

**Canadian Catalysis Division  
Executive Committee Roles and Responsibilities  
Updated December 9, 2015**

As per the bylaws of the Catalysis Subject Division of the Chemical Institute of Canada (CIC): The Division Executive Committee shall consist of four Officers – Past Chair, Chair, Vice-Chair, and Secretary/Treasurer – and four to six Members-At-Large. The members of the Division, by majority vote, shall designate the Executive Committee at the Annual General Meeting (AGM) held in conjunction with the Canadian Symposium on Catalysis. This document explains the duties for the members of the Executive Committee. As the Symposium occurs every other year, the duties are laid out on a two-year cycle. More details can be found in the Catalysis Division Bylaws located on our Division website ([www.catalysisdivision.ca](http://www.catalysisdivision.ca)).

Other acronyms in this document include: CCF (Canadian Catalysis Foundation), CSChE (Canadian Society of Chemical Engineering), CSC (Canadian Society of Chemistry), NACS (North American Catalysis Society),

**Past Chair**

The Past Chair advises the current Chair and coordinates the nominating committee for new executive members. In the absence of both the Chair and Vice-Chair, the Past Chair shall assume their duties and responsibilities.

	Year 1	Year 2
May-Sep	Advise Chair	Advise Chair
October		Select and obtain agreement from two Division members to serve on Nominations Committee
November		Convene Nominations Committee and finalize a slate of Executive Committee members for new Division executive according to the Bylaws
December		Obtain agreement from nominees to stand for election at the following AGM
January		Prepare article presenting the slate of nominees and a call for additional nominations for email circulation and posting on the Division website. Closing date for additional nominations to be 4 weeks prior to the AGM
February		
March		
April		Prepare ballots (as needed)
May		Present nominations at AGM for adoption or election by secret ballot if additional nominations are made

## Chair

The Chair is the chief manager for the Division and is responsible for implementing the purposes of the Division in a timely manner.

	Year 1	Year 2
May	Chair Meeting of new Executive on day after the AGM	Decide on Symposium location in 4 years
June	Contact CIC to update Division Executive members and update information on website. Discuss duties with Executive Committee (share this document).	Consider submitting Canadian candidates for NACS catalysis awards.
July	Begin discussions regarding Symposium location and organizing committee in 4 years.	
Aug-Oct		
November	Remind Members-At-Large to submit nominations for RB Anderson Award	Remind Members-At-Large to submit nominations for Cdn Catalysis Lecture Tour
Dec-Jan		
February	Inform RB Anderson Award Winner	Inform Cdn Catalysis Lecture Tour Winner
March		
April	Plan Executive Committee Meeting at NACS conference (NAM)	Plan Division business meeting for Symposium
May	Present Chair's annual report to annual Executive Committee Meeting at NAM	Present Chair's annual report to AGM; assume role as Past-Chair

### Other Duties:

- 1) Send congratulatory letters to RB Anderson and Canadian lecture tour winners making clear the award terms. Circulate copies to President and Treasurer of CCF.
- 2) Be liaison with CSChE and CSC Subject Division Chairs and inform them of developments that should be brought before CIC board meetings. Coordinate Division involvement in CSChE and CSC conferences.
- 3) Attend CIC Subject Division meetings (typically held at CSChE and CSC conferences) as required or delegate attendance to an alternate Executive committee member.
- 4) Appoint website manager and website committee with input of Executive Committee.
- 5) Oversee appointment of Canadian representatives to International Congress on Catalysis. Obtain approval from the Executive Committee (4 year cycle).
- 6) Act as ex-officio director of the Canadian Catalysis Foundation and attend required board meetings.
- 7) Arrange appointment of Chair for the Symposium after consultation with Executive Committee.
- 8) Continue liaison with symposium chairs throughout planning process. In consultation with executive, review symposium protocols and requests for seed money. Respond to issues raised by symposium chairs as they arise and where necessary, provide advice.

### **Vice-Chair**

The Vice-Chair shall assist the Chair as required, represent the Division on the Board of The Catalysis Society of North America, Chair the Division Awards Committee, Chair the CIC Catalysis Award Committee, and assume the roles of either Chair or Secretary/Treasurer if required.

	Year 1	Year 2
May	Hold meeting for newly elected Executive the day after the AGM	
June	Contact NACS President to update Division Executive Officers	
July-Aug		
Sep-Oct		Liaise with CIC Awards Program Manager for Catalyst Medal and Chair Selection Committee
November	Remind Members-At-Large to submit nominations for RB Anderson Award	Remind Members-At-Large to submit nominations for Cdn Cat Lecture Tour
December		Notify Division Chair of Cat Award Winner for upcoming year; order Medal for Spring CSC meeting
January	Coordinate selection of RB Anderson Award by circulating nominations to Members-At-Large; collect rankings and hold teleconference if voting is close	Coordinate selection of Cdn Catalysis Lecture Tour Award by circulating nominations to Members-At-Large; collect rankings and hold teleconference if voting is close
February	Inform unsuccessful nominees	Inform unsuccessful nominees; provide guidance for tour hosts
March	Organize Call for Nominations for Catalysis Award for June and July/August ACCN and on Division Website as per terms of reference (deadline for receipt: October 1; 2 month lead-time for ACCN)	
April		Plan meeting for newly elected Executive at Symposium
May		Assume role as Chair

#### Other Duties:

- 1) Act as non-voting Chair for CIC Catalysis Award Selection Committee. Have CIC Awards Program Manager contact the three most recent award winners and obtain their agreement to serve as voting members of the Award Selection Committee. Arrange for substitute from past winners if a recent winner is unable to serve.
- 2) Act as Canadian representative and voting member of the NACS executive committee. Attend NACS board meetings or delegate responsibility to alternate member of the Division Executive.
- 3) Act as ex-officio member of the CCF and attend board meetings as required.
- 4) Perform functions of Chair in his/her absence.
- 5) Coordinate NACS nominations (see NACS website for details). All nominations should be returned to Awards Committee Chair by August 1st. All nominations are to be submitted to the NACS by September 1st.
- 6) Review and approve expenses from Canadian Catalysis Lecture Tour Awardee. Send expenses to CCF Treasurer (see Catalysis Division Awards Document for more information).

### Secretary/Treasurer

The Secretary/Treasurer keeps the records for the Division, communicates with the Division Members, and handles the Division finances.

	Year 1	Year 2
May		
June	Submit membership list and dues to NACS	Submit membership list and dues to NACS
Jul-Nov		
December	Prepare and submit annual financial summary to CIC	Prepare and submit annual financial summary to CIC
Jan-Mar		
April	Order electronic membership list from CIC office. Send a welcome email to new members.	Order electronic membership list from CIC office. Send a welcome email to new members.
May	Prepare a Treasurer's Report to be presented at the Division Executive AGM	Prepare a Treasurer's Report to be presented at the AGM. Brief new Secretary/Treasurer concerning Division accounting operations and pass files. Assume role as Vice-Chair.

#### Other Duties:

- 1) Arrange deposits of any cheques in coordination with CIC who holds the Division Account.
- 2) Arrange payment of legitimate Division expenses with CIC, after verification and approval of Chair or Acting Chair.
- 3) Send email notifications (call for nominations, Symposium information, etc) to Division members.
- 4) Keep record of the proceedings of Division AGM and meetings of the Executive Committee. Issue minutes of meetings to executive members within one month and forward copy of AGM minutes to CIC National Office.
- 5) Provide seed money to organizers of catalysis meetings as approved by the Division. Ensure return of funds plus revenues. Funds can be transferred directly from one Symposium to the next Symposium, as appropriate.
- 6) Transfer cash overflows to Canadian Catalysis Foundation as dictated by CIC regulations concerning allowable tax-exempt cash holdings.
- 7) Liaison with Awards Committee Chair and editor of the NACS website and transmit write-ups on awards winners and upcoming Canadian meetings for inclusion in website updates.
- 8) Place advertisements/articles in ACCN as requested by Chair and attend to correspondence of the Division.
- 9) Apply to NACS for student support for attendance at Symposium.

### **Members-At-Large**

The Members-At-Large provide input for the Division. One of the main tasks is the nomination of people for the Division Awards.

	Year 1	Year 2	Year 3	Year 4
June	Provide photo and short description for website			
July-Nov				
Dec-Jan	Prepare nominations for RB Anderson Award	Prepare nominations for Canadian Catalysis Lecture Tour	Prepare nominations for RB Anderson Award	Prepare nominations for Canadian Catalysis Lecture Tour
February	Select RB Anderson Award winner	Select Cdn Catalysis Lecture Tour winner	Select RB Anderson Award winner	Select Cdn Catalysis Lecture Tour winner
Mar-Apr				
May	Attend Division Executive AGM	Attend Division AGM	Attend Division Executive AGM	Attend Division AGM