

## CAST Division Activities and Practices

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

Presented to Council of Division and Forum Officers, October 31, 2005 at AIChE Annual Meeting

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. ~~year~~

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 2<sup>nd</sup> Vice-Chair, Secretary Treasurer and six (6) Directors. The 2<sup>nd</sup> 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.
- 2<sup>nd</sup> Vice Chair organizes the annual award juries and dinner event.
-