Job Description—Local Section Government Affairs Committee (GAC) Chair

Summary

The GAC chair is responsible for

- making known public policy matters by building relationships with local, state, and federal policymakers. The ACS national office offers tools and guidance to help members carry out this role.
- encouraging other members to assist in this effort and be part of a GAC Committee.

The suggested term is three years, during which time a successor should be identified and trained.

Qualifications

- Willingness to develop a relationship with policymakers (visits, phone calls, letters)
- Willingness to recruit local section members to join the Legislative Action Network (LAN).
- Desire to share one’s own personal passion for chemistry and convey the value of chemistry to policymakers.

Responsibilities

1. Contact federal policymakers at least four times a year.
2. Expand local section member involvement in the LAN.
3. Arrange a local section meeting with a focus on public policy (optional)
4. Plan additional science policy program activities

Job Description—Local Section Public Relations Committee Chair

Summary

The PRC chair is responsible for

- generating public awareness of local section activities and events
- being the key contact for the Chemistry Ambassadors program. Chemistry Ambassadors reach out to communicate with non-scientific audiences the importance of chemistry in their daily lives.

The suggested term is three years, during which time a successor should be identified and trained.

Qualifications
• Willingness to make calls to reporters to ‘pitch’ story ideas and acquaint them with resources offered by the Section, such as scientific expertise.
• Good writing and verbal communication skills and the ability to be concise—identifying the “who, what, when, where, why, and how” that will appeal to a member of the public.
• Desire to share one’s own personal passion for chemistry and to convey the value of chemistry to the public.

Responsibilities

1. Create an inventory of section activities for the year, especially those that could have public interest, such as speakers who have a topic of public interest (e.g. forensics), Project SEED participants, NCW and Earth Day events, scholarships for local students, announcement of new officers, and sponsorship of science fairs.
2. Create a media list of local news outlets and reporters who would be interested in the activities listed above. Cultivate a relationship with key reporters likely to cover section news and be responsive to their needs concerning deadlines and requests for technical expertise.
3. Write and distribute press releases with pertinent details about newsworthy activities. Email “Discoveries!” a weekly feed of ACS news articles, to a local newspaper and put positive chemistry stories in the headlines.
4. Encourage section members to be Chemistry Ambassadors and be their key liaison.

NOTE: The GAC and PR chairs won’t do this alone. The ACS Office of Public Affairs offers tools and guidance to help members carry out these roles. For tips, ideas and resources go to Chemistry Ambassadors and American Chemical Society PR Guidebook.