

# Spectroscopy Society of Pittsburgh



## Confidentiality Policy

All SSP members must realize that information obtained during grant, scholarship, and award review is confidential and will honor the well-established guidelines, namely:

1. All applications for grants, scholarships and awards are confidential
2. Contents of any application should not be discussed outside of committee deliberations.
3. Electronic distribution of confidential material should be done in a manner to safeguard intellectual property (IP) and Personally Identifiable Information (PII).
4. SSP members are encouraged to destroy documents with IP and/or PII once they have been archived at the society's office and are no longer needed by the member.

## 2021-2022 Committee & Liaison Descriptions

The number in curly brackets {} is the committee code.

The letters **S**, **M** or **L** after a committee description indicates the total size of the committee, including the Chair and Chair-elect and the number of other members, even if it is a joint committee. These letters are designated as follows:

**S** - Small: 1 to 3 members

**M** - Medium: 4 to 14 members

**L** - Large: 15 or more members

These are not hard rules. For example, some years a committee designated as medium may have 14 members (medium) and other years 15 members (large) or vice versa.

The letter **J** indicates a joint committee with members from the Society for Analytical Chemists of Pittsburgh (SACP) and in the case of the Employment Workshop also the Pittsburgh Section of the American Chemical Society (ACS).

All budget lines are correlated to a 'responsibility committee/individual' which are summarized in next section.

**Committee Arrangements [aka Social Events / Monthly Meetings] {110, 115, 120, 125} (M) (J):** Makes arrangements for kickoff, wrap-up, and monthly meeting dinners and social hours. Accepts and keeps track of dinner reservations and fees. Maintains and distributes parking vouchers. Members of this committee work at the monthly and award dinners checking in attendees, collecting dinner fees and distributing parking vouchers.

**College Equipment Grants {430} (L):** Solicits proposals for SSP College Equipment Grants program intended to contribute to the science programs of small colleges and universities within the geographical membership area of the SSP, with fewer than 7,500 students through grants of up to \$6,000. Evaluates and selects winning proposals. Recognizes winners at SSP Awards Dinner.

**College/Institution/Speaker Grants {385} (M):** Solicits proposals for the college speaker program from college and universities throughout the SSP geographical region and reviews and approves applications to for colleges and universities to attend virtually the SSP Technical Forum speaker presentations and/or SACP/SSP Technical Program speaker presentations.

**Continuing Education {700} (M):** Develops and presents seminars, workshops, and/or lab tours intended to promote continuing education for the regional technical community and SSP membership. There are generally one or two face-to-face committee meetings where various ideas are "brainstormed" for events as well as email exchanges and/or phone conversations between the committee members and/or potential speakers. The duties of the members of this committee involve obtaining speakers for the seminars and tours, preparing flyers and other documents for publicizing the events, arranging for food for refreshments and lunches for the attendees and assisting at the event.

**DOE Science Bowl {440} (S):** Managed by a Liaison; administers a monetary grant to support the DOE Science Bowl regional competition at the National Energy Technology Laboratory (NETL). This liaison recognizes members of the winning team at the SSP Awards Dinner.

**Edwin Hodge Memorial Award {450} (S):** Administers the Edwin S. Hodge Memorial Scholarship, a monetary award presented to a college bound senior student from Brentwood High School who has excelled in the school's science program. Recognizes winning student at SSP Awards Dinner.

**Elementary School Science Olympiad Program {500} (M):** The purpose of the SSP Elementary School Science Olympiad Program (ESSOP) is to excite, inspire, challenge, and foster the fun side of science for elementary students of all abilities. The SSP-ESSOP provides information, manuals, training, and grant money for teachers and administrators to promote Science Olympiad programs in their schools or districts. The committee typically meets 4-5 times throughout the year (for 2-3 hours). The two main functions of the Committee are to host a workshop for teachers and administrators (how to apply for the grant and how to begin organizing their Science Olympiad) and secondly to review the grants and process the school orders.

**Employment Workshop {860} (M) (J):** This committee works with the Society for Analytical Chemists of Pittsburgh (SACP) and the American Chemical Society, Pittsburgh Section (ACS) to hold two employment workshops. One is for Chemistry Technicians and the other is

for Chemistry Professionals. These workshops are generally held in February. Members of this committee also review job seekers resumes during the workshop and assist the job seekers in resume preparation.

**Executive Council {100, 260, 261, 262, 263} (M):** Membership is defined by Society election results. Chaired by the current Society Chair with the Chair-elect, Secretary, Treasurer, and the Immediate Former SSP Chair rounding out the council (the SSP Administrative Assistant is a non-voting member); is responsible for organizing and managing the Society assisted by all active members and the SSP Administrative Assistant.

**Faraday Lecture {810} [SACP is lead in 2020-2021] (L) (J):** Plans and coordinates, jointly with SACP, all aspects of annual science lecture-demonstration event, attended by about 4000 Western PA high school and middle school students from approximately 70 schools over two days. An evening presentation is available for the general public.

**Financial Affairs {200} (M):** Annually reviews SSP investment portfolio and makes recommendations for changes to SSP Executive Council. Duties expanded in 2015-16 to include establishing and acting on policies for unclaimed property (not-yet-cleared, old checks) and long-term off-site backup of SSP financial (and other) records.

**High School Equipment Grants {470} (L):** Solicits proposals for SSP High School Equipment Grants Program, designed to provide science equipment for regional high schools. Evaluates and selects winning proposals. Orders and arranges for delivery of equipment. Recognizes winners at SSP Awards Dinner.

**Historical / Rules / Bylaws / Archives {210} (M):** Maintains records and items of historical interest for the SSP. Reviews and recommends rule and bylaw changes when necessary.

**J. Kevin Scanlon Award for the Promotion of Science Education {580} (M):** Recognizes an educator or retired educator who has made outstanding and continued unpaid efforts to enhance science education. The award was established in the year 2000 in memory of one of the SSP's most productive, loyal, and dedicated members. The award consists of a plaque and a monetary grant. Recognizes winner at SSP Awards Dinner.

**K-8 Science Education Award {460} (L):** Solicits nominations recognizing outstanding science teachers at the K through 8<sup>th</sup> grade level. Evaluates nominations and selects awardee. Recognizes winner at SSP Awards Dinner and presents awardee with a monetary check and certificate.

**K-12 Science Innovation Grants {885} (M):** Solicits and approves proposals for funding to new and/or innovative K-12 proposals. Reviews final reports from organizations receiving grant funding. The committee looks at expanding our reach throughout the regions to promote science education from an early educational age.

**Keivin Burns Award (For an Outstanding High School Teacher) {480} (M):** Solicits nominations for award, recognizing teachers who typify excellence for the teaching of science

at the secondary school level. Evaluates nominations and selects awardee. Recognizes winner at SSP Awards Dinner.

**Mass Spectrometry Discussion Group, MSDG {710} (M):** Acts as “sub-group” within SSP. Develops and presents seminars, short courses, workshops and a manufacturer’s night program intended to promote education of local scientists about state-of-the-art theory and practice in all areas of mass spectrometry. This group serves as a focal point for local practitioners to share ideas, problems, and solutions related to their own applications of mass spectrometry.

**Membership and Directory {220} (M):** Coordinates duties with SSP Administrative Assistant in maintaining a current directory of SSP membership, processing new member applications, collecting and logging member dues for forwarding to SSP Treasurer.

**Nominating {230} (M):** Prepares slate of candidates to run for SSP offices. Committee normally consists of current and former SSP officers.

**PITTCON Planetarium {881} (M) (J):** Members of this committee transport, setup and operate a portable planetarium for use at schools and other educational institutions. The planetarium allows students to “step into outer space” and observe various constellations and individual stars, regardless of their city, or the time of day. The planetarium is also used for Science Week during PITTCON. As of 2015-2016: this committee should alternate chairs between the SSP and SACP to best coordinate use of the Planetarium.

**Pittsburgh Conference Memorial National College Grants {510} (PCMNCG) (joint with SACP), chaired by immediate former PITTCON President (L) (J):** Solicits proposals for PCMNCG program, intended to contribute to the science programs of small college and university undergraduate students throughout the country through equipment grants of up to \$10,000. The committee evaluates and selects winning proposals. A former Pittsburgh Conference President serves as Chair for this committee.

**Pittsburgh Spectroscopy Award {520} (PSA) (L):** Solicits nominations for Pittsburgh Spectroscopy Award one year ahead of PITTCON. Evaluates nominations and selects awardees. Makes arrangements for award symposium and reception at the following year’s Pittsburgh Conference. SSP also invites the recipient to speak at a monthly meeting.

**PRSEF {410} (M):** Administers grant to the Carnegie Science Center to sponsor the Pittsburgh Regional School Science and Engineering Fair (PRSEF). Selects 6 winning student projects for awards in the spectroscopy category at PRSEF at Heinz Field (typically held on one a Friday in late March or early April). The committee recognizes winning individuals at SSP Awards Dinner.

**Publicity, Marketing, Television and Media {240} (M):** Documents events with pictures and posts on the SSP website and social media platforms in conjunction with the web master. Advertises

SSP meetings, events and awards with local television stations, local magazines, scientific journals and newspapers as appropriate. Serves as the contact for questions concerning promotion of the Society. Periodically updates the general brochure and flyer for the SSP. Staffs an exposition booth for relevant events (e.g., National Chemistry Week, SciTech Days, etc.). Orders promotional items with Executive Council approval.

**Ralph N. Adams Award in Bioanalytical Chemistry {530} (M):** This award, jointly presented with the Friends of Ralph N. Adams, recognizes significant contributions in the field of bioanalytical chemistry. The recipient will have introduced a significant technique, theory or instrument, or applications thereof, important to the life sciences, and provided an exceptional environment to educate bioanalytical chemists. Ralph N. Adams (1924-2002) exemplified these characteristics as a distinguished professor of chemistry at the University of Kansas. The selection committee includes a member of the SSP. Makes arrangements for award and plaque for presentation at the Pittsburgh Conference.

**Retcofsky Spectroscopy Demo and Computer Software Services {840} (M):** This program, designed by Herb Retcofsky, consists of various lectures on the basic principles of light, color, and spectroscopy, and is presented to teachers and students of all ages, in the regional area. Also, duplicates and distributes chemistry software to chemistry teachers around the world and provides access to the electronic journal web-based software.

**SAS Student Award {540} (M):** Solicits nominations and selects SAS student awardee representing the Pittsburgh Section of SAS, going to an undergraduate science student for spectroscopy research. The award consists of a monetary honorarium and a one-year subscription to Applied Spectroscopy. Recognizes the winning student at the SSP Awards Dinner.

**Science Institution Grants {428} (M):** Solicits and approves proposals for funding to community science institutions. Reviews final reports from organizations receiving grant funding.

**SSP Starter Grant {435} (M):** This is an award given as a grant to newly established research faculty whose interests lie in some area of spectroscopy. Committee members evaluate applicants and make the award.

**SAS Student Affiliates {241} (S):** Is an SAS member in good standing and will work with Chair of SACP Student Affiliates for student-specific programming.

**Technology/Virtual Meeting Support (S):** This committee will work together to set up the A/V at hybrid virtual and in-person meetings. Responsibilities include setting up camera, microphone, live streaming software and arranging and pre-recording talks in an all-virtual meeting.

**Technology Forum {720} (M):** Develops and presents an ambitious and innovative series of programs of general technical interest to the SSP membership and to those curious about how things work. The talks are presented at 5:30 p.m., before the SSP dinner and monthly meeting.

**Technical Program {730} (M):** Chooses and arranges the technical program speakers at half of the joint SACP/SSP monthly meetings. This committee is chaired by the SSP Chair-Elect.

**Wrap-Up Meeting {115} (L):** Plans, organizes, and executes joint SSP/SACP Wrap-Up meeting and social event for SSP and SACP members and guests held at one of the local cultural establishments.