**Planning**

SMART Goals: **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bound (see examples in Excel template)

\_\_\_\_ 30 April: Using the template, the Vice-Chair Elect will draft goals for Executive Committee consideration in May (e-Vote?) as part of the annual Planning Process. (Annual tactical Plan, Succession Plan, 5-year Strategic Plan update). Upload to Division Collaborate page.

\_\_\_\_ 30 May: Executive Committee will modify/adopt Goals by May 30th and upload the final to the Division folder/website/Collaborate page and to the PDC Chair.

\_\_\_\_ 1 December Mid-year Status Check

**Evaluation**

Self-Scoring:

Achieved in Full, Partially Achieved, Not Achieved this year, Not achieved in either of past 2 years

\_\_\_\_ 30 April – Executive Committee will self-score against goals. The Secretary will send the completed table to the PDC Chair.

|  | XYZ DIVISION PERFORMANCE METRICS AND MEASURES | | | | |
| --- | --- | --- | --- | --- | --- |
|  | METRIC | Status as Determined at Executive Committee | | | |
|  | Measures & Mid-year Status | 2016-2017  Final | Measures & Mid-year Status | 2017-2018  Final |
| MEETINGS | National Meeting Program | * Will sponsor at least 4 sessions per national meeting ) * Will sponsor 1 Embedded Topical meeting this year with 10 sessions |  |  |  |
|  | Topical Meeting Program | - Generate flyers and get plenary speakers for next year’s Topical |  |  |  |
|  | Topical Meeting Execution | * No goal this year |  |  |  |
|  | Young Member Participation | * Will sponsor at least 1 YMG-organized and chaired session per sponsored meeting. * Will sponsor a best YM technical paper award |  |  |  |
| GOVERANCE | Succession Plan, Tactical Plan, Strategic Plan, and Metrics | * Will complete SP, TP, and set goals by 30 May * Will update the 5-year Strategic Plan |  |  |  |
|  | Membership | * Will attain a 2% increase over the previous year * Will retain 80% of graduating student members |  |  |  |
|  | Finances | * Will prepare a budget on time and complete/submit the Treasurer’s Report to HQ on time. * Will maintain sufficient funds to support operations for two years |  |  |  |
|  | Communication | * Will publish 2 newsletters on time conforming to the ANS Graphic Standards * Will update the Division website quarterly |  |  |  |
|  | Young Membership | * Will attain a 2% increase over the previous year * Will have at least 2 Young Members on the Executive Committee |  |  |  |
| Contributions to the Society | Position Statements | * All will be current by 30 May * Will initiate 1 new position statement |  |  |  |
|  | Participation with Outside Societies | * No goal this year |  |  |  |
|  | Society Leadership | * 75% Exec. Committee attendance at national meetings, at least one junior officer at the PD Workshop and senior officer at the PD Committee meeting, and representation at each of 2 NPC meetings |  |  |  |
|  | Non-meeting publications | * No goal this year |  |  |  |
|  | Young member support | * Organize and conduct a YM activity |  |  |  |
|  | Outreach | * Submit two blog articles to the ANS Nuclear Cafe |  |  |  |
|  | Standards | * All existing standards will be current or retired by 30 May * Will initiate new standards on ABC and DEF |  |  |  |
| Professional Development | Student Support | * Will provide up to $1000 to support student travel to national meetings * Will elect 1 student to the Executive Committee |  |  |  |
|  | Workshops | * Will sponsor, support 1 Prof Dev. workshop at a National Meeting this year |  |  |  |
|  | Scholarships | – No Goal this year |  |  |  |
|  | Awards | - Will award the Enrico Fermi prize this year |  |  |  |

**Best Practices and Lessons Learned Tracking**

|  |  |  |
| --- | --- | --- |
| BP/LL | Date |  |
| 1 | 10/30/2016 | Use Division Collaborate site for tracking standards |
| 2 | 2/23/2017 | Young Members organized a pizza party for developing a Position Statement |
| 3 | 3/1/20-17 | We were unable to get registration numebrs for the Embedded Topical. Have to devise a new method for estimating participation. |
|  |  |  |
|  |  |  |