

Agenda

Local Sections Committee
Workshop & Business Meeting
Sunday, Nov. 15, 2009
Hampton Ballroom - Omni Shoreham Hotel
Washington, DC

8:00 Local Sections Workshop
Continental Breakfast will be available for attendees beginning at 7:40

Workshop will focus on factors that can help you assure the vitality of your Section.
Learn something new. Contribute information.

10:30 Break

10:45 Business Meeting

MEETING AGENDA

1. Establish a quorum
2. Approve the minutes of the June 2009 meeting
3. Modify and approve the agenda
4. Feedback on the workshop just completed
 - a. What additional information do the local sections need?
 - b. What is the most effective way to get this information to local sections that did not attend?
5. Reports from the Local Sections on best practices. Each section should share just one or two.
Possible topics include
 - a. Serving the members
 - b. Increasing membership
 - c. Collaborating with a plant branch
 - d. Identifying leaders and leadership succession plans
 - e. Getting young members involved
 - f. Outreach to the community
6. Discussion of revisions to the list of liaison responsibilities
7. LSC Subcommittee to prepare a Local Sections Manual
 - a. What information do you want included?
8. Other topics

**Local Sections Workshop
November 15, 2009**

Elements for Section Vitality



Elements for Section Vitality

1) Identify Team of Leaders

Sections are NOT a one-person or two-person job

Need Core Group of 6-8 people (or more)

Qualities

Time

Commitment

Professional association experience helpful

Requirements

Chair and vice chair MUST be ANS members



Elements for Section Vitality

2) Develop a Program Plan

Reasonable goals

Tailored to member needs/interests

Mix of events - more than "dinner meetings"

Various locations



Elements for Section Vitality

3) Secure Corporate/Employer Support

Get executives at utilities, corporations, labs to demonstrate support for Section

Join section

Attend meetings

Provide meeting space

Encourage employee participation

Help secure speakers



Elements for Section Vitality

4) Establish Member Recruitment Plan

- What are benefits of participating/joining?
- How will you market membership?



Elements for Section Vitality

What groups can you approach?

Nuclear utility employees

Lab employees

University/Community College staff

Engineering

Technician Training

Chemistry

Other

Medical professionals in nuclear/radiation



Elements for Section Vitality

How to attract young professionals?

Work with NAYGN and WIN

Invite nuclear students from nearby universities

Meet needs of young professionals

How do you engage non-nuclear people?

Work with ASME, HPS, IEEE, INMM, etc.



Elements for Section Vitality

5) Determine Your Communications Plan

How will you communicate?

Email?

Web site postings with teasers?

Facebook/social networks?

Mailings?

Other?

Who is responsible for doing it?

How often?

Content?



Elements for Section Vitality

6) Develop and Implement Leadership Succession Plan

Leaders.....

...get tired

...wear out

...lose enthusiasm

...responsibilities change



Elements for Section Vitality

How will you draw in new leaders?

How will you get younger members into leadership positions?

Ease them into the role...

Recruit for small jobs

committee

special project

meeting arrangements

Let commitment grow

Ask local employers to suggest people



Elements for Section Vitality

7) Establish an Outreach Plan

Draw members together for common purpose

Help improve community perception of all things nuclear

energy/electricity

medical applications

industrial usage

agricultural

basic research

more....

Establish an outreach committee or chair



Elements for Section Vitality

What works for your members and your community?

Classroom visits?

Participate in local career fairs for students?

Boy scout nuclear merit badge workshops?

Girl scout nuclear patch events?

Teacher workshop?

Booth at community events?

Presentations to community service clubs?

Museum exhibit?

Resource for elected officials?

Other?



Elements for Section Vitality

Get materials from ANS Outreach Department

outreach@ans.org

708-352-6611 (ask for Outreach)

Give plenty of lead time (2-3 weeks)



Elements for Section Vitality

8) Prepare RULES to go with STANDARD BYLAWS

STANDARD BYLAWS were adopted by ANS

see <http://www.ans.org/about/committees/brc/>
Look for "Local Section Bylaws and Rules Template"

Tailor your RULES to Local Section's needs

Submit RULES for BRC review

When approved, send certified copies back to ANS for filing



Elements for Section Vitality

9) Keep Up with Reporting Responsibilities

IRS - under new IRS rules, all 501(c)3 organizations must file, regardless of income level

Simple IRS Form 990-N
Information and instructions at
<http://www.irs.gov/charities/article/0,,id=169250,00.html>

Access Form 990-N at <http://epostcard.form990.org>

Income > \$25,000 = more extensive report form
Perhaps 990EZ



Elements for Section Vitality

ANS - Annual Reports due August 31

Annual Report form
Asks for additional documents
Membership Recruitment Plan
Leadership Succession Plan
Programming Plan
Other information on this form

Financial Summary Form

Officer Information Form



Elements for Section Vitality

10) How does a LS stay "In Good Standing"?

Demonstrate activity as called for in the 5-year Plan for Revitalization of LS
Action Plan (part E) pages 10& 11

<http://www.ans.org/about/committees/lsc/docs/revitalizationplan.pdf>

Submit Annual Report forms by August 31

Communicate regularly with LSC through
Assigned Liaison
and/or
ANS HQ (outreach department and Staff Liaison to LSC)



Elements for Section Vitality

11) How does LS compete for Meritorious Awards?

Information and Application forms on ANS web site
<http://www.ans.org/honors/va-lsmerit>

"Intent to Submit" due August 1

Application due September 1



Elements for Section Vitality

Categories -

- Large Sections (more than 250 members)
- Small Sections
- International Sections

Awards offered for:

- Best membership
- Best meetings and programs
- Best public information and education
- Best section management
- Best overall

Judging



Elements for Section Vitality

12) Insurance/Tax Issues/Incorporation/tax exempt status

The Local Section...	Status of Section and Options	
	Incorporated	Not Incorporated
Needs an EIN#	Yes	Yes
Needs to register annually with the state	Yes	n/a
Eligible to be a Topical Meeting sponsor	Must be	Not eligible
May have independent 501(c)(3) status	Yes	Yes
Required to have independent 501(c)(3) status	No	No
Has insurance available under ANS coverage (Major events require advance notification of ANS)	No	Yes
Needs independent insurance coverage	Yes	Unlikely
Must file 990 or 990-N with IRS annually (depends upon gross income level - may use 990-N if under \$25,000, must use 990 if over \$25,000)	Yes	Yes
Fiscal year must be calendar year to qualify for umbrella coverage under ANS 501(c)(3) status	n/a	Yes



Elements for Section Vitality

Focus on quality...

Make participation worthwhile!

