led to an 175% increase in votes. Our students group affiliates (SMACS) participated in over 30 socials activities and chemistry demos for schools in Southern Arizona community. Our group did an outstanding job, which would have not been possible without support and contribution from all individual team members and volunteers.</p> |  |

**Local Section Administration Form - Supporting Materials**

| File Name | File Size | Brief Description |
|-----------|-----------|-------------------|
|-----------|-----------|-------------------|

**Local Section Administration Form - Approval**

Comments

|  |             |            |
|--|-------------|------------|
| <input checked="" type="checkbox"/> Approved & Submit for Review | Brooke Beam | 02/25/2019 |
|--|-------------|------------|

*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. After the form is approved, it will be submitted for review. The approved 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.*

**Local Section Administration Form - Reasons for Return**

**Approver Return Comments**

**Contributor Return Comments**

--- END OF REPORT ---