

American Nuclear Society  
Professional Divisions  
Activity Calendar

| <b>Month</b> | <b>Activity</b>  |
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| January      | Send names of nominees for Society standing committees to ANS Vice-President/President-elect.  |
| March        | Complete questionnaire on current Division activities (HQ will send out a web-based form).   |
| April/May    | <ol style="list-style-type: none"> <li>1. Division Chair and Committee Chairs send out the agendas for the Division committee meetings (e.g. Executive, Program, etc.) to be held at the ANS Annual meeting.</li> <li>2. Division Chair sends proposals for consideration by the Professional Divisions Committee to the PDC Chair for inclusion on PDC meeting agenda.</li> <li>3. Division Chair selects member(s) to attend Professional Divisions Workshop held Saturday prior to the Annual Meeting.</li> <li>4. Five Divisions making reports to Board of Directors in June are sent the templates and guidelines for presentations.</li> <li>5. Presentations due at ANS HQ two weeks before Annual Meeting.</li> </ol>   |
| June/July    | <ol style="list-style-type: none"> <li>1. Officer transition for all divisions at end of Executive Committee meeting in June.</li> <li>2. Division Chair and Vice-chair attend the following meetings during the ANS Annual Meeting: PDC, PD Workshop. Chair attends meeting with ANS Officers.</li> <li>3. Division leadership will download forms and information on the PDC website help them prepare for the activities in June.</li> <li>4. Three divisions present a status report to the Board of Directors according to the schedule (on the PDC website)</li> <li>5. Division Secretary provides minutes of division governance meetings to the ANS Executive Director.</li> <li>6. Division Chair appoints a nominating committee (including chair-person) to develop slate of officers for the following year.</li> <li>7. Division nominating committee identifies candidates for each vacant officer and executive committee position.</li> <li>8. Division Chair provides updates of the Division one-year tactical plan and the five-year strategic plan to the ANS Planning Committee (c/o ANS HQ, Outreach liaison).</li> </ol> |
| August       | 1. Submit to National Nominating Committee nominations for ANS Officers and Board of Directors.  |
| September    | 1. PD Nominating Committee continues work to determine candidates for  |

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|          | <p>officers and executive committee positions.</p> <p>2. Divisions making reports to Board of Directors in November are sent templates and guidelines for presentations.</p>  |
| October  | <p>1. Division Chair sends out the agenda for the Division committee meetings (e.g. Executive, Program, etc.) to be held at the ANS Winter meeting.</p> <p>2. Division Chair sends topics/issues that should be considered by the entire Professional Divisions Committee to the PDC Chair for the PDC Meeting agenda.</p> <p>3. Division Chair selects member(s) to attend Professional Divisions Workshop held Saturday prior to the Winter Meeting.</p> <p>4. Three Divisions prepare reports to Board of Directors</p>  |
| November | <p>1. Division Chair provides slate of candidates for following year elections to ANS HQ.</p> <p>2. Three divisions present a status report to the Board of Directors according the schedule located at <a href="http://www.ans.org/constituencies/divisions/">http://www.ans.org/constituencies/divisions/</a></p> <p>3. Division Secretary provides minutes of division governance meetings to the ANS Executive Director.</p> <p>4. Division Treasurer submits a proposed budget for the following year to the ANS Accounting Manager (the format is provided in Section 18 of the Professional Divisions manual).</p> <p>5. Division Chair and Vice-chair attend the following meetings during the ANS Annual Meeting: PDC, PD Workshop. Chair attends meeting with ANS Officers.</p> |
| December | <p>1. Send Final Disbursement requests to ANS Headquarters –Outreach Department to process before year-end.</p>   |
|          | <p>2. Submit updated Succession Plan and Tactical Plans to HQ (into your Division folder)</p>   |
|          | <p>3. Submit any remaining newsletters or other Division publications to your Division folder.</p>  |
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