

CAST Division Activities and Practices

Prepared by Andrew Hrymak, CAST Division Chair, 2005, November 3, 2005

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The CAST Division activities are divided into three major groups:

Programming (Conferences)

- Conference Programming Chair and Vice-Chair, typically 8-10 years of service in the position and people who have served in many roles within CAST previously (looking at 4 year terms in the future).
Responsible for:
 - overall session layout and organization for annual meetings and spring meetings (in even numbered year),
 - co-sponsored meetings with groups outside AIChE.
 - Communication with MPC and AIChE staff.
- Five (5) area programming chairs, each with one year mandates, appointed by the Programming Chair 3 years in advance. Responsible for organizing area sessions, review processes, and communication of area needs to the programming chair.
- Session chairs appointed by area programming chairs 2 years in advance of the meeting with session(s) they are responsible for the session layout, paper order and selection.

Publication (electronic communication)

- Newsletter editor, with on-line newsletter at CAST website and push email with highlights of current issue.
- Webmaster, responsible for web-based postings and email listserver
- Web-cast committee: arrange, publicize and select speakers for webcasts (2-3 per year).

Oversight and governance:

- Executive committee is comprised of elected members: Past Chair, Chair, Vice-Chair and 2nd Vice-Chair, Secretary Treasurer and six (6) Directors. The 2nd Vice-Chair normally progresses to Vice-Chair, Vice-Chair to Chair and , Chair to Past Chair to maintain continuity.
- Vice-Chair is responsible for membership initiatives.
- 2nd Vice Chair organizes the annual award juries and dinner event.
- Secretary-Treasurer is responsible for budget, meeting minutes and related communications with AIChE staff.

Key success factors:

1. Volunteer interests and time are our most important and valuable resources. We try to match up members interests with the functions outlined above and try to focus people on what they prefer to do with clear and realizable expectations. Some of the functions are continual and require a little time, but sustained over a long period of time. Some are very time intensive, but over short periods of time (e.g. session chairs, awards process).
2. Continuity in leadership is very important so the lengths of terms, overlap, and build up of responsibility through a layered approach. Provides for development of experience, network for help from others who have done the same job and some redundancy in case someone has to drop out for some reason.
3. Do what works – don't do what doesn't – obvious, but requires some management of expectations. We survey members, monitor useage of website features (e.g newsletter, email lists, webcast links) and use the area programming meetings as sounding boards for members' needs.

CAST website: <http://www.castdiv.org>

CAST Executive Committee roles: <http://www.castdiv.org/ExecutiveCommittee.htm>

CAST By-laws: <http://www.castdiv.org/CAST-ByLaws-revOct2003-newsletter-ver.pdf>

CAST Roles and Responsibilities: http://www.castdiv.org/CAST_Roles.doc