

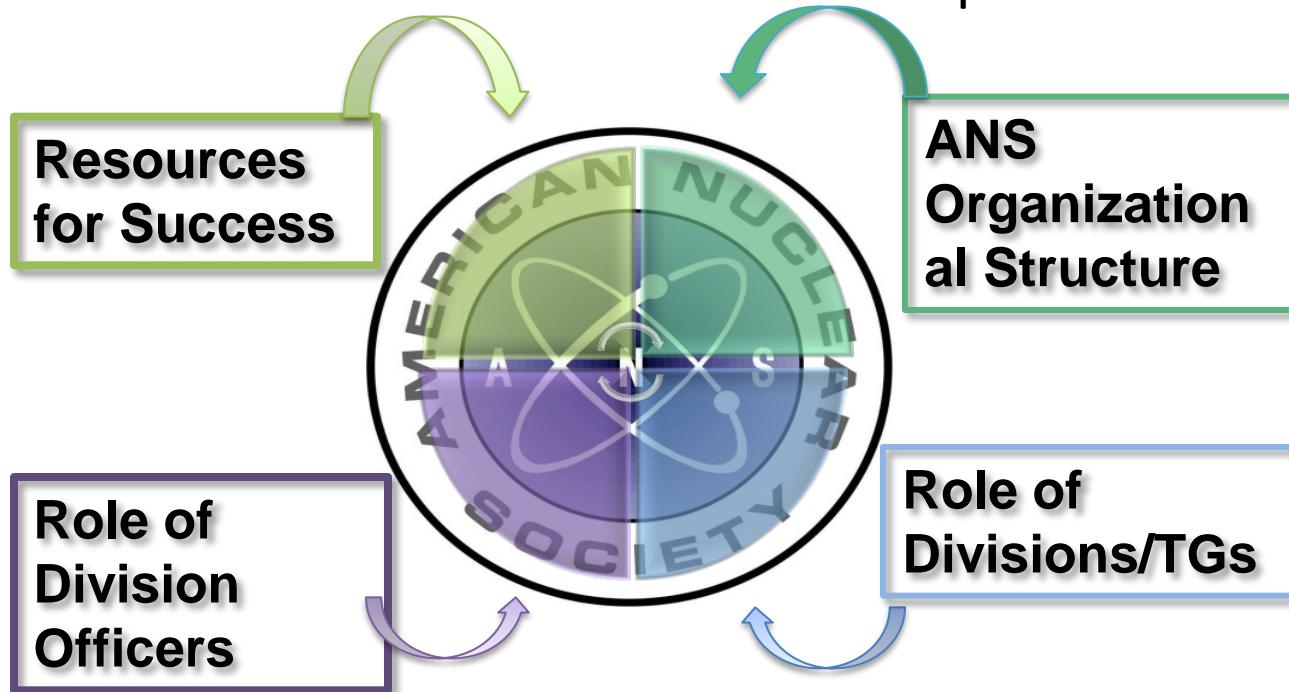
# Professional Divisions Training Workshop

November 2014



# Workshop Goals

- Summarize ANS organizational structure, roles, and responsibilities.
- Introduce new officers to resources available to them
- Summarize and discuss elements of successful meetings (National sessions and Topicals)
- Provide tutorials for new initiatives or specific activities



# *Role/Governance of Divisions/Technical Groups*

*The object of each Technical Group and Professional Division shall be to provide, through a group of members of any grades particularly interested in an area of nuclear science or technology within the scope of the Society's activities, means for promoting the sciences and arts of that area. (Article 9.2a of the Society Bylaws)*

*The responsibilities of Divisions and Technical Groups to the Society at large are codified in the Society Rules (Article 18) and in the Standard Bylaws for Divisions and Technical Groups. Otherwise, governance of D/TG is specified in the Division Rules created and approved by each Division/TG.*

# *Specific Objectives of Divisions*

Each division should have as primary aims:

- the promotion of high quality technical and scientific sessions at the annual meeting;
- sponsorship of topical meetings that are carefully planned with consideration of the relationship to the National Society meetings;
- sponsorship of special technical documents such as review articles and standards.

# Structure of Society Divisions

*Flexibility of the Society's divisional organizational structure is important in such a rapidly developing field as nuclear energy. This can be facilitated by: (a) the merging of Divisions or Groups when scope and functions overlap or greater strength could be gained by broader interdisciplinary activity; (b) the formation of new Groups to foster new disciplines or change technical emphasis; (c) the dissolution of Groups or Divisions to reflect changes in emphasis.*

*One of the roles of the PDC is to continually evaluate the Division structure*

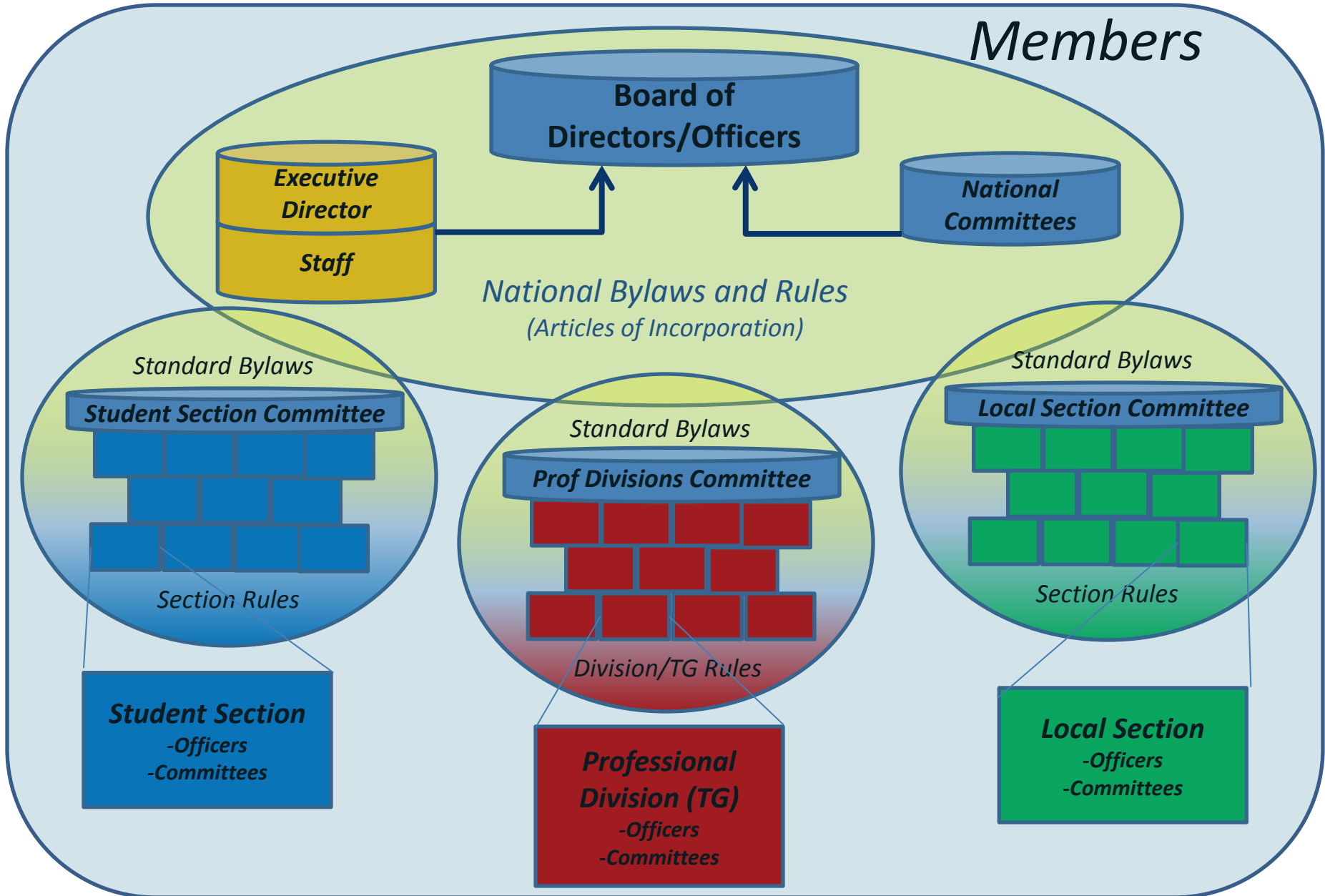
# *ANS Activities Supported by Divisions*



## *Society service to PD/TGs*

- ANS provides electronic assistance to set up websites and establish listservs, maintains PD/TG mailing lists
- Provides National Meeting support
- Provides Topical Meeting support - Acts in lieu of local section for division-sponsored topical meetings in the exceptional case that local section support is not available
- Assists with Division awards and certificates of appreciation
- Provides semi-annual divisional financial reports to division chairs and treasurers.

# Governance Structure





## *ANS Officers*

President

*Mikey Brady-Raap*

President Elect/Vice President

*Gene Grecheck*

Treasurer

*Margaret Harding*

Immediate Past President

*Don Hoffman*

## *Staff*

Executive Director

*Robert Fine*

PDC Staff Liaison

*Tari Marshall*

*PDC Staff Admin*

*Toni Bishop*

## *PDC*

Chair

*Hans Gougar*

*Vice Chair*

*Rachel Slaybaugh*

*Vice Chair*

*Carl Mazzola*

# *Good People to Know (among others)*

Executive Director  
Director of Finance

Robert Fine  
Staci Levi

Meetings  
Publications  
Communications & Outreach  
Membership  
Information Technology  
Governance Services

Paula Cappalletti  
Rick Michal  
Tari Marshall  
Diane Cianflone  
Joe Koblich  
Valerie Vasilievas

ANS Staff

# Division/Committee Cross-Fertilization

## (R7.1.4)

### National Committee

Bylaws and Rules  
Finance  
Local Sections  
Planning  
National Program  
Public Policy  
Professional Women in ANS  
Executive Conference Review  
Professional Development Coordination

### Ex Officio members

LSc, SSc, PDc  
BoD(4), Treasurer  
Each LS Chair  
BRc, Fc, NPc, Mc  
BoD, TPC\*, Fc, PDc, PD Officers  
BoD, Plc, LSc, PDc  
ETWDc, NEEDc  
NPc  
PDc, PEEc

\* Technical Program Chair of Upcoming National Meeting

# Division/Committee Cross-Fertilization

## (R7.1.4)

### National Committee

Professional Engineering Examination  
NEED  
Membership  
Nominating  
Professional Divisions  
Public Information  
Publications Steering  
International  
Scholarship Policy & Coordination  
Student Sections SS Chairs,

### Ex Officio members

PDCc  
ETWDC, SPCc  
LSc, SSc, PDC,ETWDC  
PDC,LSc  
PD Chairs,BoD,NPc  
BoD,PDC,LSc,PD Chairs,LS Chairs,  
NPc, PDC  
NPc  
H&Ac, NEEDc, ETWDC  
BoD\*,ETWDC, SC Chair\*\*

*\*Student Member of the Board*

*\*\* Chair of the Student Conference*

# Rules for Divisions/TGs – examples (paraphrased)

## Meetings (R18.10.2)

Topical are not to interfere with regular national meetings of the Society. Advance notice of business meetings shall be given in writing in writing to the Executive Director (*some of these are archaic*)

## Dues (R18.10.3)

PD/TG may (1) collect dues from its members as provided in the Group or Division bylaws and rules and regulations and (2) may also accept non-compulsory financial contributions, but solicitation and acceptance of such contributions shall be subject o the written approval of the BoD

The financial affairs of the PD/TG shall be conducted in such a manner that the PD/TG shall be financially independent (not rely on support from Society funds)

## Minutes(R18.11)

The PD/TG **Secretary** shall file minutes of business meetings with the Society ED within 30 days of meeting

# Tools & Resources

- Division Bylaws and Rules (inc. Officer Responsibilities)
- Division Manual
- ANS Meetings website & Topical Meeting manual
  - <http://www.ans.org/meetings/tmm/>
- PDC Website
  - Forms, reports, guidelines, calendar, your Division's Rules, Liaisons, Meeting minutes, misc. links
- PDC Website

<http://www.ans.org/about/committees/pdc/>

# Measures of Division Performance

Meetings	Governance	Contributions to the Society	Service to Membership
National Meetings	Leadership Succession	Position Statements	Professional Development
Class I,II,III Topicals	Membership Trends	Participation with Outside Professional Societies	Scholarships
Class III Topicals	Communications	Society Leadership	Peer Recognition and Awards
	Division Planning	Non-Meeting Publications	Student Support
Young Member Participation	Young Member Trends	Commitment to Young Members	

# ANS Division Blogging

Key topics from those with the  
knowledge



# ANS Nuclear Cafe

- Many people get their news and information online via blogs, etc.
- ANS has a blog!
- ANS can have a proactive voice on topics
- ~1500 views per post!

# How can Divisions get the word out?

- Division members have the technical knowledge (expertise not required)
  - from analyses of news and current events, to discussions of notable nuclear history, and everything in between
- ANS staff have the logistical knowledge and capability
  - Write the blog and send it to Linda Zec ([lzec@ans.org](mailto:lzec@ans.org)) to edit and post

# Writers' guidelines

- Short – 200 to 500 words
- Short sentences, not too technical
- Subheading and bullet points encouraged
- Single photo or graphic encouraged