ROSTER OF AGFD OFFICERS & COMMITTEE LEADERSHIP

Chair - Serves 1 year. Presides over Division meetings & appoints committees
Liangli (Lucy) Yu
University of Maryland
112 Skinner Bldg.
College Park MD 20742
301-405-0761 lyu5@umd.edu

Chair-Elect - Serves 1 year. Substitutes for the chair as needed
Youngmok Kim
Finlays
81 Ocean State Drive
North Kingstown RI 02852
1-401-522-5553
youngmok.kim@finlays.net

Vice-Chair - Serves 1 year. Assists Chair-elect. Develops future technical programs.
Linshu Liu
USDA-ARS-ERRC
linshu.liu@ars.usda.gov

Secretary - Responsible for Division correspondence and meeting minutes.
Alyson Mitchell
University of California
One Shields Avenue
Davis CA 95616 530-304-6618
aemitchell@ucdavis.edu

Treasurer - Responsible for Division finances.
Stephen Toth
International Flavors & Fragrances R&D
1515 Hwy. 36 Union Beach NJ 07735
732-335-2772
stephen.toth@iff.com

Cornucopia Editor - Edits newsletter.
Carl Frey cfreyenterprise@gmail.com
203-918-6007

Councilors - Represent Division for 3 years on ACS council.
John Finley (thru '20) jfinle5@lsu.edu
Lauren Jackson (thru '20)
lauren.jackson@fda.hhs.gov
Michael Tunick (thru '21)
mht39@drexel.edu

Web Master - Maintains web site.
Michael Appell
michael.appell@ars.usda.gov

Alternate Councilors - Substitute for Councilors. Serves 3 years.
Keith Cadwallader (thru '20)
cadwlldr@uiuc.edu
Kathryn Deibler (thru '21)
kdd3@cornell.edu
Alyson Mitchell (thru '19?)
aemitchell@ucdavis.edu
Michael Qian (thru '21)
Michael.qian@oregonstate.edu

At-Large Executive Committee Members - Assist in Div. management Serves 3 years.
Terry Acree (thru '21) tea2@cornell.edu
Jane Leland (thru '20)
JLelandEnterprises@gmail.com
Robert McGorrin (thru '20)
robert.mcgorrin@oregonstate.edu
Mathias Sucan (thru '21)
Mathias.sucan@gmailcom

Awards - Solicits nominations, oversees awards process.
Chair Michael Morello
mjmorello226@gmail.com
Student Awards Liangli (Lucy) Yu
lyu5@umd.edu
Fellow Awards Fereidoon Shahidi
fshahidi@mun.ca
Student Presentations Kathryn Deibler
kdd3@cornell.edu
Canvassing Stephen Toth
stephen.toth@iff.com

Finance - Monitors Division's finances for 1 year. Led by Immediate Past Chair
Xuetong Fan xuetong.fan@ars.usda.gov

Hospitality - Organizes receptions and banquets. Alyson Mitchell
aemitchell@ucdavis.edu

Membership - Recruits and retains Division members. Michael Qian
michael.qian@oregonstate.edu

Multidisciplinary Program Planning helps coordinate nat'l mtg programming
John Finley jfinle5@lsu.edu

Nominations - Develops officer slate. Served by Immediate Past Chair.
Xuetong Fan xuetong.fan@ars.usda.gov

Public Relations - Publicizes Division.
Alyson Mitchell aemitchell@ucdavis.edu

Student Activities - Attract and retain graduate/undergraduate student members.
Kathleen Luo kkluo@ucdavis.edu
Zhuzhu Wang zhuzhuw2@illinois.edu

Sub-divisions Develop symposia.

Flavor
Chair, Tony Shao
tony.shao@pepsico.com
Chair-Elect, GK Jayaprakasha
gkjp@tamu.edu
Vice-Chair, Yu Wang
yu.wang@ufl.edu
Secretary, Michael Granvogl
michael.granvogl@tum.de

Functional Foods & Natural Products
Chair, Hang Ma hang_ma@uri.edu
Chair-Elect, Yu Wang
yu.wang@ufl.edu
Vice-Chair, Xian Wu
Wux57@miamioh.edu
Secretary, (open)

Food Bioengineering
Chair, John Finley jfinle5@lsu.edu
Chair-Elect, Sam Alcaine
sda23@cornell.edu
Vice-Chair, Christopher Simmons
cwsimmons@ucdavis.edu
Secretary, Tianxi Yang
Tianxu.Yang@fda.hhs.gov

Nutrition
Chair, Youngmok Kim
yongmok.kim@finlays.net
Chair-Elect, Mina Kim
minakim@jbnu.ac.kr
Vice-Chair, Mathias Sucan
Mathias.sucan@gmailcom
Secretary, Hye-Seon Kim,
hyeseon.kim@usda.gov

Food Safety
Chair, Xiaohua He,
xiaohua.he@ars.usda.gov
Chair-Elect, Juhong Chen
juhong@cornell.edu
Vice-Chair, Tony Jin
Tony.Jin@usda.gov
Secretary (2020), Reuven Rasooly
Reuven.rasooly@usda.gov
Secretary (2021), Xiaonan Lu
Xiaonan.lu@ubc.ca

Abstract Guidelines:

Title
The title should reflect the content and emphasis of the project described in the report. It should be as short as possible and include essential key words.

Abstract
The abstract should, in the briefest terms possible, describe the:

(1) **General Topic** – Usually about one sentence describing the topic investigated and why it is important (relevance to AGFD)
(2) **Scope** - One or two sentences describing the specific question being addressed or relationship investigated.
(3) **Method** -One or two sentences describing analytical methods.
(4) **Principal findings** - One or two sentences explaining the principle finding. Be specific and state only main point(s).
(5) **Conclusions**- A single sentence that summarizes what you found out from results or relationship investigated.

The total length of should not exceed 150 words.

Design Suggestions for Scientific Posters

- Each horizontal poster board measures 4 feet high x 6 feet wide (including frame).
- Allow ample time to prepare your poster.
- All posters should feature a title, your name, the name of the institution where the research was performed, and should credit other contributors, as appropriate.
- The author's name (e.g., Mary B. Chung) should follow the title on a separate line, followed by the author's affiliation (e.g., Department of Chemistry, Central State College, Central, AR 76123), the date, and possibly the origin of the report (e.g., In partial fulfillment of a Senior Thesis Project under the supervision of Professor Danielle F. Green, June, 1997).
- Use a crisp, clean design. All lettering should be legible from about 5 feet (1.5 m) away. Title lettering should be about 2" to 3" (5 to 7.5 cm). Subheading lettering should be 1/2" to 1" high (1.25 to 2.5 cm). Text lettering should be approximately 24 points (1/4" or .625 cm).
- Make illustrations simple and bold, with captions at least 3/8" (.939 cm) high. Enlarge photos, tables, and charts to show pertinent details clearly.
- Do not tell the entire research history. Present only enough data to support your conclusions and show the originality of the work. The best posters display a succinct statement of major conclusions at the beginning, followed by supporting text and a brief summary at the end.
- Displayed materials should be self-explanatory, freeing you for discussion.
- Poster elements should be mounted on 1/8" (.313 cm) foam-core board or less. Thicker boards and heavy paper will be difficult to pin onto poster boards.
- Enhance your effectiveness by mounting your poster on a solid, colored background.

- Utilize other techniques to improve the graphic impact. Use color to add emphasis and clarity. Simplicity, ease of reading, etc., are more important than artistic flair. Keep in mind that lighting may be dim inside large poster sessions, so make sure your contrasts and color combinations are easy to read.
- You may want to bring handouts of your abstract or copies of your data and conclusions to share with interested viewers. Some authors also provide sign-up sheets to record names and addresses of attendees who might wish more information, reprints, etc.

GUIDELINES FOR ORGANIZERS OF DIVISION SYMPOSIA

1. Goals of AGFD Symposia

Symposia topics should support the mission of the Division and the ACS by addressing research of current major importance. Symposia should cover a topic in depth with fundamental presentations spanning basic concepts and their applications. Symposia should bring together scientists from diverse disciplines, but with common interests, to focus on the most current data on a single topic.

2. Symposia Topics

Twice a year the AGFD Program Committee publishes a list of future symposia topics in C&EN and the Cornucopia. The Program Committee, Subdivision Committees, and individual scientists identify future symposia topics. Symposia organizers should consider logical locations for presenting topics that can have more relevance when presented at particular locations, e.g. a symposium on citrus in Florida, a symposium on grain in the Midwest, on wine in California.

3. Declaring Intent to Organize a Symposium

Generally the Division can support up to 8 symposia presented in 3 concurrent sessions over the 5 days of a national ACS meeting. Anyone considering organizing a symposium needs to inform the Program Committee 1.5 to 2 years in advance of the proposed presentation date. The Program Committee will review a symposium request based on the following information supplied by symposium organizers:

- Symposium topic
- Proposed presentation date/location
- Need/relevance to AGFD
- Potential interest to other ACS Divisions for joint sponsorship or co-listing
- Estimated number of papers or days required
- Contact info for symposium organizers (name, affiliation, address, phone, fax, e-mail)
- Estimated budget and intended sources of funding to meet the budget
- Size of room needed/audience size expected
- Any special needs - audio-visual or otherwise
- Prototype of a 'call for papers' handout

While a symposium can be proposed at any time the best time to propose a symposium is at the Future Programs meeting, scheduled for Sunday noon to 1 pm at the National Meeting. The Division strongly recommends that each symposium have at least 2 organizers to help share the workload of contacting speakers, arranging book proposals, preparing budgets, reviewing abstracts, soliciting funding and making follow-up calls to speakers. Contact previous symposium organizers or the Program Chair for examples of letters you will need to send to invite speakers, solicit funding, and propose a book deal. The AGFD Program Chair must approve any significant modifications to a symposium proposed by the symposium organizers. The Program Chair will list all symposia as 'open to all submissions' unless specifically instructed by the organizers to list it 'invited papers only'. The Graduate Student Symposium is

an exception in that the papers are always by invitation only. The Program Chair may cancel a proposed symposium but no later than 9 months prior to the proposed meeting date.

4. Funding Symposia

From the outset symposium organizers should know that AGFD division promises no money in support of symposia. The Program Chair works with all symposium organizers to ensure that the entire program stays within the budget cap established by the Executive Committee. If organizers anticipate the need for funding, the organizers must present a budget to the Program Chair at least one ACS national meeting before the expected symposium date. Once their budget is approved by the Program Committee, symposium organizers are responsible for operating within their budget. As the symposium date nears, organizers should provide the Program Chair a more detailed budget listing the extent to which individual speakers are to be funded. The AGFD division may provide funds for speakers considered essential to the success of the symposium based upon need, detailed by written requests/justification from speakers or organizers. AGFD funding is based on the needs of the program, not the needs of the speaker or a desire to fund all speakers equally. That a speaker is from academia and therefore needs funding is not a valid argument. The Finance Committee evaluates all funding requests on their merit. The maximum Division support a speaker may receive is 1/2 the round trip coach airfare, two days per diem, and registration. AGFD does not pay speakers honoraria and will not fund symposia that do, even if the organizer pays honoraria from other funds. Typically the Division can provide a symposium organizer no more than $750 per half day session but the $750 is in no way guaranteed. Symposium organizers should not automatically offer to pay registrations for speakers. Many speakers only need a single day registration, which is less expensive than a full registration. There is a one-day nonmember registration available (~ $100). Registration for members is strongly discouraged, and should be used if attendance would be a hardship or impossible otherwise. Speakers working for industry should not request or be offered any reimbursement. The division will not reimburse industrial speakers if requested to do so by the symposium organizer. More on registration costs in the 'Speaker Registration' section, below.

Since funding from AGFD is limited, it is important for symposium organizers to investigate sponsorships. It is best to try to tap on companies that will derive some benefit from your symposium. The USDA and other grant giving bodies can serve as sources of funds. For symposia largely by and for ACS members from industry the ACS Committee on Corporation Associates is a potential source of funds (more info at http://chemistry.org/industry/ca). The CA contact at ACS is Theresa Laranang-Mutlu (t_l_mutlu@acs.org). If your organization will not permit you solicit money directly, the Program Chair can sign a letter you prepare to request support from a potential funding source. There is no need for organizers to establish a bank account for symposia funds. AGFD has well established procedures for collecting, recording and distributing symposia funds. Make funding checks out to the 'Agricultural and Food Chemistry Division of ACS'. Send checks to the AGFD treasurer (contact info below) with an explanation as to its intended use.

Stephen Toth, AGFD Treasurer, International Flavors and Fragrances R&D, 1515 Hwy. 36, Union Beach, NJ 07735, 732-335-2772, stephen.toth@iff.com

If you apply for an NRI grant note that ACS AGFD is always the receiving (granted) organization with all funds sent directly to AGFD treasurer, Stephen Toth. For more information about NRI grants and a grant application form, contact the program chair.

Symposium organizers should mention sponsor names in printed announcements prepared for the symposium. Sponsor logos can appear on promotional literature and on a sponsor acknowledgement

slide shown at the start of the sessions. Symposia can not be named for a sponsor. No 'Jiffy-Pop Symposium on the Advances in Corn Processing'. The Finance Committee approves the disposition of all funds derived from sponsors. Only speakers, organizers, and/or session chairs may receive reimbursement. Organizers should identify to the Program Chair and Treasurer those speakers for whom registration fees are to be paid. Total funding for registration fees, travel and per diem must not exceed that approved in advance by the Finance Committee. Reimbursements do not take place until at the meeting itself - so that only speakers that appear at the meeting receive funds. Reimbursements must take place soon after the meeting as the division needs to 'close its books' on a meeting. Do not approach the treasurer months after a meeting with additional reimbursement requests. Bring your final and most detailed budget to the meeting to assist the division treasurer in properly documenting reimbursements. Use the format below for organizing and submitting your budget.

SYMPOSIUM BUDGET				
program date:				
symposium title: .				
fund sources (inflows)	inflows			
sponsor 1				
sponsor 2				
approved $ from AGFD				
total anticipated inflows				
		outflows	outflows	
outflows by speaker *		registration	T&E	comments
speaker 1				
speaker 2				
speaker 3				
speaker 4				
speaker 5				
speaker 6				
speaker 7				
speaker 8				
total anticipated outflows				
difference (inflow - outflow)	0			

*maximum division support a speaker may receive is 1/2 the round trip coach airfare, two days per diem, and registration. AGFD does not pay speakers honoraria and will not fund symposia that pay honoraria.

5. Selection of Speakers

Anyone can speak. If they are not an ACS member they have to be formally invited (by the organizer) - so just invite them. Division Secretary Michael Tunick can provide AGFD letterhead for invitations and correspondence (Michael.Tunick@ars.usda.gov). Encourage speakers to join AGFD/ACS if they are not already members. Discourage speakers that want to present little more than a sales-pitch. They should address cutting edge science; stretch and challenge the participants and provide insights into knowledge otherwise not available. Choose highly-qualified, enthusiastic speakers at the forefront of their specialization. When inviting speakers, make clear to what extent (if any) that you can reimburse their costs. Work only with speakers that have a reasonable certainty of attending the meeting.

6. Confirmation of Proposed Symposia

About nine months prior to the symposium date the AGFD Program Chair will contact each symposium organizer to confirm

- Is the symposium still on?
- How many speakers have signed up?
- Any changes in symposium organizer or co-organizer contact info?
- Any need to change the title of the symposium - if so, to what?
- Any problems anticipated that could prevent the symposium from taking place?

7. Publishing Symposium Proceedings

Organizers should seriously consider publishing the proceedings of their symposium in book form, acting as editors. Publication of symposium books provides royalties that support future division programs. Publishers interested in publishing AGFD symposia include the ACS Books Department, Kluwer/Plenum, Van Nostrand Reinhold, DeGruyter, and Academic Press. The AGFD Division will ask symposium organizers to sign an agreement stating that all royalties from symposium publications, regardless of publisher, accrue to the Division. To avoid potential financial liabilities organizers must send a copy of the contact to the Secretary/Treasurer of the Division PRIOR TO SIGNING.

ACS Book staff is headed by Bob Hauserman (202-452-2120, b_hauserman@acs.org). Bob will need a cover letter stating the purpose and scope of the symposium, an idea of the types of scientists that might purchase such a book, information such as how the book would complement or update existing publications, and a list of chapter titles with author names and affiliations organized in a tentative table of contents.

8. Gathering Abstracts and Arranging Symposium Sessions

Symposium organizers are responsible for getting speakers to submit their abstract and for providing the Program Chair the time and order of presentation of each talk. They need to use the web-based program for registering abstracts. Let speakers know that the Program Chair reserves the right to reject any abstract or require editing of an abstract prior to acceptance. The Program

Chair will e-mail the symposium organizer concerning potential rejections or edits. Symposium organizers serve as the main contact for information needed by speakers. Organizers that have not used on-line abstract submittal should try it so that they can advise speakers. If you enter a practice abstract just clearly label it as a test so that the Program Chair can delete from the final program. The ACS has a practice version available for speakers to learn the system. Speakers that enter their abstract on the practice version need to re-enter their abstract on the live version if they want to have their paper included in the program. Abstracts should have only the first letter of the first word in the abstract title capitalized (like a normal sentence), the abstract has a 150 word limit and it is best to avoid using any unusual characters or fonts in the title or abstract. Organizers use the on-line abstract system to put papers in the order they desire, assign times for each speaker, include breaks and assign session presiders. About 2 weeks after abstract submittal opens symposium organizers get an e-mail from ACS with instructions and a password to permit review of abstracts. If you did not get a password from ACS, contact the AGFD program chair.

Putting a break in the middle of sessions provides an opportunity to recover time lost due to long-winded speakers. Abstract submission deadlines are normally around November 10 for the Spring meeting and May 10 for the Fall meeting. As soon as the program is printed in C&EN, organizers must contact speakers informing them of the date and time of their presentation and reminding them to register for the meeting.

Organizers wanting to co-sponsor a symposium require a document signed by both divisions. Co-listing of symposia requires no paperwork.

9. Arranging Symposia to Create the AGFD Program

Do not promise any speaker a time or date for speaking prior to publication of the program in C&EN. Organizers should let the Program Chair know their preference for a particular day or days. Consider the rest of the program. If other symposia will compete for your audience you may want to avoid the competition. Explain to speakers that they may need to present anywhere from Sunday a.m. to Thursday p.m. ACS does not assign hotels or conference rooms prior to the close of abstract submittal so there is no way to provide any specific location information to speakers when they submit abstracts. Only papers listed in the published program can be presented. ACS requires Program Chairs to schedule symposia so that no more than one Sunday a.m. to Thursday p.m. session is less than 100% full with no gaps in the program. Once a program schedule appears in C&EN it can not be changed - if a speaker cancels the program slot must either remain blank, be replaced with a discussion period, or you can ask the previous speaker to run long. Replacing one paper for another or adding a paper is not permitted. Editing an abstract after the abstract final close deadline is not possible. The schedule of abstracts closes for edits months before the meeting and a month or so prior to publication in C&EN. If a speaker can not make the meeting another person can present the work in their place - preferably a person with an excellent knowledge of the work. If the second to last paper of the day is cancelled the last paper of the day can be given in its place, if, and only if, the speaker agrees to re-present the paper at the correct time should someone new show up at the correct time and want to see the paper. ACS allocates rooms based on the audience size estimated by the symposium organizer. Switching to a larger room is difficult once the symposium is underway and confuses attendees. Morning sessions need to complete by noon as the meeting rooms are often scheduled for division business meetings. For Spring meetings only: if the Sunday that starts the meeting is the 1st day of Daylight Savings Time the Sunday symposia can start no earlier than 9:30 a.m.

10. Posters

AGFD poster presenters are part of the General Posters session but some AGFD posters are

typically presented also at Sci-Mix, Monday night from 8-10. Authors with more than one Sci-Mix poster should remind the Program Chair to arrange their posters so that they receive adjacent poster boards.

11. Audio-Visual Equipment

LCD projectors are the standard (no extra charge) ACS audio-visual devices. The session chair has the responsibility to provide a laptop or obtain access to one - ACS does not provide them. If you want to rent a computer or non-standard AV equipment you have to pay for it out of your symposium budget and note that renting non-standard equipment is expensive. Get speakers to prepare PowerPoint presentations on flash drive. If the session organizer is bringing a laptop, speakers should e-mail ppt files to the session organizer for loading onto the laptop ahead of time -- this way you can identify potential problems with equipment or software versions. Organizers also need to find out ahead of time if speakers have Mac-based presentations. DVD videos with sound that play on laptops require extra audio cabling that needs preparation and testing before the beginning of a session. Speakers will have access to a speaker prep room where they can review their presentations. Remind speakers to speak up so that the back row can hear them and to make sure their presentation does not require more time than the schedule permits. ACS does not provide timers - if you want them, bring them. If company logos appear on each slide they should not be too prominent.

12. Speaker Registration

All speakers must register for the ACS meeting. Registration costs can not be waived - someone has to pay - either the speaker or the symposium organizer (from the symposium budget). Registration costs vary but in general it costs less for an ACS member and less before the meeting as opposed to on-site. One-day registration costs about half of a full registration. In the case of non-members, it is less expensive for them to become members (if possible) than to register as a non-member. Non-chemist non-members pay lower registration costs than chemist non-members.

13. Timeline for Symposium Organizers

<u>18 to 24 months before meeting -</u>

- Declare (to AGFD Program Chair) intent to organize symposium

<u>12 to 18 months before meeting –</u>

- Identify co-organizer

<u>9 to 12 months before meeting -</u>

- Identify speakers
- Draw up budget
- Contact publishers regarding possibility of publishing symposium papers as a book

- Determine if symposium will be 'open' or 'invited papers only'
- Contact potential sources for funds or grants to support symposium
- Identify divisions that may wish to co-sponsor the symposium

6 to 9 months before meeting -

- Ask speakers to provide a tentative title
- Determine number of speakers/sessions
- Identify session presiders
- Determine which speakers will need funding; compare against budget
- Provide updated info to Program Chair
- Determine how much time each speaker will need to make their presentation.
- Prepare a handout that describes the symposium, listing sponsors, speakers & titles
- Discuss book publication plans with speakers

4 to 6 months before meeting -

- Instruct speakers to log on OASYS and enter their abstract
- Review abstracts on OASYS and organize as needed. Schedule breaks.

2 to 4 months before meeting -

- Remind speakers to register for meeting, and register yourself
- Send them 'Guidelines for Speakers' (the second part of this document)
- Confirm the types of audio-visual equipment needed by the speakers
- Estimate meeting room size needed
- Provide updated info to Program Chair

1 to 2 weeks before meeting

- If possible, obtain an electronic copy of the speaker's presentation
- Load speaker's presentations on a laptop that you can bring to the meeting
- Provide your address at the meeting to your speakers. Try and get theirs.
- Ask speakers to come early on their meeting date to iron out any last minute details

14. At the Meeting

Plan on arriving 30 minutes prior to the start of the session to check-in with the Program Chair and confirm the condition of the lighting and projection equipment. Introduce yourself to the audio-visual technicians and discuss any special needs. Ask all speakers and presiders scheduled for a session to check in with you before the beginning of the session. Keep your speakers within their time allotment.

If the meeting room assignment changes mid-way through the symposium, announce the change to the audience during breaks and closing remarks. Instruct session presiders to advertise/announce the Division's reception or banquet at start and close of each session. A painless way to deal with announcements and schedule changes is to list them on a ppt slide left on the projector before the session starts and during breaks.

Coffee breaks in the meeting room or an end-of-the-day reception cost about $1000 to $2000 and the division can not provide funds. Consider possible conflicts when making evening plans - the

AGFD Executive Committee usually meets on Sunday night, Sci-Mix is usually Monday night from 8 to 10, and AGFD has a reception or banquet on Tuesday night from 6 to 9.

Encourage speakers to attend the AGFD reception. The Spring AGFD reception is free - in the Fall they get to pay for it themselves. If you have money in your budget left over, buying speakers a ticket to the Fall banquet is a good place to spend the money.

15. After the Meeting

Contact your speakers by mail or e-mail, thanking them for their contribution to a successful symposium and ACS meeting. Contact your financial supporters letting them know that their support resulted in a successful symposium.

Agricultural and Food Chemistry Division of ACS
Symposium Organization Information

Thank you for organizing a symposium through the Agricultural and Food Chemistry Division (AGFD) of the American Chemical Society (ACS). Please provide the following information to the AGFD Program Chair for the meeting that your symposium will be held.

Meeting where symposium will be held (year, spring/fall):

Title:

Organizer(s) Name	Affiliation	email address

Summary

Will contribution be by invitation only?: invitation only call for papers only invitation and open

Are you requesting funding of up to $1000 per session from AGFD?: yes no

List possible nominal cosponsoring divisions (please include any ACS Division whose members may also be interested in attending the symposium):

Special Considerations and Comments (if any):

Guidelines for Subdivision Officers of Agricultural and Food Chemistry Division, ACS

1. Requirements of subdivision officers: Executive Committee
    - The chair (or designated officer) should attend at least one Ex. Com. Meeting a year.
    - Subdivision officers shall make sure their contact information is up to date and shall respond to inquiries from the Program Chair, AGFD Chair or AGFD Secretary within 72 hrs.
    - The chair and/or chair-elect should be at the Future Programs meeting, and report out the subdivisions contributions to the current program and plans for future programs. The report shall contain an up to date list of future programs, with up to date contact information for symposium organizers, and the anticipated number of oral sessions for future symposia proposed for two NM (National Meetings) following the current meeting. A written/ electronic version of the report should be provided to the Program Chair.
    - If a subdivision officer cannot provide a report at the future programs meeting, a written report shall be submitted to the program chair no less than one (1) week prior to the start of the national meeting.
    - Reach out to all the subdivision members a minimum of two times a year, preferably four times per year (two times between each national meeting) to gain input on programming and help identify future subdivision leaders and symposium organizers.
    - Coordinate a subdivision report to the Executive Committee for each national meeting. An oral report is to be presented at the ExCom meeting, and must be followed with a written report to the AGFD Program Chair & Secretary no later than one week after the close of the NM. The written report is a formal version of the oral report containing specifics of new subdivision activities and proposed future programs developed during the NM. The report shall contain an up to date list of future subdivision programs, with up to date contact information for symposium organizers, and anticipated number of oral sessions for each symposium. The report must also contain up to date contact information for subdivision officers.

2. Requirement of subdivision officers: organize/co-organize symposium.
    - Subdivision officers are encouraged to organize a minimum of one symposium during their period of rotation,
    - Subdivision is required to sponsor at least one symposium per year
    - Subdivisions are encouraged to select either the spring or fall national meeting to focus their efforts. (Hopefully more than one subdivision focused symposium would be run at the meeting where the subdivision is focusing their efforts)

- Subdivisions can program at any national meeting. Additionally, the Program chair can group the general papers and general posters into subdivision topics and invite the presenters to join the subdivision.

3. Subdivision officer: succession/replacement
    - Chair of the subdivision should report to the nomination chair (past AGFD Chair) the candidates for officers for the next year. The subdivision chair is accountable for identifying the incoming secretary and other officers with input from the other subdivision officers.
    - The minimum requirement for subdivision officers is that they attend a national ACS meeting at least once a year
    - If subdivision officers do not attend a national meeting within 2 years, they should step down as an officer of the subdivision, by submitting a letter of resignation to the ranking subdivision officer and the AGFD Chair.
    - If a subdivision officer who has not attended an ACS national meeting within the last two years, or has not fulfilled reporting or symposium organizing responsibilities, the ranking subdivision officer (most senior subdivision officer in the rotation that is fulfilling their responsibilities) shall initiate actions to replace that subdivision officer. The ranking subdivision officer shall
        - inform the AGFD chair that the subdivision officer is not fulfilling their responsibilities
        - request that the AGFD Chair make a request to the negligent subdivision officer to submit their resignation or inform the negligent officer that they are being removed from office and will be replaced (this should come from the AGFD Chair as the Chair of the ExCom)
        - align with other subdivision officers to accelerate matriculation through the officer rotation
        - identify a new subdivision secretary

4. Subdivision officer: eligibility
    - Division members, with interests aligning with a subdivisions, are encouraged to become actively involved by participating as an officer
    - It is strongly recommended that when filling open subdivision positions that candidates have strong social media skills – social media influencers.
    - Division members should not be officers in more than two subdivisions during the same rotation period.
    - If a Division Member is an officer in more than one subdivision, their sequence in the officer rotation of the two subdivision cannot be the same. That is, they cannot be the chair of two subdivisions at the same time.

- It is preferred that members of the AGFD Executive Committee not serve as subdivision officers. AGFD Executive Committee members should only serve as subdivision officers, when subdivisions have difficulties filling all officer positions.
- Members of the Executive Committee are encouraged to be active members of subdivisions, and serve as mentors to the subdivision officers.
- If a subdivision chair is also a member of the Executive Committee, that member is only allowed one vote on division actions.