

# AMERICAN NUCLEAR SOCIETY PROFESSIONAL DIVISIONS

## CALENDAR OF RESPONSIBILITIES

Month	Task
January	<ol style="list-style-type: none"> <li>1. Send names of nominees for Society standing committees to ANS Vice-President/President-elect.</li> </ol>
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 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 find forms and information at <a href="http://www.ans.org/constituencies/divisions/">http://www.ans.org/constituencies/divisions/</a> to help them prepare for the activities in June.</li> <li>4. Five divisions present a status report to the Board of Directors according to the schedule located at <a href="http://www.ans.org/constituencies/divisions/">http://www.ans.org/constituencies/divisions/</a></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	<ol style="list-style-type: none"> <li>1. Submit to National Nominating Committee nominations for ANS Officers and Board of Directors.</li> </ol>
September	<ol style="list-style-type: none"> <li>1. PD Nominating Committee continues work to determine candidates for officers and executive committee positions.</li> <li>2. Divisions making reports to Board of Directors in November are sent templates and guidelines for presentations.</li> </ol>

Month	Task
October	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Division Chair selects member(s) to attend Professional Divisions Workshop held Saturday prior to the Winter Meeting.</li> <li>4. Five Divisions making reports to Board of Directors in November are sent templates and guidelines for presentations</li> </ol>
November	<ol style="list-style-type: none"> <li>1. Division Chair provides slate of candidates for following year elections to ANS HQ.</li> <li>2. Five 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></li> <li>3. Division Secretary provides minutes of division governance meetings to the ANS Executive Director.</li> <li>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).</li> <li>5. Division Chair and Vice-chair attend the following meetings during the ANS Annual Meeting: PDC, PD Workshop. Chair attends meeting with ANS Officers.</li> </ol>
December	<ol style="list-style-type: none"> <li>1. Send Final Disbursement requests to ANS Headquarters –Outreach Department to process before year-end.</li> </ol>