

Community of Division & Forum
Officers (CDFO)
Q1 Orientation

Monday, February 24th, 2020

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CDFO & CTOC

The Chemical Engineering Technology
Operating Council

Community of Division & Forum Officers (CDFO)

- Who are the members of the CDFO?
 - CDFO consists of all officers of AIChE's Divisions and Forums, plus representatives of CTOC and ITGs interested in participating.
- What is the purpose of the CDFO?
 - To improve communication amongst Divisions and Forums and from CTOC to the Divisions and Forums for the purpose of disseminating effective practices.
- Does CDFO meet regularly?
 - CDFO holds an in-person meeting at the Annual Meeting in the fall and schedules quarterly WebEx meetings throughout the rest of the year.

Chemical Engineering Technology Operating Council

- How is CTOC related to the Divisions & Forums?
 - Of the 3 Operating Councils, the Community of Division & Forum Officers sits under the direction of CTOC along with such entities as the Programming Committee.
- What does this mean?
 - Divisions & Forums should report any updates or concerns back to CTOC via your Liaison, every group should be in contact with your CTOC Liaison regularly.
 - Any Division & Forum By-Laws updates need to be submitted to CTOC for review and approval to be formally adopted.

CDFO Resources

CTOC Liaisons to the Division & Forums

- Each Division & Forum is assigned a CTOC Liaison through which any CTOC communications would be disseminated to you, as the officers, or where you can relay questions or concerns regarding your groups.
- Some examples of actions from CTOC through 2019 include:
 - Division & Forum Value Propositions Updates
 - Division & Forum By-Laws Reviews
 - Division & Forum Logo Updates (in coordination with AIChE membership)
- If you need any assistance contacting your liaison, e-mail codyh@aiiche.org.

Community of Division & Forum Officers Website

- The Community of Division & Forum Officers Website includes links to guides and resources that will help you understand your responsibilities, manage activities, program meetings, and more.
- Find more information on topics like:
 - Membership Engagement
 - Division & Forum Elections
 - Division & Forum Awards
 - Division & Forum Website Support
- <https://www.aiche.org/community/divisions-forums/leader-resources>

Division & Forum Websites

- Each Division & Forum has an associated webpage on the AIChE website that you can access from here: <https://www.aiche.org/community/divisions-forums>
- What are the benefits of using AIChE platform? Is it required?
 - The AIChE Entity Websites Framework enables AIChE Local Sections, Divisions, Forums, Committees, Societies and other approved groups to not only easily create and maintain websites but also create thriving, interactive communities.
- What are the costs? How much help do we get from AIChE to setup and maintain our site?
 - For AIChE entities, this service and solution is FREE.
- More information on setting up or updating your website, like updating your web maintainer can be found here:
<https://www.aiche.org/community/sites/groups/web>

AIChE Staff

- As a Division & Forum Officer, you have likely received a number of e-mails and notices from AIChE staff regarding your division or forum. For your general AIChE questions on...
- Updating awards pages, newsletters, & elections, you can contact:
 - divforums@aiiche.org
- Division & Forum Membership, you can contact:
 - membership@aiiche.org
- Division & Forum Programming, you can contact:
 - programming@aiiche.org

2020 AIChE Spring & Annual Conference Schedule

2020 AIChE Spring Meeting & 16th Global Congress on Process Safety

- Date: March 29 - April 2, 2020
- Location: Hilton Americas and George R. Brown Convention Center, Houston, TX
- www.aiche.org/spring

- **Student Regional Conferences**
- Range from the end of March through April.
- <https://www.aiche.org/conferences/student>

2020 AIChE Annual Meeting

- Date: November 15-20, 2020
- Location: Hilton San Francisco Union Square, San Francisco, CA
- www.aiche.org/annual

- Reminder: Mark your calendars!
- The **Community of Division & Forum Officers In-Person Meeting** takes place annually at the Annual Meeting in the Fall. The expected scheduled time for this meeting is **Monday morning, November 16th**.

Questions?