

Community of Division & Forum Officers (CDFO) Q1 Orientation

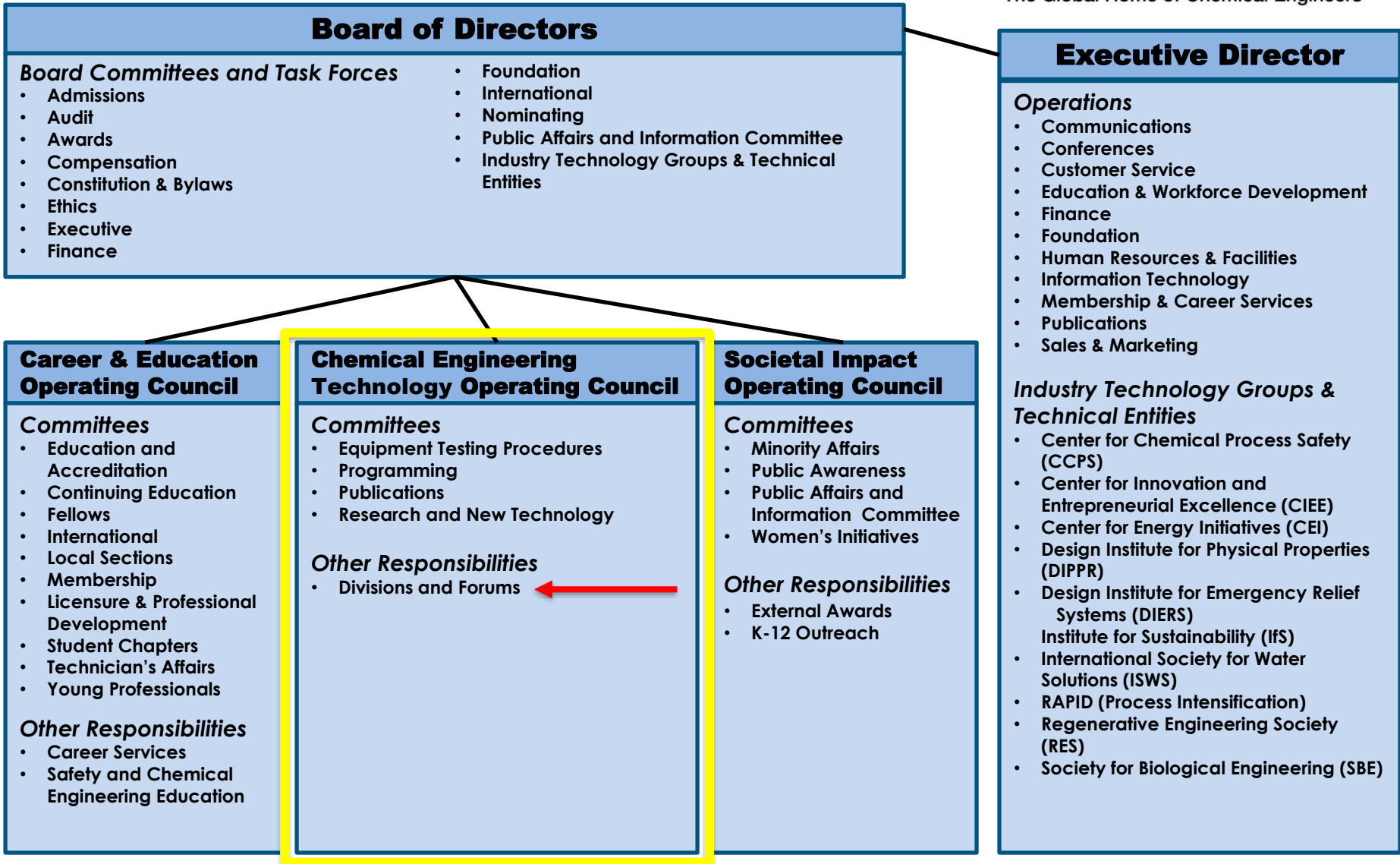
Monday, March 8, 2021

Bookmark & Visit:
www.aiche.org/CDFO

Content

- Brief Introduction to AIChE, CDFO, & CTOC
- CDFO Resources
 - CTOC Liaisons & Communications
 - CDFO Website
 - D&F Websites
 - AIChE Staff
 - Programming & Best Practices Reminders
- 2021 AIChE Spring & Annual Conference Schedule
 - CDFO In-Person Meeting @ Annual

AIChE, 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.
 - Your CTOC Liaison will keep you up to date on any announcements or initiatives from CTOC and the AIChE Board.
 - Any Division & Forum By-Laws updates need to be submitted to CTOC for review and approval to be formally adopted.

CDFO Resources

CTOC Liaisons & Communications to the Division & Forums

- Each Division & Forum is assigned a CTOC Liaison through which any CTOC and AIChE Board communications would be disseminated to you, as the officers, or where you can relay questions or concerns regarding your groups.
- As an officer, you will be receiving monthly update emails from Owen Hart; owenh@aiche.org. Your CTOC Liaison will also be cc'd on these emails for your reference.
- Some examples of actions from CTOC through 2020 include:
 - Developing Best Practices & Templates for D&F By-Laws Updates
 - Leveraging Data Mining to Analyze Major Meeting Submissions and Help Identify Areas of Potential Synergy and Co-Sponsorship between Groups
 - Coordinating with AIChE to promote Equity, Diversity, and Inclusion
- Do you think you are missing out on any e-mails? Contact us and we can make sure you haven't unsubscribed from all updates.
- If you need any assistance, e-mail codyh@aiche.org.



Owen Hart

Division & Forum Executive Leadership Update

To

Cc

Monthly Update Email Example



[Bing Maps](#)

Dear Officers of Process Development Division (PD):

Attached please find your Preliminary December 2020 Financials.

As a reminder, we have staff support for your group. For 2021, your AIChE staff support will be provided by Cody Hirashima and Derek Ward, who are cc'd on this email. Additionally, the CI volunteer member liaison to your group as well. For 2021, your CTOC liaison is Reza Mostofi, who is also cc'd on this email. Please include these AIChE staff members and your CTOC liaison.

In addition, your current membership numbers are as follows: 427

Below is an update on key items happening at AIChE and resources that are available:

Updates and Deadlines

Announcing a New Abstract Evaluation Tool. The Executive Board of the Program Committee (EBPC) has created an abstract evaluation rubric, which [can be found here](#). This rubric will be used as a tool for evaluating abstracts during the review period. We encourage groups with excellent pre-existing processes to continue to use their processes as long as the acceptance

Now Accepting Award Nominations for Programming Awards. Deadline: February 14, 2021

Please help us to recognize one of your fellow AIChE technical programming colleagues by nominating them for either of the AIChE Programming Committee Service Awards. Nomination please email programming@aiche.org.

[Program Committee's Herb Epstein Award for Technical Programming](#)

[Program Committee's George Lappin Program Committee Service Award](#)

Nominate the next John M. Prausnitz Institute Lecturer and William R. Schowalter Lecturer. Deadline: February 14, 2021

Nominate a distinguished member of AIChE to deliver an endowed lecture to the Institute in Fall 2021. These prestigious award lectures will be presented at the 2021 AIChE Annual Meeting. For more information, please email programming@aiche.org.

[John M. Prausnitz AIChE Institute Lecturer Award](#)

[William R. Schowalter Lecture](#)

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
- www.aiche.org/community/divisions-forums/leader-resources



Community of
**Division & Forum
Officers**



Community of
Division & Forum
Officers

Community of Division & Forum Officers

Home

Files

Leadership Tools

Resources for Division & Forum Leaders

Membership Engagement

Engage Communities

Elections

Programming

Awards

Archives

Financials

Website Support

Division & Forum Logos

Best Practices



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You've decided to hone your leadership skills by becoming a division or forum officer. Volunteer & Membership Activities Department wants to ensure you have what you need to do the job. On this page are links to guides and resources that will help you understand your responsibilities, manage activities, program meetings, and more.

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Membership Engagement

- Home
- Files
- Leadership Tools
- Resources for Division & Forum Leaders
 - Membership Engagement**
 - Engage Communities
 - Elections
 - Programming
 - Awards
 - Archives
 - Financials
 - Website Support
 - Division & Forum Logos
 - Best Practices
 - Other Activities
 - FAQ

Membership Engagement

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Frequently Asked Questions

[How do I access the Division/Forum membership list? »](#)

[Who do I contact to send out emails to Division/Forum members? »](#)

[Can we send emails to sub-groups within Divisions/Forums \(e.g., students, industry, academia, YPs\)? »](#)

[Is there a charge associated with sending out the emails? »](#)

[What are typical subjects needed to be communicated with members? »](#)

[Do we need to publish Division/Forum Executive Committee minutes to members? »](#)

[What is the typical frequency of communication with the members of Divisions and Forums? »](#)

[What is the best form to communicate with members of Divisions and Forums? »](#)

Division & Forum Elections

- Home
- Files
- Leadership Tools
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 - Membership Engagement
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Elections

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Frequently Asked Questions

[Who do i contact to hold elections? »](#)

[When do Divisions/Forums typically hold elections? »](#)

[Who is eligible to vote? What are the criteria? »](#)

[How much lead time do we need for electronic elections setup? »](#)

Division & Forum Awards

Home

Files

Leadership Tools

Resources for Division & Forum Leaders

Membership Engagement

Engage Communities

Elections

Programming

Awards

Archives

Financials

Website Support

Division & Forum Logos

Best Practices

Other Activities

FAQ

Awards

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Everything you need to know about awards - from plaques to monetary prizes.

[Awards Webpage →](#)

[About monetary prizes and checks →](#)

For more than ten years, Picture-It Awards has produced AIChE's Institute, division/forum, committee and special recognition plaques.

Many Divisions and Forums award their members with various prizes. You can view these and more [here](#).

Featured Program Committee Awards

The Executive Board of the Programming Committee features the following awards for your consideration and the nomination of exceptionally deserving individuals:

[John M. Prausnitz AIChE Institute Lecturer Award »](#)


[Herb Epstein Award for Technical Programming »](#)

[George Lappin Program Committee Service Award »](#)

Division & Forum Website Support

- Home
- Files
- Leadership Tools
- Resources for Division & Forum Leaders
 - Membership Engagement
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 - Elections
 - Programming
 - Awards
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 - Financials
 - Website Support**
 - Division & Forum Logos
 - Best Practices
 - Other Activities
 - FAQ

Website Support

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AIChE provides its organizations, volunteers, and staff with a platform for deploying websites. This platform includes website hosting and a Content Management System (CMS) provided at no cost. Click the links below to learn more.

[How to Apply for a Website →](#)

[Change or Add Web Maintainer →](#)

[How to Post/Edit a Website →](#)

[What are the benefits of using the AIChE platform? Is it required? »](#)

[What are the costs? How much help do we get from AIChE to setup and maintain our site? »](#)

Division & Forum Websites

- Each Division & Forum has an associated webpage on the AIChE website that you can access from here: 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, see below:
- You will be receiving your monthly updates from Owen Hart.
 - owenh@aiche.org (add to your email whitelist!)
- Updating awards pages, newsletters, & elections, you can contact:
 - divforums@aiche.org
- Division & Forum Membership, you can contact:
 - membership@aiche.org
- Division & Forum Programming, you can contact:
 - programming@aiche.org

Programming & Best Practices Reminders

Programming

- Major Meeting Programming Questions?
 - **Spring Meeting Contact:** Justin Canna; justc@aiiche.org
 - **Annual Meeting Contacts:** Kelsey Kettelhut; kelsk@aiiche.org, Cody Hirashima; codyh@aiiche.org
- Ancillary Events
 - **Meetings Contacts:** Michelle Marsnick; micma@aiiche.org, Todd Caporizzo; toddc@aiiche.org
 - **Membership Contact:** Gina Gatto; ginag@aiiche.org

Best Practices Reminders

- Divisions & Forums are expected to hold at least 1 business meeting annually at the Spring or Annual Meeting to allow members to engage with leadership and stay updated on the group's status
- It is strongly encouraged that every division & forum send out a quarterly newsletter – to update membership on programming, events, division/forum status, and keep members engaged
- If your division does not already have them, establish leadership succession procedures for transferring information and resources from past chair(s) to present chair(s) and co-chair(s)

2021 AIChE Spring & Annual Conference Schedule

2021 Virtual AIChE Spring Meeting & 17th Global Congress on Process Safety

- Date: April 18-23, 2021
- Location: Virtual
- www.aiche.org/spring

2021 AIChE Annual Meeting

- Date: November 7-12, 2021
- Location(s): Marriott Boston Copley Place, Sheraton Boston, Westin Copley Place, Hilton Boston Back Bay, John B. Hynes Convention Center, Boston, MA
- 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 8th**.

Questions?