



CTOC members shall include two members of the Board of Directors, appointed by the BOD. At least one member of the AIChE staff shall be ex-officio members of CTOC. Other ex-officio members shall be the immediate past chairs of the Research and New Technology Committee (RANTC), the Executive Board of the Programming Committee and the Publications Committee. If the immediate past chair is not available, the CTOC Executive Committee will appoint another representative.

All other CTOC members are elected volunteer members. All constituents should be represented; a balance shall be maintained between the number of academic and non-academic (industrial and government) members of CTOC. CTOC membership should represent the diversity of the profession and its areas of practice.

### Section 3. Officers

The CTOC executive committee consists of the chair, immediate past chair, vice chair, and the senior staff representative. The senior staff representative will serve as the Secretary of CTOC. The CTOC Executive Committee shall meet as required to streamline, expedite, and prioritize the business of the Operating Council.

The Chair of CTOC shall be a Fellow or Senior Member. The Chair will provide leadership, plan for and preside at CTOC meetings, and implement CTOC actions in support of the Institute's strategic plan. The Chair will represent CTOC at meetings with the Board of Directors and other AIChE organizations. Specific liaison responsibilities are described in Section 7. The Chair will communicate directly, or through liaisons with the entities that report to CTOC.

The Secretary of CTOC will assist the Chair and provide liaison with the Institute staff, and, with the BOD representatives on CTOC, provide liaison with the Board of Directors. The Secretary will be responsible for the recording of minutes of each CTOC meeting and disseminating agendas and meeting minutes.

The Vice-Chair shall perform the duties of the Chair in the latter's absence or inability to serve and will be responsible for the CTOC website. Specific liaison responsibilities are described in Section 7.

The Immediate Past Chair will be a resource for the Chair and may be asked to support special tasks or assignments. They will lead the selection of the candidate pool for yearly CTOC member selection. Specific liaison responsibilities are described in Section 7.

### Section 4. Appointments and Terms

The Board names the BOD representatives, the Executive Director confirms the staff representatives, and CTOC nominates its volunteer members. The volunteers' nomination is submitted by the CTOC executive committee and requires a majority vote from a quorum of current CTOC membership. It is recommended that the Vice-Chair should be a current or past CTOC member. The new CTOC member appointments and the normal succession from Vice Chair to Chair require BOD or its Executive Committee's approval.

The RANTC representative serves during his/her term as RANTC immediate past chair.



