



LEADERSHIP GUIDE

FOR

AATCC SECTION OFFICERS

MEMBERSHIP SERVICES DEPARTMENT

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INTRODUCTION

This guide has been prepared to assist section officers, including the chair, vice-chair, secretary, treasurer, program chair, membership chair, and others, in performing their jobs. The guide includes a list of duties and responsibilities for each position, as well as suggestions for managing a successful section.

As soon as a section notifies the Technical Center of its new leadership, new officers will be directed to the portions of the guide relative to their positions.

The AATCC constitution and bylaws may be downloaded from the AATCC web site at: www.aatcc.org.

NOTE: This guide uses the term "executive committee" to refer to the group consisting of the various section officers (i.e., chair, vice-chair, secretary, etc.) Some sections may refer to this group simply as its "officers."

AATCC MISSION AND VISION STATEMENTS

MISSION STATEMENT

AATCC facilitates and globally expands the sharing of its textile/fiber/soft goods knowledge base while providing multiple avenues and tools to network members, their ideas, creative innovations, expertise and experiences.

VISION STATEMENT

AATCC will be the premier global resource for quality, innovation and technical information for the textile, fiber and soft goods industries: The recognized knowledge base at your fingertips!

OBJECTIVES

- To increase knowledge of the application of colorants, chemicals, and polymers in the Textile Industry.
- To encourage in any practical way research work on textile design and coloration, chemical processes, and materials of importance to the Textile Industry.
- To establish for the members channels by which the interchange of professional knowledge among them may be increased.

SECTION CHAIR

DUTIES AND RESPONSIBILITIES

The role of the Section Chair is to manage the operation of the section. This involves planning, organizing, staffing, directing, and controlling the section's activities.

Specific duties of the Section Chair include:

- Being familiar with the section's, and the Association's, constitution and bylaws
- Keeping the section bylaws current
- Presiding at all meetings of the section and of the section's executive committee
- Notifying the Vice-chair of the need to assume responsibilities of the Section Chair in the event of absence or inability to perform his/her duties
- Appointing the chairs of all standing committees, subject to approval by the section's executive committee (the Section Chair should be a member ex-officio of all committees but should vote only in the case of a tie)
- Requesting reports from section committees whenever it is deemed necessary
- Coordinating all the officers and section committee members into a team, keeping all well informed of current and anticipated issues or events
- Presiding over the election of officers at the annual meeting of the section
- Approving all bills that conform to the budget committee program (previously approved by the section's executive committee) for payment by the treasurer
- Keeping the section's Regional Board Member well-informed as to the wishes of the section so he/she can be prepared to formulate Association policy that reflects the wishes of the membership
- Appointing and assigning as many active members as possible to committees or other jobs, including
 - Budget
 - Technical program
 - Dining
 - Publicity
 - Annual outing
 - Reception
 - Nominating
 - Auditing
 - Bylaws, and
 - Membership
- Establishing a liaison with the student chapters in the section, and
- Establishing a liaison with the AATCC interest groups

APPOINTMENT OF COMMITTEES

Appointments

The Section Chair is responsible for appointing all committees as specified by the section's bylaws. These appointments should be made carefully, as soon after taking office as is reasonably possible.

Qualifications

Committee chairs should have the following qualifications:

- Senior membership in the Association
- Commitment to the goals of the section and the Association
- Understanding of, and willingness to assume, the duties of the position

Recruiting Guidelines

- Be positive when offering a volunteer job to a member. Be prepared to describe the job and the time required, and to promote the rewards.
- Recruit new members and younger members to committees, as well as long-time members who have demonstrated leadership skills and interest.
- Develop broad-based skills among section members by rotating jobs.

Ex-officio Member

Although the Section Chair may not be able to attend all section committee meetings, he/she serves as an ex-officio member of all those committees. The Section Chair should be aware of the progress and problems of all committees and should be available for consultation and guidance.

CONDUCT OF MEETINGS

Executive Committee Meetings

The Section Chair calls all meetings of the section executive committee (usually when the section meets).

Section Meetings

The Section Chair presides at all regular and special meetings of the section.

Suggested Agenda

Every meeting should follow a planned agenda. The Section Chair, with the Secretary, prepares the agenda. The following is a sample outline for an agenda:

- *Call to order* – this simple step formally opens the meeting and makes members aware that their discussion and decisions will become a part of the formal record.
- *Approval of previous minutes* – the minutes are the official record of the members’ interactions. Accuracy is very important, and approval is mandatory. This is the appropriate time for members to offer amendments, changes, or corrections. Ideally, the minutes are circulated prior to the meeting for careful review. Once a set of minutes has been approved, it should not be changed.
- *Treasurer’s report* – ideally, this should be in writing with the reporter giving a brief review.
- *Reports of Regional Board Member* – these reports are essential for effective communication within the Association.
- *Committee reports* – committee Chairs should be surveyed. If there is “no report,” a note to that effect should be made in the minutes.
- *Unfinished business* – these are agenda items that have been tabled previously or are continuing. A review of previous minutes should provide a list of these agenda items.
- *New business* – these are topics that are to be discussed for the first time at the current meeting.
- *Date, time, and place of next meeting* – to be announced and recorded in the minutes.
- *Adjournment* – this closes the formal part of the meeting. Any discussion, decisions, or agreements that may occur afterwards are not part of the formal record.

Business Meetings

- Allow one speaker at a time. A particularly lively group may need a firm reminder.
- Make sure each member has a turn to contribute. This may involve a polite but firm stifling of a member who seems to be dominating the discussion.
- Carry out most of the business in executive meetings and make announcements at general meetings. When an action is decided upon, make sure the record names the individual who is responsible for carrying it out.
- Your section bylaws should be readily available for guidance. They should spell out rules of procedure. (See *Robert’s Rules of Order* www.robertsrules.org). This can help resolve difficulties and avoid confusion.
- Keep them short, and meet regularly. Use parliamentary procedures.
- Plan meetings requiring a mix of section business and speakers or panel discussions carefully, so that speakers and panelists have adequate time to present their topics.

Forms are available from the Technical Center for the Section Chair, including:

- A roster of the Board of Directors for the Association. Can also be found online at www.aatcc.org/about/contact/department.htm#board
- Bi-Annual membership reports will be emailed from Membership Services
- A catalog of publications and quality control aids can be found online at www.aatcc.org/products
- Literature about educational programs, workshops, and symposia is on the AATCC website at www.aatcc.org/events

SECTION VICE-CHAIR

DUTIES AND RESPONSIBILITIES

The Section Vice-chair may be required to fill many roles. Because many Section Vice-chairs also serve as Program Chairs, this guide places particular emphasis on managing meetings.

The Section Vice-chair shall:

- Assume the duties of the Chair when he/she is absent or unable to perform them, and
- Notify the reception committee of the appropriate arrangements for guests and program participants.

In some sections, the Section Vice-chair is Chair of the planning committee on future meeting locations.

In some sections, the Section Vice-chair is automatically the Chair of the budget committee. See the Appendix for information on preparing a budget.

In some sections, the Vice-chair is in charge of programs. See Program Chair section for information.

SECTION SECRETARY

DUTIES AND RESPONSIBILITIES

The Secretary keeps track of the business of the section and functions primarily as a record-keeper and correspondent.

The Secretary shall:

- Be custodian of the records of the section
- Keep minutes of all program meetings
- Keep minutes of all section executive committee meetings and send copies to all section members (Article X, Section 4 of the AATCC Bylaws states, “The Secretary of each section shall submit to the Executive Vice-president of the Association a report of each meeting within thirty (30) days of the meeting”)
- The Secretary, in conjunction with the Chair, shall submit an annual report to the [Executive Vice-President](#) (www.aatcc.org/about/contact/department.htm#other) by January 30 of each year, describing the section’s activities for the previous year. This must be completed in order to get funding for the Section
- Distribute proper notices of section meetings to all members of the section
- Send notice of election and a copy of the section’s bylaws to each candidate elected, immediately following the section’s annual meeting
- Request that outgoing officers and committee chairs transfer all books, papers, records, funds, and other properties in their possession or under their control to their successors without delay
- Send a list of newly-elected officers, committee chairs, and sectional committee members to the [Membership Services Director](#) (www.aatcc.org/about/contact/department.htm#membership) as soon as possible
- Supply the [Membership Services Director](#) with a list of section programs (including dates and locations) for the upcoming year, with updates as they occur. Programs should be sent to [Membership Services Director](#) at the earliest date possible so that the Technical Center can promote the program
- Keep a record for the archives committee
- Assist the Section Chair and executive committee in other duties as necessary, and
- Work closely with the Publicity and Program Chairs

In some sections, the Secretary is on the budget committee.

In some sections, the Secretary functions as parliamentarian.

AGENDAS

The Secretary reviews minutes of previous meetings for incomplete items and works with the Section Chair in preparing an agenda for each executive committee meeting. The Secretary then distributes the agenda and meeting notice to each committee member in advance. Every meeting should follow a planned agenda.

MINUTES

The minutes are the official record of the meeting, and it is important that they are accurate. They show all business transacted and will be referred to in the future for information about previous decisions and policy.

Attendees, Time, Place

Minutes include the date, time, and place of the meeting as well as the names of all members and guests present. A list of committee or board members not present may also be added. The minutes should indicate the time the meeting adjourned.

Format

Minutes follow the agenda precisely. They include corrections to the previous minutes. Actions which have taken place since the last meeting should be ratified by the membership and recorded in the minutes. Communications received, the treasurer's report, other officers' reports, and announcements should be attached to the minutes.

Motions

When business is discussed, several key items should be included in the minutes. These include the wording of each motion, the name of the maker and seconder of the motion, and the outcome.

EXAMPLE:

John Doe proposed, and Richard Smith seconded, a motion that the section reimburse Mary May for her expenses in arranging Vendor's Night. The motion carried."

Motions should be precise and name the person or group responsible for the action.

EXAMPLES:

Vendor's Night will be September 21, 1999, at the Registry Hotel, at 6:30 p.m. Sam Smith is acting as chair of the event.

The Christmas party will be a dinner/dance at the Carolina Country Club. The Hospitality Committee is in charge of setting the date and making final arrangements.

The minutes should be concise. Discussion involving the motion need not be included in the minutes. Minutes record all appointments to committees and the length of the terms.

RECORDS OF MONTHLY PROGRAMS AND ATTENDANCE

Records of monthly meetings are a part of the history of the section. The Secretary should make sure an attendance sheet is circulated at each program. A record of the date, time, and topic of the meeting and the name(s) of the speaker(s) can be valuable data for future Program Chairs as a guide for topics that drew high attendance. These records also provide the basis for the section's annual report.

CORRESPONDENCE

The Secretary is normally the recipient of the section's mail. If the correspondence requires answers from a specific officer, the Secretary's role is one of distributor. If correspondence requires the attention of the executive committee as a whole, the Secretary prepares and sends the response which the committee directs. A file of all correspondence and replies should be maintained.

A template of official AATCC letterhead is available from the [Membership Services department](http://www.aatcc.org/about/contact/department.htm#membership) (www.aatcc.org/about/contact/department.htm#membership) at the Technical Center (see Appendix for example). Request this letterhead if you will be sending out official AATCC hardcopy correspondence from the Section.

LEGAL DOCUMENTS

The Secretary should have key documents in safekeeping. These include the section bylaws and certificate of insurance. The Secretary should keep copies of any contracts to which the section is a party. Copies of these documents should also be sent to the Executive Vice-president.

PARLIAMENTARIAN

Those secretaries who are designated Parliamentarian are responsible for being thoroughly familiar with the Section's and the Association's constitution and bylaws so they can provide guidance in interpretation.

COMMUNICATION WITH THE TECHNICAL CENTER

The Secretary frequently receives communications from the Technical Center. This information should be passed along to other officers or added to the agendas of executive committee meetings. The Secretary can further assist with these communications by sending replies if they are requested and by briefing members at regular meetings and in section communications.

Each fall, the Secretary must submit the names of the newly-elected section officers, committee chairs, and committee members to the [Membership Services Director](#)

(www.aatcc.org/about/contact/department.htm#membership). Prompt attention to this duty is vitally important to Association communications.

Other kinds of information that should be transmitted to the Technical Center include changes in officers that occur during the year, and any changes in meeting dates or locations. Information on the section's plans for special conferences, exhibits, symposia, etc., should be included, so that it can be publicized in *AATCC Review* (magazine), *AATCC News* (electronic newsletter), and on the AATCC website and social media.

MEMBERSHIP RECORDS

The Secretary will receive a bi-annual membership activity report for the section (address changes, new members, transfers, etc.) and a membership summary report for the entire Association. The Secretary may request an updated section roster at any time during the year by contacting the [Membership Services department](http://www.aatcc.org/about/contact/department.htm#membership) at www.aatcc.org/about/contact/department.htm#membership.

It is essential that the Secretary notify the [Membership Services department](http://www.aatcc.org/about/contact/department.htm#membership) whenever he/she learns of an address change, resignation, retirement, death, or transfer, and that he/she keeps the section mailing list current and in accord with Association records.

SECTION TREASURER

DUTIES AND RESPONSIBILITIES

The section Treasurer should assist the section in establishing sound financial procedures in the management of the section's assets. The Treasurer shall have general supervision of the funds and financial records of the section.

The Treasurer shall:

- Establish and maintain proper bookkeeping procedures (see Suggested Procedure to be followed by Sectional Treasurers, below) for the handling of all section funds
- Collect all monies due the section
- Pay all bills incurred by the section which have been properly approved
- Enter all receipts and disbursements in the section's books;
- Deposit all monies received in the section bank account
- Make financial reports when requested by the Chair
- Make a financial report at the annual meeting of the section
- Submit financial records to the Board of Directors or Executive Vice-president whenever requested
- Submit financial records to the section auditing committee at least twenty (20) days prior to the annual meeting of the section
- Send an annual financial report, *keeping a copy on file*, to the Executive Vice-president at the end of the Association's fiscal year, December 31. The financial statement should follow the standard format as supplied for reporting purposes (see Summary of Receipts and Disbursements in the Appendix)
- Be responsible for periodically reviewing receipts and expenditures to assure that section operations do not exceed the budget

SUGGESTED PROCEDURE TO BE FOLLOWED BY SECTIONAL TREASURERS

1. Each Treasurer should provide himself with a cash book to list receipts and disbursements. All incoming revenue, whether it be in cash or checks or credit card, should be listed, and all disbursements, made by either cash or check or credit card, should also be listed. The receipts and disbursements should balance out at the end of the month to give a cash balance which would coincide with the bank statement.
2. Suitable banking arrangements should be made with a local bank and signature cards filed with the name of the treasurer and the name of the chairperson who would be authorized to sign checks in the event of the disability of the treasurer. If excessive funds are to be transferred from a checking account to a savings account, sections should use the AATCC Federal Identification Number which is 04-2103653.
3. When bills or requests for donations are sent out by sections, such bills or requests should state that checks should be made payable to *AATCC (name of) Section* and remitted to the treasurer at his address. It is important to keep all money transactions on an impersonal basis.
4. Each section should have a Deposit Only stamp made with the section name and bank account number on it so as to make sure of proper deposit procedures.

5. The treasurer should reconcile the bank account at the end of each month and at the same time check this balance with the balance indicated by the cash book.
6. Paid bills should be kept in a folder in chronological order with the date paid and the number of the check used for payment.
7. All accounts should be in shape for audit at the end of the calendar year. It is suggested that this audit be made in early January, and that the chairperson of the auditing committee then report to the section chairperson.

TRANSFER OF OFFICE

At the expiration of the term of office, the Treasurer shall deliver to his/her successor:

- 1) Checkbook and journals.
- 2) Files containing receipts, invoices, and bank statements.
- 3) Permanent records, including section tax exemption ruling, constitution and bylaws, etc.
- 4) Certificate of Insurance
- 5) All other records in his/her charge.

In the absence of a successor, the records shall be delivered to the Section Chair.

INVESTING SECTION FUNDS

Any section funds which are invested in any manner must be invested only in the name of the section. Under no circumstances should section funds be invested in the name of an individual. Investments in the name of the section will prevent complications which could arise if section funds were invested in the name of an individual.

SECTION REIMBURSEMENT

In accordance with Article X, Section 4 of the AATCC Bylaws, each section is reimbursed for expenses annually by the Treasurer of the Association in the month of August. Sections having 75 or more senior and associate members will be reimbursed 7.5% of the membership dues of both classes of members. The minimum reimbursement for expenses to any section will be US \$225. A section's reimbursement is determined by the membership count as of May 1.

SECTION RECORD KEEPING

It is essential that good record keeping practices are carried out.

- All books should be kept current with entries made immediately, as funds are received and disbursed.
- Books should be balanced regularly.
- Books should be audited after the close of each fiscal year by an independent auditor or by an audit committee as determined by the section's executive committee.

FINANCIAL STATEMENTS

Good record keeping procedures will simplify the preparation of periodic financial statements.

- Statements should be prepared by the Treasurer once a month (or as frequently as required) and approved by the section's executive committee.
- Statements should include receipts and expenditures summarized from records.
- Financial records should be submitted to the section auditing committee at least twenty (20) days prior to the annual meeting of the section.
- Financial statements are helpful for auditing purposes and in filing the Summary of Receipts and Disbursement form with the Association auditors. **DEADLINE: SEPTEMBER 15.**
- *Copies of all records should be kept for section files.*

SECTION BUDGET

A budget should be prepared as soon after the beginning of the section's fiscal year (when new officers take office) as possible. Ideally, it will be prepared before any expenditures are incurred.

- The budget should be prepared by the responsible group named in the section bylaws, or by the Treasurer, who should consult the committee chair involved. The section's executive committee should review and approve the proposed budget.
- The objective of a budget is the development of a financial plan for the fiscal year. It is necessary to start with the individual functions and activities to be performed by the section in achieving its desired objectives. The section's income sources should be carefully determined and should cover the expenditures needed for carrying out the planned programs. While certain aspects of budgeting rely on past performance, danger exists that the budget might reflect the past. In the practice of incorporating prospective plans, the sources of income and expenditures should be carefully evaluated.
- Generally, certain receipts and related expenditures are routine and can be easily projected (e.g., membership and meeting activities). Any new projects or events, and the effects of such on the proposed budget, should be highlighted in presenting the annual budget to the section's executive committee.
- Budgets should be reviewed quarterly or more frequently, and revised to reflect new obligations or items that are far out of line with the previous budget.

FIDELITY COVERAGE

During the meeting of the Council in February 1985, a motion was adopted directing the Association to provide fidelity coverage on each of the AATCC Section Treasurers in the amount of US \$25,000. This was done to protect Treasurers as well as sections. There will be no cost to the section, and this policy will be renewed each year. A copy of the insurance binder showing current coverage will be sent annually to the current Treasurer of each section. (See Appendix for sample)

US FEDERAL TAX EXEMPTION FORM

The Association was granted exemption on January 1, 1963, from payment of US federal taxes under Section 501(c)(6) of the Internal Revenue Code. The Associations' exempt status provides exemption for sections. (See Appendix for copy of letter)

CREDIT CARD TRANSACTIONS

If your section is collecting additional attendance fees for a particular program, wishes to give members the convenience of paying by credit card, and does not have a way to process credit cards set up, the Technical Center can process credit cards on your behalf. Contact Technical Center [Administrative staff](#) for details. www.aatcc.org/about/contact/departement.htm#other

RESERVE FUNDS

Sections have the right to use their funds for all purposes necessary in carrying out their objectives. Sound financial management requires planned income to cover expenditures, with provisions for contingencies and future expenditures.

As a general guideline, a reserve fund approximately equal to the section's annual budget should be adequate. While the existence of a large reserve may be adverse to a tax-exempt status, a fund equal to the annual budget should meet Internal Revenue Service approval. If a large reserve fund is created, it would be advisable to have reasons for the creation of such a reserve. Questions often arise as to the investment of such reserves.

Since section reserves are generally small, a savings account or bank certificate of deposit will most likely meet the need.

AUDIT COMMITTEE

RECOMMENDED PROCEDURES FOR AUDITING CASH RECEIPTS AND DISBURSEMENT

(as prepared by Lynch & Howard, PA)

We recommend that the following procedures be performed to provide assurance that the accounting records of the sections are complete and accurate:

1. Review all bank reconciliations for the year and investigate any large and unusual reconciling items.
2. Agree the "per books" amount on the year-end bank reconciliation to the cash balance per the accounting records. Agree the "per bank" balance to the year-end bank statement balance.
3. Review the accounting records for any large and unusual cash receipts and disbursements and examine the supporting documentation for any such items noted.
4. To ensure that all items which cleared the bank are also recorded in the books, total all debits and credits in the cash account in the books and compare the totals to the totals of the cash receipts and disbursements per the bank statements. Minor differences are expected and are attributed to "NSF" checks that are deposited and then charged back by the bank, etc.
5. Select one receipt and one disbursement from each month and examine the supporting documentation. Ensure that the item is coded to the proper account that the amount is correct; that procedures are followed regarding approval of the item; and for the disbursements, that the check is signed and endorsed by the proper parties.
6. Section bylaws should contain a section pertaining to the appointment of a section audit committee. A typical bylaws section would read as follows:
"Three senior members, other than officers, of the section shall be appointed by the Chair of the section to audit the past year's books of the treasurer in January of each year, and shall make a report to the section at the next stated meeting."

PROGRAM COMMITTEE CHAIR

PROGRAM FUNCTION

The objectives of AATCC are three-fold:

- To increase knowledge of the application of dyes and chemicals in the textile industry
- To encourage in any practical way research work on chemical processes and materials of importance to the textile industry
- To establish for the members channels by which the interchange of professional knowledge among them may be increased

The programs presented in your section are an ideal vehicle for achieving these objectives. Good programming is the key to a dynamic, growing section. It is the members' primary reason for attendance. When members attend section functions, they can exchange ideas and take advantage of AATCC educational and networking opportunities.

DUTIES AND RESPONSIBILITIES

The section Program Chair is responsible for planning stimulating and interesting programs. The following guidelines have been developed as an aid to fulfilling this responsibility.

Responsibilities of the Program Chair

- Planning the year's programs: meeting times, places, themes and types of meetings
- Preparing a budget for the year's programs
- Arranging mill/plant/corporate tours, workshops, social meetings, entertainment
- Making arrangements for meeting space, refreshments/meals, audio/visual equipment
- Arranging for speakers: invitations, confirmation, accommodations, transportation, and hosting
- Getting executive committee approval for programs (a proposed list of programs should be ready to present to the executive committee one month before the first scheduled meeting of the year)
- Providing information about programs as far in advance as possible to the Association's Publications and Membership staff, so that they can assist in publicizing your event
- Serving as liaison with the publicity committee prior to each meeting and for special events:
 - Providing timely information regarding programs
 - Providing biographical information about speakers
 - Checking on the number of people expected to attend
- Collecting registration fees for meetings and issuing receipts; keeping track of visitors for follow up (these responsibilities can be shared with or assigned to the Treasurer and the membership committee or host committee)
- Providing information about each meeting for inclusion in the section Chair's annual report

- Reporting on the meeting to the Association's Publications Director, including any information about speakers, tours, or programs and any photos and/or video from the event for publication in the Association's media channels so that information about the meeting can be shared with other Association members, especially with members from your Section who were unable to attend the event

RECRUITING A COMMITTEE

This is probably your most important responsibility. The committee can be as small as two people – Chair and assistant – or it can be larger with specific duties assigned to each committee member. Find out what the present arrangement is and then use what works best for your section.

There are many arrangements that work well. Some sections have one or two people on the committee responsible for all arrangements, including selection of the location and dealing with its management. Some sections have one committee member entirely responsible for one meeting and he/she gets his/her own assistance for the event.

Whatever arrangement you choose, it is important to involve others. It prevents the Chair from having to do all the work, provides backup in case the Chair is unavailable and provides continuity for program planning.

PLANNING PROGRAMS

Early planning is essential. Your program plan should include information about the type of meeting, topic, speaker or panel member information, dates, times and locations.

Each year, the new Program Chair and committee should be appointed early enough to plan the section's programs by November or December of the prior year.

Avoid dates on which holidays or other activities fall (including AATCC committee meetings and the International Conference), because they will decrease attendance at your program.

If your section is collecting additional attendance fees for a particular program, wishes to give members the convenience of paying by credit card, and does not have a way to process credit cards set up, the Technical Center can process credit cards on your behalf. Contact Technical Center [Administrative staff](#) for details. www.aatcc.org/about/contact/department.htm#other

Choosing the Topic, Time and Location

Identify the topics of greatest interest and the type of meetings likely to draw the largest attendance.

Fields of Interest form

Distribute “fields of interest” forms at meetings where the highest attendance is expected (but not at social events). Collect them at the meeting at which they are distributed (see sample in Appendix).

Universities and corporations

Check with the public relations office or speakers’ bureau of major universities and corporations about available speakers.

Meeting attendees

Talk with people at each section meeting about possible meeting topics for the future.

Company contacts

Approach section members’ companies to identify speakers.

Subject and speakers

A listing of available speakers may be available from the [Membership Services Director](#) at the AATCC Technical Center.

TYPES OF MEETINGS

Dinner meetings

- Make arrangements well in advance and send notices in ample time for people to plan their attendance
- If regular meetings are dinner meetings, set up a good system of tallying how many members are planning to attend. Most establishments require a guaranteed number of meals, which is, in effect, a guaranteed minimum cost. They can usually accommodate about 5% percent more than the guarantee, and some places will accommodate more. Know the policy and limits of the establishment you are dealing with
- If the dinner meeting is a special event, decide on the price and number that can be accommodated and sell tickets in advance. Make the people selling tickets responsible for returning unused tickets and payment for all tickets not returned. Ask a conscientious person to tally the tickets sold, tickets returned, and money received
- Consider the cost of the dinner meeting. It may be a good plan to use Section funds subsidize it and reduce the cost to the members, while charging non-member guests full price
- Consider using Section funds to subsidize student members’ attendance. Alternatively, ask some corporate members to sponsor student attendees
- The program can follow the dinner. The program can be a speaker, video, panel discussion, section business, entertainment, or whatever you choose.

Social Hour

A social hour is useful before dinner meetings and allows some members some flexibility as to arrival time. It can also be useful after programs and after business meetings to permit discussion and networking.

Business meetings

The business portion of each meeting is the responsibility of the section Chair. Below are several general considerations:

- Keep them short, and meet regularly. Use parliamentary procedures.
- Carry out most of the business in executive meetings and make announcements at general meetings.
- Plan meetings requiring a mix of section business and speakers or panel discussions carefully, so that speakers and panelists have adequate time to present their topics.

Social events

The use of the title or general subject called “social meeting” can cause problems for the sections. The Association's tax-exempt status does not allow for purely social activities. Therefore, social events should follow educational or business meetings. Some successful types of social events are:

- Sports outing (golf, tennis, etc.)
- Spouses' night
- Summer outing (beach meeting, chartered riverboat, etc.)
- Dinner dance
- Wine and cheese party
- End-of-the-year barbeque

Special events

Special events can help increase membership. They must be well publicized. They might be one of the following:

- Special meeting to honor the winner of an award presented by the section
- An address by a famous person
- An address by a well-known expert
- A Technical Conference
- A tour of a production facility, corporate headquarters, museum exhibit, or other textile-related facilities

Notify AATCC's President, your regional Vice President, and the [AATCC Membership Director \(www.aatcc.org/about/contact/department.htm#membership\)](http://www.aatcc.org/about/contact/department.htm#membership) of special events as soon as possible. They can alert you to possible conflicts within the region, and they may also want to attend your event.

Non-technical programs

Non-technical speakers can be scheduled in conjunction with technical speakers or by themselves, depending on the audience. Some topics that work well are:

- Leadership/inspirational
- Time management
- Travel
- Personal finance
- Health
- General business

Panel discussions

Panel discussions provide the audience with different viewpoints of the same topic. If they are well planned and well moderated, they can be very successful.

PUBLICIZING THE MEETING

Once the program is planned, publicize it to section members, prospective members and management in the wet processing industry and consultants in your area. This responsibility belongs to the Vice-Chair or the section Publicity Chair. Good communication between the Program and Publicity Chairs is essential to publicizing your meetings; establish a strong working relationship immediately.

AATCC Review

The deadline for submitting content to the magazine is the first day of the month preceding the month of publication (example: December 1 is the copy deadline for the January/February issue). This is the *final date* to submit such content—earlier is preferable.

To have the greatest value, news about an upcoming event should be published in the magazine at least one issue prior to the event. For example, news about a meeting scheduled for February must be published in the November/December and/or January/February issue, or it will not reach readers of the magazine prior to the event. Therefore, you would submit the information by October 1 (or December 1 at the latest). This means you need to plan meetings several months in advance.

AATCC is vitally interested in publishing news generated by section meetings, like special awards and recognition, scholarships, election of officers, etc. Given the production deadlines above, make sure you provide information and/or photos to the magazine promptly following the event (within two weeks).

When you submit photographs, remember

- Identify all persons (and their companies, if possible) pictured in the photograph
- More light in your scene leads to better photos and detail

- When using a flash, move your subjects close to a wall so that the background remains illuminated and your pictures reproduce better
- Digital photos should be at least 300 dpi
- Larger file sizes typically indicate better photo resolution (necessary especially for printing the photo in the magazine). Do not choose options that "compress" or "reduce" file sizes for emailing the photos. The Association has an FTP server to send large files. Contact the [Publications staff \(www.aatcc.org/about/contact/department.htm#publications\)](http://www.aatcc.org/about/contact/department.htm#publications) for details
- Take 3 – 4 shots of each picture, so you can choose the best one for publication
- Close-up shots work best, whether they are used in the magazine or online
- If you wish to submit short (30 seconds to 2 minutes) videos from your event, AATCC can publish them in the Association's newsletter, website, and social media sites

AATCC Website

In order to expedite the posting of your meeting notices and follow-up news, submit your information electronically (by email or FTP) to the [Membership Services Director \(www.aatcc.org/about/contact/department.htm#membership\)](http://www.aatcc.org/about/contact/department.htm#membership). To check www.aatcc.org for the latest news about section events, select "Membership" and then "[Local Sections](#)."

AATCC News

The e-newsletter is sent by e-mail on (usually) the first and third Tuesday of each month. The deadline date is two weeks prior to the publication date. (example: For the first October newsletter, material is due by September 15.)

AATCC Social Media

AATCC currently posts news, images, and information to its [mobile app](#), and to [Facebook](#), [LinkedIn](#), [Google+](#), [Twitter](#), and [YouTube](#). If you wish to post information or photos about your Section event on AATCC social media, you may friend/like/follow AATCC and ask us to share/retweet/repost your own notice, or you may send an email to the [Membership Services Director \(www.aatcc.org/about/contact/department.htm#membership\)](http://www.aatcc.org/about/contact/department.htm#membership) to have the information posted by AATCC staff.

DEALING WITH SPEAKERS

Except on unusual occasions, the speaker is the feature attraction at section meetings.

Invite the AATCC President and regional Vice President to one of your business meetings. They can make members aware of the services AATCC provides, how AATCC is governed and how sections can impact the Association. Also, your Membership Services Director is available to speak about membership and its benefits.

A list of individuals willing to speak at section meetings also may be available from the [Membership Services Director \(www.aatcc.org/about/contact/department.htm#membership\)](http://www.aatcc.org/about/contact/department.htm#membership).

Invitations

- Invite your speakers four months or more in advance if possible, but never less than 90 days before the meeting. The invitation can be extended by personal visit, phone or letter. Points that should be covered when inviting a speaker:
- State the general focus or purpose of the presentation in the invitation
- Inform the speaker that he/she is not to give a sales pitch. This is extremely important! That is not the purpose of AATCC. The speaker is allowed to mention his/her company in their introduction, but the speech must not be promotional
- Indicate the date, time, place and type of meeting
- Estimate the expected attendance, so the speaker can prepare handout materials
- Inquire about a speaker's fee, if any
- Request a reply by a definite date

Acknowledge acceptance

Always acknowledge the speaker's acceptance promptly (within a week). Your confirmation should include:

- Date, time, and place of the meeting
- Format and timing of the meeting, and preferred length for the presentation
- Request that the speaker let you know his/her requirements for audio/visual equipment 5 – 10 days before the meeting, and let the speaker know if this equipment will/will not be available. Arrange for an extension cord/adapters and any other accessories or spare parts that may be useful
- Ask for a biographical summary to introduce the speaker to the members

Biographical summary

Interesting facts about the speaker are important for publicity purposes. Don't depend entirely on his/her topic to attract attendance. You will generate more interest if members are informed about the speaker's professional background. Ask the speaker to provide a biographical summary by a specific date, so that you can adequately publicize the meeting. Some of the points that the "bio" should include are

- Name, address, business phone, and email address
- Education
- Work history (titles, company names, dates)
- Pertinent previous speaking engagements
- List of published papers, articles, books, etc.
- Activity in AATCC and other technical associations/societies
- Special interests

Final confirmation

Final confirmation of all details should be made the week before the meeting date. At this time,

- give the speaker the name of the individual who will meet him/her upon arrival

- assure him/her that the equipment requested for the presentation has been procured
- notify him/her of any changes in meeting arrangements

Preparations on the meeting day

- Have the speaker at the meeting location well ahead of time and introduce him/her to the section officers and as many members as possible
- Ask the speaker the estimated length of the talk. Arrange a signal to notify him/her when time is almost up and a signal to indicate that he/she should speak more loudly
- Ask the speaker to suggest any “planted” questions that can be used to stimulate further discussion—then ask members to raise those questions
- Check all audio/visual aids for functionality
- If the meeting is a dinner meeting, seat the speaker in the place of honor
- If the meeting is not a dinner meeting, invite the speaker to dinner with at least one of the section officers, preferably all of them

Introducing the Speaker

- Prepare the introduction in advance
- If possible, select someone who knows the speaker personally to make the formal introduction
- After the introduction, the head table or platform party should lead the applause, and then leave the platform if their seats are behind the speaker

During the Presentation

- Assign someone to control the lights, fans, etc., and eliminate any distractions
- Signal the speaker to speak more loudly if necessary
- Signal the speaker when his/her time is up
- Assist the speaker during the question-and-answer period by acknowledging the questioners and repeating their questions so all attendees can hear them
- At the conclusion of the address, lead the applause and publicly thank the speaker

After the meeting

- Arrange for out-of-town speakers’ transportation to their hotel or place of departure
- Send a letter of thanks to the speaker
- Send a copy of the letter to the speaker’s superior (if the speaker agrees)

FINISHING THE YEAR—THE ANNUAL MEETING

The Program Chair’s responsibility with respect to finishing the section year may be to provide arrangements for the annual meeting. The Section must meet at least once per year and submit a report of this meeting to AATCC’s [Executive Vice President](#) (www.aatcc.org/about/contact/departments.htm#other) and [Membership Services Director](#)

www.aatcc.org/about/contact/department.htm#membership) at the Technical Center for the Section to qualify for Section funding for the next year.

The agenda is the Section Chair's responsibility and should always include:

Chair's annual report—summarizes the year just completed

Minutes of the last annual meeting—remind the members about the section's status at the same time the previous year and about any decisions and recommendations that were made at the time

Treasurer's annual report—highlights the financial progress during the year

Introduction of incoming officers—ensures that everyone knows who their executive leaders will be for the coming year

Other reports—for example: corporate and individual membership, Regional Board Member, etc.

Transfer of responsibilities and information

- Ideally, the section will have a formal, structured transitional meeting where each officer transfers all material to his/her successor and explains the duties and methods used to implement them
- If the transition is informal and unstructured, it is important that you meet with your successor to transfer all documentation and to brief him/her on the routines and duties that he/she will be expected to carry out
- No matter how successful a year your program produced, the full benefit cannot be realized unless your successor carries on your work. Good communication is a key factor in your success
- Be sure that only pertinent documentation is transferred. Discard all obsolete papers and materials

FORMAL INSTALLATION OF NEW OFFICERS

By formally installing new officers, the objectives and dignity of the Association are preserved. The extent of formality depends upon the viewpoint of the section members and on the size of the section. The installation should be designed to enhance the honor of holding office in the section. Here are some suggestions:

- The outgoing Chair makes a brief speech outlining the major duties of the Chair, and his/her particular goals for the past year. He/she wishes the incoming Chair and officers success for the coming year
- Each outgoing officer explains the major duties of his/her office and extends best wishes to his/her successor
- A past officer thanks and congratulates the outgoing officers

- Keep the ceremony brief, dignified and to the point. No matter what form is used, be sure that someone is appointed to thank the outgoing officers and wish success to the incoming group. It is appropriate to present some memento or a certificate of appreciation at this time

Certificates are available for presentations to outgoing officers and others being recognized for service to AATCC. To order materials, contact the [Membership Services Department \(www.aatcc.org/about/contact/department.htm#membership\)](http://www.aatcc.org/about/contact/department.htm#membership) at the Technical Center.

MEMBERSHIP COMMITTEE CHAIR

The Chair of the section's Membership Committee plays a vital role in the growth of AATCC by organizing committee members who acquaint membership prospects with the Association and the advantages of membership. The Membership Chair uses various AATCC materials and methods to effectively recruit and retain members.

The Membership Chair's contributions and participation will determine the success of the membership committee. He/she should get committee members involved in productive activity, in order to benefit the section and the Association as a whole. He/she should show enthusiasm!

This guide will describe the types of support that are available from the Technical Center and some suggested procedures for organizing the membership committee.

DUTIES AND RESPONSIBILITIES

In addition to acting as Chair of the section's membership committee, the Section Membership Chair is a member of the Association's Membership Committee, which meets twice each year, in May and November, at the Technical Center in Research Triangle Park, NC, USA.

The meeting details are always listed on the AATCC website. The Association Membership Committee usually meets prior to the meeting of the Board of Directors.

- As liaison between your section and the Association Membership Committee, the Section Membership Chair should attend the Association meetings as often as possible. Good communication will support a united membership effort across the entire Association. By sharing what's being done throughout the sections, we can better reach prospective members and retain our current members.
- Whether he/she is able to attend all Association meetings or not, each Membership Chair should provide a written report that can be included in the minutes. This way, they share their experiences with the other sections. If the Membership Chair cannot attend a meeting, the written report should be sent to the [Membership Services Director](http://www.aatcc.org/about/contact/department.htm#membership) (www.aatcc.org/about/contact/department.htm#membership) prior to the scheduled meeting so it can be read at the meeting.
- If possible, a substitute should be sent to the meeting. (The Section Chair can assist in finding a substitute.)
- Recruit committee members and delegate responsibilities
- Preside over committee meetings
- Together with the committee, set goals and procedures that are consistent with Association guidelines and support
- Keep the section informed of progress

SELECTING COMMITTEE MEMBERS

The Membership Committee gets section members involved in membership recruitment and retention activities. Include mature, successful, experienced members and new, younger members. Also, include a cross-section of the industry: chemists, designers, sales people, researchers, mill personnel, etc. The more members involved, the less the Membership Chair will have to do alone and the more enthusiasm will be generated among the membership, which in turn increases the success of the efforts. New committee members will bring fresh ideas and insights to the committee; experienced members will provide guidance and perspective.

For the committee, engage people who

- Will communicate freely with you
- Have a particular interest in boosting AATCC membership
- Know the Association's practices, policies, and procedures
- Want to get involved and participate
- Will establish realistic, attainable goals
- Members from different AATCC interest groups

Make sure your committee members

- Understand the specific responsibilities of the committee
- Know what kind of support they can expect from the Technical Center
- Know what the past performance of the committee has been
- Understand the reporting procedure to the national membership committee

INDIVIDUAL MEMBER DUES

Individual

AATCC Individual and Student memberships run for one year (unless the two-year, three-year, or Lifetime discount memberships are chosen).

Standard dues can be found on the AATCC website:

www.aatcc.org/members/benefits/options.cfm

Developing Nations

Reduced fees are available for Individual and Student members from developing nations, [as defined by the World Bank Organization](#). Because of these reduced fees, Developing Nation discount members receive the Association's magazine in pdf digital format only, not printed. (Like all members, they *also* get access to the online version of *AATCC Review*, and the Association's peer reviewed journal, the *AATCC Journal of Research*.)

Developing Nations members also may choose to pay the full regular Individual or Student membership fee and receive the magazine in print form. Developing Nations fees can also be found at the AATCC website: www.aatcc.org/members/benefits/options.cfm

Life Members

According to AATCC Bylaws, any senior or associate member who pays into the treasury of the Association the sum equal to 15 times the current full Individual annual dues rate in one payment is designated a *life member* and is exempt from any further payment of dues.

Retired members

Retired members pay one-half the senior member dues amount. To qualify for retirement status, a person must be fully retired from the textile, apparel, or related industries and must have been a dues-paying member of the Association for 20 or more years.

Emeritus members

Emeritus members are exempt from payment of dues. After full retirement from a major source of income, a senior or associate member, currently or formerly enrolled with 30 years in those classes of membership; or a senior or associate member with 20 years in those classes of membership who by reason of health or disability is in early retirement, may apply for emeritus status.

People who wish to gain retired or emeritus membership status must inform the [Membership Services department \(www.aatcc.org/about/contact/department.htm#membership\)](http://www.aatcc.org/about/contact/department.htm#membership).

INDIVIDUAL MEMBERSHIP RENEWALS

AATCC's individual membership dues are payable annually on the member's individual renewal date.

Dues invoices are mailed accordingly, and several reminders are sent before the non-paying member is dropped.

Note: Dues notice forms are also sent to Retired, Emeritus, and Life members. These notices are *not* requesting additional funds, but are meant as reminders for members to keep their contact information updated (and for the family of deceased members to ask to have those members removed). Members wishing to update their information may log in the AATCC website and choose "Person Record" to edit their information themselves, or they can contact [Membership Services \(www.aatcc.org/about/contact/department.htm#membership\)](http://www.aatcc.org/about/contact/department.htm#membership) to do so for them.

CORPORATE MEMBER DUES

The corporate membership is based on the member's anniversary (join) date. Corporate member dues vary according to the level of membership benefits. See the AATCC website for Corporate Dues packages: www.aatcc.org/members/benefits/corp.cfm

New corporate members automatically receive a plaque from the AATCC. If the section would prefer to present the plaque to the new corporate member at their workplace or at a section

meeting, please contact the [Membership Services department](http://www.aatcc.org/about/contact/department.htm#membership) (www.aatcc.org/about/contact/department.htm#membership).

Renewing Corporate members are billed via hard copy invoice and are also reminded via phone, fax, and e-mail to renew. Renewing Corporate members are urged to maintain updated information, especially contact information and the names and contact information of the Corporate members' complimentary Individual members.

WORKING WITH THE MEMBERSHIP DEPARTMENT

As the Membership Chair organizes a committee, he/she should remember the support available from the [Membership Services department](http://www.aatcc.org/about/contact/department.htm#membership) (www.aatcc.org/about/contact/department.htm#membership) at the Technical Center.

The Membership Services department handles all dues payments and renewal billing.

Quarterly, the Section chair will receive a summary report on membership for the entire Association. The report allows each section to compare its membership situation with that of other sections. ***Remember, the official membership count on May 1 determines the section's reimbursement later in the year by the Association Treasurer.***

Upon request, the Membership Chair may receive a list of all members who are dropped for non-payment of dues. He/She may divide the list among committee members and ask them to contact these delinquent members and encourage them to renew.

PROGRESS REPORTS

A membership report should be included at all section meetings. The group needs to know how many members are in the section and how many are currently being encouraged to join. When members know what is happening, they can help in their own unique ways. Shared involvement and enthusiasm will lead to positive results.

DELEGATING RESPONSIBILITIES

Good organizational skills will help the Membership Chair accomplish the many tasks involved in recruiting and retaining members. Many of the volunteers in the organization have full professional and personal lives; it is helpful to plan and organize well and to delegate responsibilities effectively. In order to make personal contacts with as many potential members as possible, several people should be involved.

RECRUITING MEMBERS

Membership recruitment is a team effort between the section and the Association's membership department. The membership department writes letters and develops support materials like brochures, and the section makes the personal contacts that are essential and invaluable in the recruitment effort.

Expressing a personal interest in prospects is effective, and the Association depends on the Membership Chair to make this contact. Recruiters who are convinced of the [benefits of membership in AATCC \(www.aatcc.org/members/benefits/list.cfm\)](http://www.aatcc.org/members/benefits/list.cfm) will be able to communicate well with prospects in the section.

The key advantages of membership are:

- The opportunity to exchange ideas at section meetings with people who have similar interests and experiences
- A subscription to the Association's bi-monthly magazine and online peer-reviewed journal
- The online magazine article archive
- Access to the online *Buyer's Guide* (<http://bg.aatcc.org/bg/>)
- Discounts on the annual *Technical Manual* and other Association publications
- Reduced registration fees for educational programs and the annual [International Conference \(www.aatcc.org/ic\)](http://www.aatcc.org/ic)
- An opportunity to influence test method development by participating in research and technology committee work
- Professional and personal development opportunities
- Access to the online [Textile JobSite \(www.aatcc.org/JobSite\)](http://www.aatcc.org/JobSite)
- The online membership directory
- The [AATCC website \(www.aatcc.org\)](http://www.aatcc.org)
- The free AATCC mobile app ([iPhone](#) and [Android](#))
- The AATCC [LinkedIn \(www.linkedin.com/company/american-association-of-textile-chemists-and-colorists\)](http://www.linkedin.com/company/american-association-of-textile-chemists-and-colorists) discussion groups, [Facebook page \(www.facebook.com/AATCC.org\)](http://www.facebook.com/AATCC.org), [Google+ Page \(plus.google.com/+AatccOrg\)](https://plus.google.com/+AatccOrg), [YouTube videos \(www.youtube.com/user/theAATCC/videos\)](http://www.youtube.com/user/theAATCC/videos) and [Twitter stream \(twitter.com/AATCC\)](https://twitter.com/AATCC)

[Corporate members](#) also receive:

- Free listing in online *Buyer's Guide*
- Free copies of the hardcopy annual *Technical Manual* (Silver level and above Corporate members only)
- Free copies of the *Technical Manual* on CD (Gold level and above Corporate members only)
- Downloadable International Conference proceedings (Gold level and above Corporate members only)
- A link from the member company's website to the AATCC website
- Discounts on exhibiting at the annual conference and advertising in the Association's magazine, website, app, and newsletter
- Use of the AATCC logo

- Complimentary Individual memberships with Corporate membership (Silver level and above Corporate members only—number varies by Corporate membership level)
- Free attendance at Association programs (Gold level and above Corporate members only—number varies by Corporate membership level)

When contacting a prospective member in the section, the Membership Chair should give them a membership brochure and application form (available from the Technical Center at no charge). Individual membership applications www.aatcc.org/members/benefits/IndivApp.pdf and Corporate membership applications www.aatcc.org/members/benefits/CorpApp.pdf can be downloaded from the [AATCC website \(www.aatcc.org\)](http://www.aatcc.org). Members can also [join or renew](#) on the AATCC Website.

RETAINING MEMBERS

Our corporate allies help support AATCC's research and education programs, so retaining corporate members is vital to the Association. Retention depends on members' satisfaction. Find out what satisfies your members most, and give the appropriate committees in your section your utmost support. Encourage your program committee to plan technical programs in advance, so you can communicate them to your membership.

The best way to get members and keep them is to do what AATCC was created to do. Recognize the needs for *textile education, research, and communication*, and serve those needs. Active committees, good technical programming, and lively section meetings will add to your success.

Activity in the section must be well planned, organized, communicated, and executed because it impacts your membership. Stay in contact with the membership department at the Technical Center for any support and materials you need.

More Ideas for Gaining and Retaining Members

- Offer all new members and prospects a reduced fee for their first section meeting
- Use AATCC note cards (available from the Technical Center) to write a personal note to new members welcoming them and encouraging them to attend section functions
- Always have membership brochures and application forms at meetings (the Membership Services department will supply these materials as requested)
- Encourage companies to sponsor their employees' attendance at section meetings—it's a very inexpensive educational opportunity
- Reimburse one-half of dues if a student attends at least one meeting during the year; consider subsidizing a student member's dues (establish a method to do so fairly)
- Communicate with students; recruit them and retain them through the years
- Allow students to attend section meetings at no charge
- Focus on reinstating dropped members as well as recruiting new ones
- Invite prospective members as guests to section meetings. Make them feel welcome and recognize them during the meeting

- Run a contest and offer prizes (free dinner, certificate of merit, book, etc.) for recruiting a certain number of new members
- Make section programs free or discounted for AATCC members, but have non-members pay full price to attend (establishes value of membership immediately)

ANNUAL ELECTIONS & TRANSFER TO INCOMING OFFICERS

NOMINATING COMMITTEE

The Section Chair appoints a nominating committee whose responsibility it is to select a slate of qualified officer candidates for the section.

ELECTIONS

Unless otherwise specified in the section bylaws, the Section Chair conducts the election of new officers at the fall meeting. Upon completion of the election, the Section Chair or his/her designee notifies the [Membership Services Director](http://www.aatcc.org/about/contact/departement.htm#membership) (www.aatcc.org/about/contact/departement.htm#membership) at the Technical Center of the newly-elected officers via email.

INSTALLATION OF OFFICERS AND TRANSFER OF RECORDS

By formally installing new officers, the objectives and dignity of the Association are preserved. The extent of formality depends upon the viewpoint of the section members and on the size of the section. The installation should be designed to enhance the honor of holding office in the section. Here are some suggestions:

- The Section Chair arranges for the installation of incoming officers and the transfer of records and materials
- The outgoing Chair makes a brief speech outlining the major duties of the Chair, and his/her particular goals for the past year. He/she wishes the incoming Chair and officers success for the coming year
- Each outgoing officer explains the major duties of his/her office and extends best wishes to his/her successor
- A past officer thanks and congratulates the outgoing officers
- Keep the ceremony brief, dignified and to the point. Be sure that someone is appointed to thank the outgoing officers and wish success to the incoming group. It is appropriate to present some memento or a certificate of appreciation at this time

TRANSFER OF RESPONSIBILITIES AND INFORMATION

- Ideally, the section will have a formal, structured transitional meeting where each officer transfers all material to his/her successor and explains the duties and methods used to implement them
- If the transition is informal and unstructured, it is important that you meet with your successor to transfer all documentation and to brief him/her on the routines and duties that he/she will be expected to carry out

- No matter how successful a year your program produced, the full benefit cannot be realized unless your successor carries on your work. Good communication is a key factor in your success
- Be sure that only pertinent documentation is transferred. Discard all obsolete papers and materials

AWARDS

ASSOCIATION AWARDS

All sections are strongly encouraged to participate in the selection of Association award winners by nominating deserving individuals. Notify the Executive Vice-president of your nominations for the **Olney Medal**, the **Harold C. Chapin Award**, the **Young Entrepreneur Award** and the **Henry E. Millson Award for Invention** by January 1 of each year.

STUDENT AWARDS & SCHOLARSHIPS

AATCC FOUNDATION

AATCC Foundation has research grants and scholarships available to the public. See the AATCC website for more information: www.aatcc.org/foundation

OUTSTANDING COLLEGE GRADUATE OF THE YEAR

An award given annually to a graduating AATCC student chapter senior who has excelled academically throughout his/her scholastic career in undergraduate study in textiles.

- a) Applications are sent to the Membership Services Director at the AATCC Technical Center by the student chapter advisors
- b) Selection is made by the Textile Education Committee
- c) Award is presented at the International Conference (IC) Awards Luncheon.
- d) Recipient receives US \$1,000 cash award, complimentary registration to IC, one year membership in AATCC, and recognition in *AATCC Review*, *AATCC News* and on the AATCC website and social media.

SECTION AWARDS FOR STUDENTS

Individual sections may also establish scholarships funded by their respective sections. The Section should establish a committee to administer and award the scholarships. This committee should alert the Publications Director (www.aatcc.org/about/contact/departement.htm#publications) when they award a scholarship so that the Association can publicize the event. Send photographs of the scholarship recipient and Section members presenting the scholarship whenever possible (including the correct spelling of all individuals' names).

INTEREST GROUPS

Along with activities sponsored by geographic sections, AATCC members have the opportunity to participate in three interest groups: Chemical Applications, Concept 2 Consumer® (C2C), and Materials. The interest groups may undertake activities such as: educational workshops, seminars, and symposia; IC technical sessions; interest-specific awards; networking events; developing interest-related books and monographs; coordination with AATCC Test Method Committees; developing articles for publication in *AATCC Review*, *AATCC News*, the AATCC website, or other electronic communications; developing promotional campaigns to publicize AATCC and its activities; partnering with other interest groups and external organizations with similar interests to sponsor events.

Each AATCC member may participate in one, two, all three, or no interest groups. Senior members may vote in one interest group (the “primary” interest group). The Chairs and At-large representative of the interest groups serve two-year terms.

CHEMICAL APPLICATIONS INTEREST GROUP

Mission: To stimulate and expand the knowledge base of applying chemicals (preparation aids, colorants, finishes, polymers, etc.) to substrates; concentrating on the technologies, equipment, systems and processes used; and including the tested physical/mechanical properties of treated materials. Information on current activities is available at the AATCC website:

www.aatcc.org/igroups/chemapp.htm

CONCEPT 2 CONSUMER® (C2C) INTEREST GROUP

Mission: To stimulate and expand knowledge of AATCC to the retail, merchandising, and design community in order to increase membership and participation in AATCC and C2C activities.

The C2C interest group focuses on the creation of textiles and textile-containing products, from design to retail. In 2005, AATCC acquired selected assets of the Computer Integrated Textile Design Association (CITDA), whose activities have become a part of C2C.

Information on current activities is available at the AATCC website:

www.aatcc.org/igroups/c2c.htm

MATERIALS INTEREST GROUP

Mission: To stimulate and expand the knowledge base of developing new and novel materials related to the fiber/fiber products industries via innovative modifications of existing structures and/or creation of compositions of matter. The new materials may be chemical in nature (preparation aids, colorants, finishes, polymers, etc.), or physical structures (fibers, wovens, carpets, nonwovens, etc.), concentrating on the science and engineering used to create them along with any technologies, equipment, systems and processes developed for their commercial production, and including their tested physical/mechanical properties.

Information on current activities is available at the AATCC website:

www.aatcc.org/igroups/mig.htm

AATCC TECHNICAL COMMITTEES

Since 1979, AATCC has urged section officers to invite and encourage members of their sections to participate in the biannual AATCC technical committees held in May and November at the Technical Center. Visit the AATCC website for the dates and information about the next meetings: www.aatcc.org/events/meetings

TECHNICAL CENTER MATERIALS

Certificates

Official AATCC certificate templates are available by request from the Technical Center for the Section to print out for presentations to outgoing officers and others being recognized for service to AATCC. Contact the [Membership Services Department](#).

Brochures

Brochures and flyers on AATCC Interest Groups, Member Benefits, and educational programs and events are available by request from the Technical Center. Contact the [Membership Services Department](#).

Past Chair Pin

The Association makes available to each section, without a charge, a 10K gold AATCC logo lapel pin/tie tack which was specifically designed to recognize the services of outgoing Section Chairs. This pin is for the immediate past Section Chair. It will be sent to any section upon request. Requests should be sent to the [Membership Services Director](#) (www.aatcc.org/about/contact/department.htm#membership).

A section may also purchase pins for other Past Chairs at the prevailing price. Orders should be sent to the [Membership Services Director](#) as stated above.

Official Letterhead

AATCC letterhead templates are also available from the Technical Center for official or formal correspondence. Contact the [Membership Services Director](#).