

Community of Division & Forum Officers (CDFO) Q1 Orientation

Monday, February 24th, 2020



Content

CDFO & CTOC The Chemical Engineering Technology Operating Council



Community of Division & Forum Officers (CDFO)

- Who are the members of the CDFO?
 - CDFO consists of all officers of AIChEs Divisions and Forums, plus representatives of CTOC and ITGs interested in participating.
- What is the purpose of the CDFO?
 - To improve communication amongst Divisions and Forums and from CTOC to the Divisions and Forums for the purpose of disseminating effective practices.
- DoesCDFO meet regularly?
 - CDFO holds an in-person meeting at the Annual Meeting in the fall and schedules quarterly Web Ex meetings throughout the rest of the year.



Chemical Engineering Technology Operating Council

- How is CTOC related to the Divisions & Forums?
 - Of the 3 Operating Councils, the Community of Division & Forum Officers sits under the direction of CTOC along with such entities as the Programming Committee.

•What doesthismean?

- Divisions & Forums should report any updates or concerns back to CTOC via your Liaison, every group should be in contact with your CTOC Liaison regularly.
- Any Division & Forum By-Laws updates need to be submitted to CTOC for review and approval to be formally adopted.

CDFO Resources



CTOC Liaisons to the Division & Forums

- Each Division & Forum is assigned a CTOC Liaison through which any CTOC communications would be disseminated to you, as the officers, or where you can relay questions or concerns regarding your groups.
- Some examples of actions from CTOC through 2019 include:
 - Division & Forum Value Propositions Updates
 - Division & Forum By-Laws Reviews
 - Division & Forum Logo Updates (in coordination with AIChE membership)
- If you need any assistance contacting your liaison, e-mail codyh@aiche.org.



Community of Division & Forum Officers Website

- The Community of Division & Forum Officers Website includes links to guides and resources that will help you understand your responsibilities, manage activities, program meetings, and more.
- Find more information on topics like:
 - Membership Engagement
 - Division & Forum Elections
 - Division & Forum Awards
 - Division & Forum Website Support
- https://www.aiche.org/community/divisions-forums/leader-resources



Division & Forum Websites

• Each Division & Forum has an associated webpage on the AIChEwebsite that you can access from here: https://www.aiche.org/community/divisions-



AIChE Staff

- As a Division & Forum Officer, you have likely received a number of emails and notices from AIChE staff regarding your division or forum. For
- Updating awards pages, newsletters, & elections, you can contact:
 - <u>divforums@aiche.org</u>

2020 AIChE Spring & Annual Conference Schedule



2020 AIChE Spring Meeting & 16th Global Congress on Process Safety

Date: March 29 - April 2, 2020

Location: Hilton



2020 AIChE Annual Meeting

Questions?