American Chemical Society

Local Section Younger Chemists Committee (LSYCC)

Starter Kit

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If you are an ACS member 40 and under, then you are a younger chemist!

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Dear Younger Chemist,

Thank you for your interest in forming a Local Section Younger Chemists Committee (LSYCC) or International Younger Chemist Committee Chapter. This Starter Kit is designed to give you guidance and ideas for the formation of your LSYCC. I hope that you will find the information in the Starter Kit helpful, and I encourage you to utilize the assistance that YCC can provide as well as establishing strong relationships with the leadership of your local section.

Members of the National YCC Subcommittee on Local and Regional Affairs ~~subcommittee~~ are available to answer your questions and to help facilitate the use of YCC resources. To get in touch with a committee member, contact YCC by email at info@ycc-acs.org. Additional information is also available on our website at acsycc.org.

Please do not hesitate to contact me or any of the other Local and Regional Affairs Subcommittee members as you get started. Welcome!

Sincerely,

Katherine Johnson, Ph.D.

Chair, ACS Younger Chemists Committee

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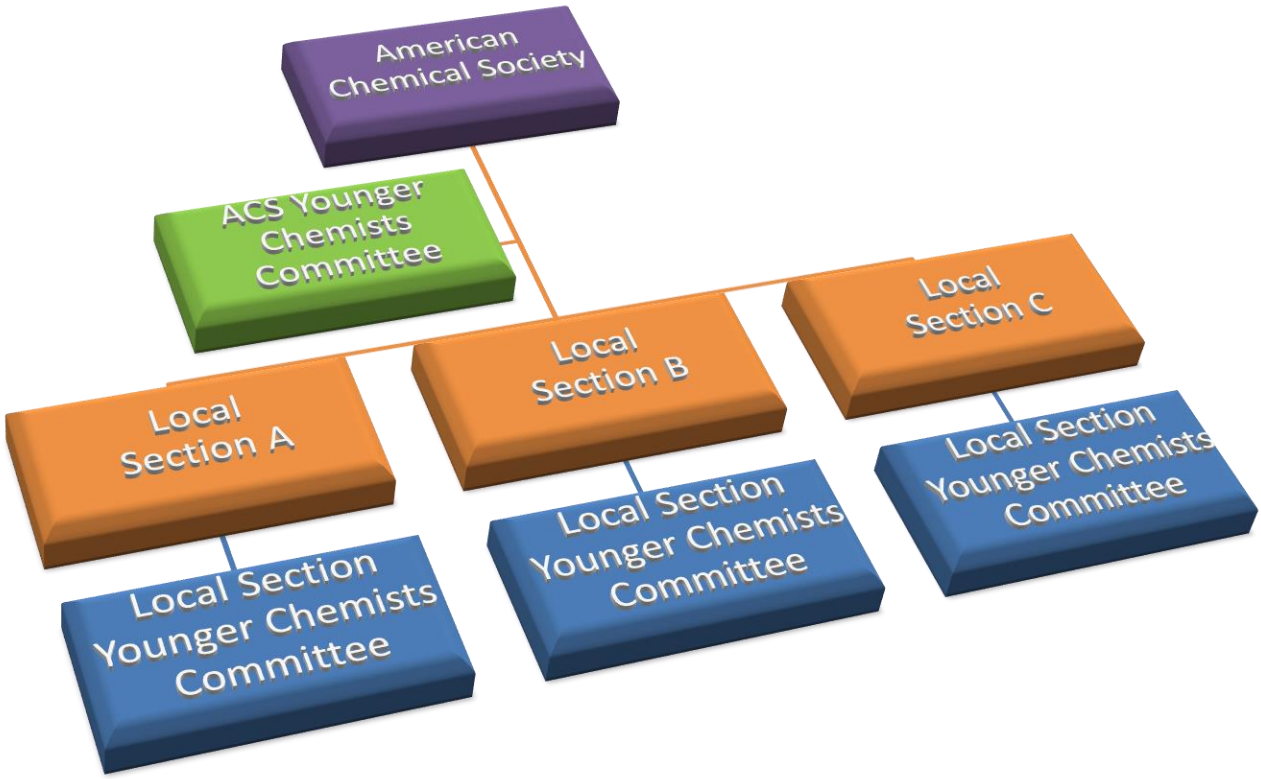
The Role of Local Section Younger Chemists Committees (LSYCC)



American Chemical Society

The American Chemical Society (ACS) is a nonprofit educational and scientific organization chartered by Congress. The Society is a self-governed individual membership organization that consists of more than 200,000 members, including chemists, chemical engineers and technicians, at all degree levels across 140 countries. These features provide ample opportunities for peer interactions, regardless of professional or scientific interests.

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ACS Younger Chemists Committee

The Younger Chemists Committee (YCC) was established in 1974 to focus on the specific issues facing younger chemists within ACS. A YCC member is defined as any ACS member under the age of 40 years old.

YCC Mission

Empower, support, and advocate for all younger chemists as they develop and advance their professional lives

YCC has three goals: (1) Create a positive change by representing the positions, contributions, and needs of younger chemists both within ACS and beyond, (2) Provide tools, resources, programs, and recognitions to support younger chemists on diverse professional paths, and (3) Foster and support diverse communities of younger chemists. More information is provided in Appendix A.

Local Sections

There are 185 Local Sections (LS) of the ACS, all located within the United States and its territories. Similar to the national ACS, each ACS LS may have a YCC as well. Local Section Younger Chemists Committees (LSYCC) enable chemists who are in the early stages of their careers to communicate and interact with other chemists in their areas, often participating in programs that enhance their professional development.

Local Section Younger Chemists Committees

The members of the ACS YCC realize the need to effectively reach all interested members by working not only at the national level but also on local platforms. ACS is a large organization and identifying members who are at the early stages of their careers can sometimes be difficult. Personal interactions and networking are important for professional development. For these reasons, the ACS YCC has supported and encouraged the development of LSYCC to better address the needs of our constituency at the local and regional levels. It is required that each LSYCC affiliate with at least one local section.

Why should you start a LSYCC? Starting a LSYCC brings together members with similar professional needs and enables these members to identify and address common issues. LSYCCs provide leadership opportunities for younger chemists who wish to develop skills and provide a vehicle to voice their concerns/opinions to the Society and to the larger scientific community. There is a network of LSYCCs (coordinated by the ACS YCC) to help these groups share ideas, successes, and solutions to problems; please visit: https://acsycc.org/local/connect/ to learn more.

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How to Start Your Local Section Younger Chemists Committee

Recently, the ACS Younger Chemists Committee has encouraged the establishment of LSYCCs to urge young chemical professionals to network at the grassroots level and engage in active roles within the ACS and chemical community at large. How to get started? The answer to this question often depends on the populations and needs of younger chemists in your local and regional areas.

1 Contact Your Local Section Officers

2 Appoint a Local Section Younger Chemists Liaison

3 Contact the ACS Younger Chemists Committee

4 Structure Your Local Section Younger Chemists Committee

5 Plan Your Events

6 Apply for Funding

7 Advertise Your Events

8 Complete Your Annual Report

9 Apply for a ChemLuminary Award

10 What's Next?

Step 1: Contact Your Local Section Officers

The first step for organizing your ***Local Section Younger Chemists Committee (LSYCC)*** is to contact the officers of your local section. Your local section officers will know whether your section already has a LSYCC or if there has been any additional/recent interest in starting one.

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The ACS YCC encourages any prospective or active LSYCC to turn to the parent local section for mentoring and advice. It is also required that each LSYCC affiliate with at least one local section. Your discussions with your local section leadership should include your plans and specify what a LSYCC will add to their framework. Articulating the benefits should help to obtain their support and commitment. During this process, request a mentor or champion within the local section who can help you to navigate the dynamics of your local, regional, and national ACS entities.

The ACS website local sections websites
www.acs.org/content/acs/en/membership-and-networks/ls/websites.html

Step 2: Appoint a Local Section Younger Chemists Liaison

The role of the local section ***Younger Chemists Liaison*** is to act as a connection between the LSYCC, local section leadership, and the ACS YCC. The national ACS YCC recommends that at least one LSYCC member acts as a Local Section Younger Chemist Liaison.

The local section Younger Chemists Liaison should regularly attend local section board meetings. At these meetings, the Younger Chemists Liaison can share progress on LSYCC development and activities, while actively soliciting support from the local section and representing a voice for younger chemists within their constituency. To be successful, your LSYCC will need participation from the chemists in your area. You should consult with these chemists often, and your LSYCC should participate in local section activities.

Additionally, the Younger Chemists Liaison facilitates the exchange of information between your LSYCC and the national ACS YCC. Although it is not a requirement that the Younger Chemists Liaison be a younger chemist, it is encouraged. The YCC will share programming ideas and other resources aimed at addressing the needs of younger chemical professionals with the Younger Chemists Liaison(s).

If you are interested in being the voice of your local section or in starting a LSYCC, contact your local section officers and express your interest!

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Step 3: Contact the ACS Younger Chemists Committee

When you start a LSYCC, we ask that you inform the national ACS YCC via an email to info@ycc-acs.org to let us know. Please forward the contact information (including email addresses) for any individual(s) in your local section who have been identified to serve as a Local Section Younger Chemists Liaison. Additionally, please include the information about the local section with which you are associated and the information for a primary contact in your particular local section.

Many new LSYCCs launch web sites and social media pages as part of their efforts to reach younger chemists. Should your LSYCC decide to establish an online presence, the YCC requests your webpage and social media links be included on the ACS YCC web page. Feel free to use other LSYCCs as inspiration for your online development, found at acsycc.org. When building your website and social media presences, be sure to consult the ACS Inclusive Style Guide (link here). National ACS YCC can also highlight LSYCCs in their newsletter and/or on the website as well as help promote LSYCC activities.

Resource Consultants are available at info@ycc-acs.org to answer any questions that you have about starting and running your LSYCC!

Step 4: Structure Your Local Section Younger Chemists Committee

No set organizational structure is required by the ACS YCC. Your LSYCC should be structured to your section's needs. In some LSYCCs, one member alone or co-chairs may take on the leadership role(s), while in other groups, a treasurer and other officers may be added. One of the greatest struggles for any organization focused on younger members is the high turnover of leaders and members. Ensure your organizational structure includes measures for quick and unexpected turnover(s), e.g., documentation for past and current activities such as detailed standard operative procedures (SOPs), clear leadership succession(s), and archival documentation, to name a few. Because many LSYCCs participate as full committees in local sections, keep in mind that your local section may have specific requirements to follow when leadership role(s) change. It is important to keep an open line of communication with the local section throughout development and establishment of your LSYCC. The wealth of experience that your local section has developed over time makes your local section officers a great source of guidance.

When structuring your LSYCC, it is also important to determine the mission and goals of your organization. This determination includes, but is not limited to, your membership base, potential projects, and/or short- and long-term goals.

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Step 5: Plan Your Events

Programming for a LSYCC can take many forms depending on the needs of your area. Some local sections have one or two focused events a year, while other local sections have monthly events geared toward younger chemists. Regardless, the focus of every LSYCC should be its programming. Effective events can range from social get-togethers to professional career forums. The ultimate goal of any event/programming should be to help younger chemists connect with one another, connect with local section leadership and members, and generate excitement for chemistry. There is no limit to what a LSYCC can do!

The ACS YCC recommends that when you start your LSYCC, you begin with an event geared toward the younger chemists audience. Social events are popular starters because they serve as a way to identify younger chemists' interests in your area and provide a means to recruit volunteers. Career programs (similar to the YCC Regional Programs) can also be successful first projects. If you are interested in inviting a speaker to come to your local section event, you can use the ACS online speaker directory: here. Another great way to recruit speakers and establish a relationship with your local section leadership is to invite the leadership to be guest speakers or judges at events. Specific invitations help to commit local section leadership to attend your events. It is important to use professional letterhead and a formal invitation when reaching-out to potential speakers.

Use the following ***Program Guide*** to generate ideas for programming events. You may also gain inspiration from other LSYCCs for ideas; please visit the YCC webpage (acsycc.org). On the website, you will find LSYCC newsletter articles, descriptions of award-winning LSYCC events, and previous annual reports submitted by established LSYCCs outlining their events/programming. Finally, you may be able to identify other LSYCCs that are active in/near your region. You may even consider planning an event with a neighboring LSYCC. Email a member of the Local and Regional Affairs subcommittee (info@ycc-acs.org) for more information. Still need ideas? Contact your LSYCC mentor, a member of your ACS local section, and/or a member of another LSYCC. Additionally, it is encouraged that LSYCC leadership attends the bi-annual Local Section leadership Series hosted by National YCC.

Some of the more popular LSYCC events include career forums, industry tours, community involvement and outreach, volunteer opportunities, and socials!

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Programming Ideas for Your LSYCC

Professional Development

- **Career Seminar**
  Invite ACS Career Services to give a career seminar on resume preparation or interviewing.
- **Organize a Panel Discussion**
  Invite diverse panel speakers to share their paths towards traditional and alternative careers.
- **Host a Seminar**
  Ask a local industrial or academic scientist to give a talk on their research (or use the ACS Speaker Directory).
- **Hold a Webinar with Dessert**
  Log onto ACS Career Services during their features and provide snacks from local bakeries to enjoy during the viewing.
- **Plan a Symposium or Poster Session**
  Organize a scientific symposium or poster session featuring research done by chemists in your section, specifically focusing on younger chemists.
- **Apply for Workshops**
  Apply to attend a workshop at an ACS Regional Meeting.

Socials

- **Kick-Off Social**
  Host a yearly kick-off social or informational event where members can meet one another and you can survey the group for new ideas or interests.
- **Arrange a Networking Event**
  Plan a social mixer at your favorite local watering hole or beat the heat with an Ice Cream Social (or alternatively a Hot Chocolate Social for the colder months).
- **Sporting Games**
  Organize a social event centered on sports, examples include a golf tournament, ice skating, or a friendly game of soccer, volleyball, or softball. You can also plan an outing to see a professional sports team in your area!
- **Go National**
  Meet younger chemists from across the country by attending a YCC event at an ACS National Meeting and/or advertise your LSYCC events with National YCC.

Community Involvement and Outreach

- **Art Museum**
  Visit a local art museum and couple the visit with a talk on art preservation, restoration, or authentication.
- **Local Breweries and Wineries**
  Hold a meeting at a local brewery or winery and have the brewer/vintner talk about the chemical process of their craft.
- **Industry Tours**
  Tour a local company or plant and have the opportunity to not only learn about their product development but also network with local area professionals.
- **Help Other Clubs**
  Get involved with your local Boy Scouts or Girl Scouts chemistry merit badge program.
- **National Chemistry Week**
  Help out with a National Chemistry Week event at a local science museum or community event.

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Step 6: Apply for Funding

There are various means to obtain funding for your LSYCC activities. This includes but is not limited to: YCC grants, ACS mini-grants, local section budgets, and external sponsorships.

YCC Grants

National ACS YCC can provide funding to help LSYCCs get started via the Local Section YCC Grant program. The ACS YCC funds Local Section YCC Grants to help groups sponsor their first big event or launch a new program. Although there are a few restrictions on the grants, their potential uses are quite expansive.

To apply for a grant, complete the ***Local Section YCC Grant*** form that can be found at https://acsycc.org/. Proposals must be submitted by March 1st and August 1st for selection at the ACS National Meetings. Do not hesitate to reach out to the national ACS YCC if you have questions.

Typically, grant money is disbursed through your ACS local section's Treasurer, so ensure that the Treasurer's information is up-to-date, and that the Treasurer is aware of your application. This person has access to a checking account for the local section and can disburse the funds to your LSYCC as needed. This arrangement is not only important for tracking finances but also encourages interaction between your LSYCC and the ACS local section; it also indicates to the local section that your LSYCC has the support of national ACS YCC, which adds credibility to your newly-established programming.

ACS Mini-Grants

ACS has a mini-grant program in which other committees within the ACS provide small grants to fund projects that meet the mission of their respective committee. These grants can serve as another funding ource for LSYCC events. ACS mini-grant opportunities and information can be found at www.acs.org/content/acs/en/funding-and-awards/grants.html

Local Section Budgets

Some LSYCC have received funding through their local section treasuries. Reach out to your local section leadership to discuss available funding. It often helps to initially request funding for a specific project or task. Outlining a full budget can aid in garnering support from the local section.

External Sponsors

Local sections can obtain corporate sponsorship for events. Each local section has established rules for seeking external sponsors. To get started, reach out to your local section treasurer or leadership for more information.

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Other Ways to Raise Funds

Many of our LSYCC have been creative in raising funds. Members of the St. Louis LSYCC volunteer annually at a local minor league baseball game in exchange for funding which they use to sponsor younger chemist travel grants to national ACS meetings. The Western New York LSYCC has effectively utilized graduate student club funding through the University at Buffalo. Additionally, the Dallas LSYCC has organized lab safety supply sales to campus students to raise money for programs. These are just a few of the many creative routes your LSYCC could look towards utilizing. Contact a National YCC member for details on the above funding opportunities!

Step 7: Advertise Your Events

Your local section Secretary can provide you with a list of section members that are valuable resources when advertising your LSYCC programming. You may want to contact members via phone, email, a mutual contact, an advertisement in your local section's newsletter or webpage, or though university mailing lists. Starting your own LSYCC webpage, Facebook, or Twitter is also an effective way to disperse information to your members. It is important to note social media platforms are often easier to manage and less expensive than webpages (check out social media training webinar for LSYCC on our website. National YCC can also help you advertise your events at acsycc.org/about/advertise/

Effective communication within your section is essential for the success of your LSYCC. Your contact with local section membership will be more successful if you have a specific program to announce and your first activity planned. To maintain good communication, attend local section meetings regularly and report LSYCC activities to the section's executive committee. Your section leadership will find a written report helpful and will generally be glad to put it in their annual report. The more concrete details, successful practices, and action items you can provide, the better. You, and local section members, will find your LSYCC to be an integral part of your local section. Current communication will not only facilitate communication throughout the section, but also establish a long-term stability within your LSYCC framework. As younger chemists are quite mobile and their interests change, being a part of a section that is committed to maintaining a LSYCC over time is crucial to its success.

Step 8: Complete Your Annual Report

Each LSYCC is asked to complete a short ***annual report*** to update both the National YCC (particularly if your LSYCC was the recipient of a YCC grant!) and the Local Section on its activities. The annual report highlights the LSYCC's activities of the previous year, outlines member contact and succession planning information, and provides an overview of the LSYCC's goals for the future. It is important to keep in mind the goals and mission of the Society when looking towards the future goals of your LSYCC.

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This report should be viewed as a way to both reflect on the past year and plan for the upcoming year. Further information can be found in the ***Local Section Younger Chemists Committee (LSYCC) Annual Reporting*** brochure available at acsycc.org.

Step 9: Apply for a ChemLuminary Award!

Any Local Section that holds an event or has a program geared toward younger chemists is eligible for a ***ChemLuminary Award***. ChemLuminary Awards are given by the ACS to honor its members' volunteer activities and accomplishments. Awards are presented at a gala event at the Spring National ACS Meeting each year. YCC gives four awards to recognize the efforts of younger chemists and the programs that benefit their constituents. The ***Local Section Younger Chemists Committee (LSYCC) Annual Reporting*** brochure contains a description of the YCC awards, the eligibility requirements, award criteria, and self-nomination/annual reporting process.

Information on YCC sponsored *ChemLuminary Awards* can be found at acsycc.org/awards/chemluminary/

Step 10: What's Next?

This Starter Kit contains only a few suggestions to stimulate your thinking about what your LSYCC can be. The real vision and leadership will come from you and your members. Be sure to for advice from your local section and National YCC. We look forward to what the future of your local section brings!

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Appendix A
Structure of the ACS Younger Chemists Committee

The vision of the ACS Younger Chemist Committee is *Young Leaders Transforming the World.* This vision is maintained through our mission to advocate for, develop, and support rising chemists to positively impact their careers, the ACS, and the future of chemistry

ACS offers an opportunity for its members to influence the direction of the Society by participating in governance through committees (e.g., the Younger Chemists Committee). The National YCC serves as a bridge between chemists new to the profession and the larger ACS through championing local section or division concerns and setting national policy. The four YCC subcommittees are:

1) Global Engagement (GE)
2) Local and Regional Affairs (LRA)
3) Communications (COM)
4) Governance Interface and Outreach (GIO)

Our members represent a cross-section of younger chemists in the ACS: students, faculty members, industrial chemists, and early career professionals. Our diversity helps us to realize that although there are some common needs, not all younger chemists face the same issues. Our programs and support activities must address the wide range of needs of younger chemists and help us meet our three objectives: (1) Create a positive change by representing the positions, contributions and needs of younger chemists both within ACS and beyond, (2) Provide tools, resources, programs, and recognition to support younger chemists on diverse professional paths, and (3) Foster and support diverse communities of younger chemists.

Through the actions and involvement of the YCC subcommittees, the YCC is able to help lead younger chemists into successful careers and continue to have active roles in the ACS.

Global Engagement (GE) The GE provides support for ACS National Meeting programming as follows:

- Identify and oversee YCC National Meeting programming. Session planning is open to younger chemist organizers and National YCC members to meet constituent needs.
- Work with Divisional Liaisons to identify programs of constituent interest and benefit.
- Prepare National Meeting Roadmap prior to each meeting.

Along with programming, GE also plans National Meeting activities (e.g. Fun Run, receptions) and special events (e.g. Anniversaries, Awards/Recognition).

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Local and Regional Affairs (LRA) The LRA subcommittee coordinates and supports local and regional younger chemist activities. LRA works with ACS Regional Meeting area younger chemists to incorporate programming and activities of interest to our constituents. Additionally, LRA supports the creation and mobilization of Local Section YCC's (LSYCC's) to provide leadership opportunities for and increase involvement of younger chemists in their ACS Local Sections.

Communications (COM) The Communications Subcommittee is responsible for informing the Society's younger members of YCC programs and activities and for providing information and advice relevant to their professional development. The main venues are social media (Facebook, Twitter, LinkedIn), the YCC website (you are here!) and the YCC Newsletter. The communications subcommittee is committed to working efficiently and effectively with the other two YCC subcommittees to serve the goals of YCC, and spread the word about the exciting things happening in YCC!

Governance Interface and Outreach (GIO) GIO engages with the Society on behalf of the Younger Chemists Committee and our constituents. GIO identifies, appoints, and manages constituent representation for the YCC throughout the ACS governance structure (liaisons, appointed roles, etc). GIO is also responsible for recognizing outstanding younger chemists in the Society and disseminates awards for supporting participation at National Meetings, extraordinary scholarly achievement, as well as leadership and other training opportunities.

Ultimately, this structure allows for an efficient YCC which is fully integrated with in the larger ACS. For more information on the YCC, please visit acsycc.org. the For more information on the American Chemical Society as a whole, please see the ACS website (www.acs.org).

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