**American Nuclear Society**

**Professional Divisions**

**Bi-Annual Leadership Activity Roadmap**

This roadmap lays out responsibilities by time period for the two-year cycle over which Divisions plan and execute activities in the nominal Vice-Chair/Chair cycle and in the support of sessions at the national meetings. This does not cover all activities in which a Division is expected to be engaged but is focused upon elections, finances, and national meetings for which timely interaction with ANS National is necessary. Additional resources can be found on the websites for the [Professional Divisions Committee](http://www.ans.org/about/committees/pdc/), [Meetings](http://www.ans.org/meetings/tmm/), [Bylaws and Rules](http://www.ans.org/about/committees/brc/), and [Planning](http://www.ans.org/about/committees/pc/) Committees. The [Professional Divisions Collaborate](http://collaborate.ans.org/communities/group-home/?CommunityKey=510b11e8-54f1-41fb-8f9d-e4c7fbb5a243) page also includes presentations from the PD Workshops, other forms, and discussion threads on issues confronting divisions.

Specific documents to be used for planning and guidance

[Topical Meeting Manual and associated forms](http://www.ans.org/meetings/tmm/)

[National Meeting Manual](http://cdn.ans.org/meetings/docs/national-meeting-manual.pdf)

[Professional Divisions Manual](http://cdn.ans.org/about/committees/pdc/docs/profdivmanual.pdf)

Division Chair is responsible for assigning responsibilities for each task (if not otherwise specified in the Division Rules)

Elections and Planning

Financial

National Meetings\* (Y1AM: Year 1 Annual Meeting, etc.)

\*[Topical Meetings](http://www.ans.org/Meeting/TMManual) may not follow a set schedule in accordance with the fiscal or election year. Please consult the [Topical Meeting Manual](http://www.ans.org/meetings/tmm/) to view the activities and deadlines relative to the date of the Topical Meeting.

|  |  |
| --- | --- |
| **Month/Yr** | **Activity or Deadline** |
| Jan 01 | Send names of nominees for Society standing committees to ANS Vice-President/President-elect.  Deadline for summaries to Y1AM. Recruit reviewers. |
| Feb Y1 | Submit preliminary set of Panel descriptions and list of panelists to HQ for Y1AM  Complete reviews of summaries for Y1AM.  Vice Chair/Chair elect commences [Annual Planning](http://cdn.ans.org/about/committees/pdc/docs/pd-strategic-tactical-plan-template.docx) |
| Mar Y1 | Compile Division Performance metrics and compare against annual/strategic goals  Revised summaries due for Y1AM. Complete final reviews and disposition. |
| Apr Y1 | Chair recruits and identifies fellow officers for the Professional Division Workshop (officer training)  Treasurer Webinar/Training  Vice Chair/Chair Elect presents [Tactical (Annual) Plan](http://cdn.ans.org/about/committees/pdc/docs/pd-strategic-tactical-plan-template.docx) and Goals to EC for consideration and approval. Updates to the 5-Year Strategic Plan are proposed.  Submit final set of Panel descriptions and list of panelists to HQ for Y1AM  Begin accepting summaries for Y1WM. Recruit reviewers. |
| May Y1 | Chair distributes draft Executive Committee agenda/proposals to Officers (if EC is meeting in June)  Prepare Division [Presentation](http://cdn.ans.org/about/committees/pdc/docs/division_presentation_to_the_board_template.pptx) to the Board (if [scheduled](http://cdn.ans.org/about/committees/pdc/docs/report-schedule.pdf)) and submit to PDC Staff Liaison  Deadline for summaries to Y1 WM. Reviews underway |
| Jun Y1 | Y1AM – PD Workshop – EC meeting  Y1AM – National Program Committee  Submit updated Succession Plan and Annual Plans to HQ (into your Division folder)  Submit preliminary set of Panel descriptions and list of panelists to HQ for Y1WM |
| Jul Y1 | Division Chair appoints the Division Nominating Committee  Secretary finalizes EC Minutes and submits to HQ  Budget Planning begins for upcoming year  Complete reviews of summaries for Y1WM. |
| Aug Y1 | Submit nominations for National ANS Officers and Board Members to the Society Nominating Committee Chair (Past President)  Division EC approves budget for upcoming year  Revised summaries due for Y1WM. Complete final reviews and disposition. |
| Sep Y1 | Division Nominating Committee proposes a slate of candidates for the Spring election  Chair recruits and identifies attendees for the Professional Division Workshop (officer training)  Treasurer submits Final Division Budget for upcoming year to HQ |
| Oct Y1 | Chair prepares Division [Presentation](http://cdn.ans.org/about/committees/pdc/docs/division_presentation_to_the_board_template.pptx) to the Board (if [scheduled](http://cdn.ans.org/about/committees/pdc/docs/report-schedule.pdf)) and submit to PDC Staff Liaison  Chair distributes draft Executive Committee agenda/proposals to Officers (if EC is meeting in November)  Begin accepting summaries for Y2AM. Recruit reviewers. |
| Nov Y1 | Y1WM – PD Workshop – EC meeting  Y1WM - National Program Committee  Y1WM -Chair presents [Presentation](http://www.ans.org/PDC/presentation%20template) to the Board (if [scheduled](http://cdn.ans.org/about/committees/pdc/docs/report-schedule.pdf))  Division Treasurer submits a [proposed budget](http://www.ans.org/PDC/budget%20template) for the following year to the  ANS Accounting Manager  Submit final slate of candidates to HQ for the Spring election |
| Dec Y1 | Secretary finalizes EC Minutes and submits to HQ  Send Final Disbursement requests to ANS Headquarters –Outreach  Department to process before year-end. |
| Jan Y2 | Send names of nominees for Society standing committees to ANS Vice-President/President-elect.  Deadline for summaries to Y2AM. |
| Feb Y2 | Submit preliminary set of Panel descriptions and list of panelists to HQ for Y2AM  Complete reviews of summaries for Y2AM.  Vice Chair/Chair elect commences [Annual Planning](http://cdn.ans.org/about/committees/pdc/docs/pd-strategic-tactical-plan-template.docx) |
| Mar Y2 | Compile Division Performance metrics and compare against annual/strategic goals  Revised summaries due for Y2AM. Complete final reviews and disposition. |
| Apr Y2 | Chair recruits and identifies fellow officers for the Professional Division Workshop (officer training)  Treasurer Webinar/Training  Vice Chair/Chair Elect presents [Tactical (Annual) Plan](http://cdn.ans.org/about/committees/pdc/docs/pd-strategic-tactical-plan-template.docx) and Goals to EC for consideration and approval. Updates to the 5-Year Strategic Plan are proposed.  Submit final set of Panel descriptions and list of panelists to HQ for Y2AM  Begin accepting summaries for Y2WM. Recruit reviewers. |
| May Y2 | Chair distributes draft Executive Committee agenda/proposals to Officers (if EC is meeting in June)  Prepare Division [Presentation](http://cdn.ans.org/about/committees/pdc/docs/division_presentation_to_the_board_template.pptx) to the Board (if [scheduled](http://cdn.ans.org/about/committees/pdc/docs/report-schedule.pdf)) and submit to PDC Staff Liaison  Deadline for summaries to Y2WM. Reviews underway |
| Jun Y2 | Y2AM – PD Workshop – EC meeting  Y2AM – National Program Committee  Submit updated Succession Plan and Annual Plans to HQ (into your Division folder)  Submit preliminary set of Panel descriptions and list of panelists to HQ for Y2WM |
| Jul Y2 | Division Chair appoints the Division Nominating Committee  Secretary finalizes EC Minutes and submits to HQ  Budget Planning begins for upcoming year  Complete reviews of summaries for Y2WM. |
| Aug Y2 | Submit nominations for National ANS Officers and Board Members to the Society Nominating Committee Chair (Past President)  Division EC approves budget for upcoming year  Revised summaries due for Y2WM. Complete final reviews and disposition. |
| Sep Y2 | Division Nominating Committee proposes a slate of candidates for the Spring election  Chair recruits and identifies attendees for the Professional Division Workshop (officer training)  Treasurer submits Final Division Budget for upcoming year to HQ |
| Oct Y2 | Chair prepares Division [Presentation](hhttp://cdn.ans.org/about/committees/pdc/docs/division_presentation_to_the_board_template.pptx) to the Board (if [scheduled](http://cdn.ans.org/about/committees/pdc/docs/report-schedule.pdf)) and submit to PDC Staff Liaison  Chair distributes draft Executive Committee agenda/proposals to Officers (if EC is meeting in November) |
| Nov Y2 | Y2WM – PD Workshop – EC meeting  Y2WM - National Program Committee  Y2WM -Chair presents [Presentation](http://cdn.ans.org/about/committees/pdc/docs/division_presentation_to_the_board_template.pptx) to the Board (if [scheduled](http://cdn.ans.org/about/committees/pdc/docs/report-schedule.pdf))  Division Treasurer submits a [proposed budget](http://www.ans.org/PDC/budget%20template) for the following year to the  ANS Accounting Manager  Submit final slate of candidates to HQ for the Spring election |
| Dec Y2 | Secretary finalizes EC Minutes and submits to HQ  Send Final Disbursement requests to ANS Headquarters –Outreach  Department to process before year-end. |