

**NORTH AMERICAN YOUNG GENERATION
IN NUCLEAR**



**ROLES AND RESPONSIBILITIES
OF CORE MEMBERS**

PRESIDENT

At the end of the President's 1-year term, he or she moves to the role of Past-President of NA-YGN.

The NA-YGN President is essentially responsible for the leadership and direction of the organization with an emphasis on the relations with other TPSs. The President is responsible for managing the core activities, core interactions and helping the group reach consensus of difficult issues. The President has a great deal of responsibility and a wide range of duties including general awareness of other core member's activities and status of all projects.

The roles and responsibilities of President include:

- Internal (Core) Communications.
 - Organize conference calls
 - Coordinate core for availability/timing
 - Set up conference call
 - Set and distribute agenda for conference calls and meetings
 - Contact other core members or volunteers about status of projects
 - Facilitate communication among core members
- ANS Liaison.
 - Attend ANS meetings as NA-YGN representative
 - Interact with ANS staff for support and assistance re: membership, financial, IT
- TPS outreach program.
 - Identify TPS's for collaboration
 - Develop contact plan for identified TPS
 - Negotiate vehicles for collaboration
 - Attend TPS meetings as NA-YGN representative
 - Develop pool/database of TPS outreach representatives
- NA-YGN representative to International Youth Nuclear Congress (IYNC).
 - President acts as the point of contact for IYNC business
 - Assure that there is an NA-YGN core member or general member participating in the IYNC organizing committee
- NA-YGN event support.
 - Attend as many NA-YGN functions as possible
 - Participate by presenting when necessary
 - Identify backup NA-YGN representatives for events President cannot attend
- Liaison between NA-YGN and international YG groups.

- Coordinate shared events and attend international conferences and meetings

Develop content to maintain related areas of the NA-YGN website up-to-date.

Although the President does not have primary responsibility for daily functions related to the legal and financial structure, it is important for the President to always know the status of:

- Legal & financial structure.
 - Bylaws & Rules
 - Develop and amend Bylaws & Rules as needed
 - Assist with legal and tax filings

VICE PRESIDENT

At the end of the Vice President's 1-year term, he or she moves to the role of President of NA-YGN. Therefore, the VP role is one of familiarizing oneself with the broad activities of the group during the 1-year term. The Vice President is also called upon to develop a vision for the group for the upcoming term as President.

The Vice President is responsible for performing the following duties:

- Recruiting and retention efforts.
 - Identify groups of potential members
 - Create targeted campaigns to attract members
 - Designing and promoting annual membership drive
 - Identify opportunities for current members to help recruiting effort
- Promote chapter and local section development.
 - Identifying opportunities for university, local, regional, corporate and organization-specific chapters
 - Maintain an updated database of all the Local Sections and their contacts
 - Interact on a continuous basis with the local sections
- Recruiting candidates for future office positions within the NA-YGN core

PAST PRESIDENT – ALMUNI RELATIONS

At the end of the President's 1-year term, he or she moves to the role of Past-President of NA-YGN.

The Past-President is responsible for performing the following duties:

- Develop a Mentoring program (in cooperation with Professional Development Chair) with alumni and honorary alumni NA-YGN sections.
 - Focus on strategies that can work at both national and local sections level
 - PP organizes mentors, PD organizes protégés – both work together to link mentors and protégés appropriately

- Identify opportunities for NA-YGN members to be featured or utilized in high-visibility, industry publications such as recruiting publications.

- Serve as primary NA-YGN contact for the NEI appointed liaison, as the NEI liaison will:
 - Represent NA-YGN at NEI Task Force or Committee activities
 - Recruit membership for NA-YGN from NEI staff

- Orchestrate annual election activities
 - Request for nominations
 - Ballot preparation
 - Voting process

Develop content to maintain related areas of the NA-YGN website up-to-date.

MEMBERSHIP MANAGER

These are the responsibilities currently being undertaken by Paul Wilson and the University of Wisconsin chapter in connection with ANS:

- Maintain membership database. *(per the system established as of December 2002)*
 - Receive exported database and place it online
 - Add new email addresses to mailing list
 - Send membership welcome packet
 - Design template for membership welcome letter
 - Print personalized info on prepared template
 - Package and mail membership letter with pin

TREASURER

The NA-YGN Treasurer position is designed to be flexible and creative. There is room to be as aggressive as you like on creating a national fundraising model. Local chapters can adapt NA-YGN National fundraising programs or choose to create their own programs. (e.g., adapt the national model of fundraising to their own purposes)

It is the Treasurer's responsibility to perform the following basic functions in a timely manner:

- Maintain the Bank Account at First Union.
 - Make deposits by mail
 - Issue/Sign checks
 - Communicate with First Union regarding signatory on the account as officer positions transition
 - Balance/monitor checkbook regularly
 - Record all transactions and file all statements

- Manage the NA-YGN funds allocated at ANS pseudo-accounts:
 - Secretariat Support
 - IYNC ExCom Support
 - Russian Exchange Program
 - Other funds that may be made available to us in the future
 Duties involve:
 - Authorizing expenses
 - Leading the committee that allocates the funds, sets up the criteria under which the funds are allocated and/or grants are provided to NA-YGN members, and decides the winner(s) of the grants.

- Manage DOE funds made available for the Russian Exchange Program

- Manage the NA-YGN funds allocated at NEI
 - Funds associated with Nuclear Energy Assembly workshop
 - Costs associated with legal support of NA-YGN

- Event fundraising.
 - Contact potential sponsors
 - Identify potential sponsors
 - Write solicitation letter
 - Follow up with phone call
 - Identify and contact any additional potential sponsors
 - Coordinate personal contact with sponsors at event
 - In connection with Treasurer, arrange for payment from sponsors
 - Send thank you letters to sponsors
 - Follow up with delinquent sponsors

- Develop fundraising committee of membership to facilitate strategy sessions.
 - Issue receipts and thank you letters to any donors on behalf of group
 - Work with NA-YGN President on fundraising strategy
- Develop relationships with regular funding sources to generate a working budget.
- Work with NEI/law firm to facilitate annual tax filings.

Develop content to maintain related areas of the NA-YGN website up-to-date – e.g., develop a guide for local sections to manage finances, a sponsorship guide, information regarding tax deductible information on donations.

COMMUNICATIONS CHAIR

The Communications Chair is responsible for the content and timing of all forms of communications on behalf of NA-YGN. This includes general outreach programs, NA-YGN membership communications, interaction with the media, communications with pro-nuclear organizations and communities and communications with the NA-YGN core.

It is the Communications Chair's responsibility to perform the following basic functions in a timely manner:

- Prepare and distribute any messages to members to keep the membership informed of activities and opportunities, both those offered by NA-YGN and those supported by NA-YGN.
- GoNuke! responsibilities:
 - Solicitation and editing of articles
 - Identifying and coordinating with a layout specialist
 - Distribution of newsletter to membership and supporting organizations
 - Maintain a regular distribution time table
- Prepare and send out Holiday greetings to sponsors and NA-YGN supporters
 - Solicit information on contacts from entire Core each November (e.g., at Core meeting held in conjunction with Winter ANS meeting)
 - Collect contact information from Core members by November 30
 - Mail cards by December 15 each year
- Act as point of contact to keep member distribution list updated with correct addresses, and to respond to any request to be removed from the distribution list.
- Support events and programs organized by other core members as needed by soliciting participation or support from membership.
- Monitor news services for articles of interest to our membership, for summary posting on NA-YGN website and linking to article source.
- Send out follow-up messages to attendees of our events to encourage further participation in NA-YGN.
- Solicit input from membership once every few months to gain suggestions about what NA-YGN may be able to organize to better serve our membership.
- Create a method by which local groups can distribute information on events that they have attempted - whether successful or not - to other local groups.
- Work on generating a communications network among our members to promote networking across the industry.

- Develop a system to identify individuals that indicated a desire to be involved in various areas - PI, PD, newsletter, etc. - and create active committees to help do the work of the organization.
- Maintain and manage all NA-YGN related email and mail lists.
- Be the overall overseer of the NA-YGN website; identify needs for information in the website.
- General editor for all NA-YGN documents.

PROFESSIONAL DEVELOPMENT CHAIR

The Professional Development Chair is responsible for all aspects of membership outreach that include professional development programs such as workshops and seminars. The PD Chair should work in connection with the Past President on issues such as utilizing NA-YGN alumni for PD opportunities and mentoring programs.

It is the Professional Development Chair's responsibilities to perform the following duties:

- Create a PD handbook to be distributed to new core members (e.g., maintain a log of all activities, contacts, etc. to pass to future PD Chair for simplification of transitions).
- Organize PI/PD events in relation with various technical societies beyond ANS.
- Set up professional development workshops including:
 - Identify locations
 - Identify speakers
 - Develop program
 - Coordinate the speaker/hosting organization/our organization
 - Complete all paperwork associated with workshops (invitations, thank-you notes, etc)
 - Coordinate info to members about the event
- Keep abreast of issues members are interested in.
- Develop content for the professional development portion of the web.
- Keep members informed of new opportunities including opportunities at other organizations.
- Set up mentor program in connection with Past President.
- Organize NA-YGN Annual Workshop in connection with Nuclear Energy Assembly (April – May)
 - Solicit attendees
 - Recruit program committee of members for help with agenda
 - Solicit non-fee speakers and presenters from industry
 - Promote workshop to NEI membership and gain support
 - Administer scholarship program for workshop attendance
 - Write articles for NEI publications promoting workshop
 - Write CNO/CEO letters to NEI membership from NEI executives soliciting company participation
- Maintain PD portion of website
 - Develop database of PD resources; e.g., “resource library”

- Provide advertisement of upcoming workshops, info on how to register, etc.

PUBLIC INFORMATION CHAIR

The Public Information Chair has oversight responsibilities for the accuracy, content, program design and timing of most materials intended for audiences outside the NA-YGN core. The PI Chair is responsible for a great deal of content on the NA-YGN website and distribution and execution of select regular programs such as the NA-YGN Drawing Contest, the Food Irradiation program and organization for meetings with a PI interest such as COP 6, and climate change meetings.

It is the Public Information Chair's responsibility to perform the following basic functions in a timely manner:

- Food Irradiation Education Program
 - Export program to local NA-YGN sections
 - Maintain website
 - Answer questions to website

- Drawing Contest
 - Announce it all over to get drawings
 - Publish materials to website
 - Obtain sponsorship
 - Get drawings to showcase site (i.e. NEII /ANS meeting)
 - Organize display, contest rules, judges
 - Organize award ceremony for winners
 - Thank you letters

- Climate Change Activities
 - Coordinate with ANS/NEI/INF/ENS-YGN activities
 - Write proposals for activities
 - Obtain sponsorship
 - Perform activities agreed upon
 - Report on activities
 - Thank you letters

- Breast Cancer Project
 - Primary responsibility for designing and starting this project

- Public Speaking
 - Get speakers to all events requested
 - Have Prepared presentations & info on NS&T ready "on the shelf"

- Website
 - Maintain PI content on the NA-YGN website
 - Developing Style & Content for the website
 - Maintaining it

- Obtain support & funding for a variety of NA-YGN projects.
- Create and maintain a PI handbook based on successful events at both the local and national level to pass on to subsequent PI chairs

NA-YGN NATIONAL REPRESENTATIVES

It is envisioned that the NA-YGN Core be composed of 3 additional members called National Representatives; one each for Canada, Mexico, and the United States. The National Rep would be a liaison between the core and the local chapters.

The National Rep would:

- Bring important news from the local/national chapters to NA-YGN core meetings/conference calls.
- Bring important news from the NA-YGN core meetings/conference calls to the local/national chapters.
- Maintain a current list of local chapters and their executive.
- Promote the formation, growth and activity of local chapters.

CANADIAN AFFAIRS CHAIR

The NA-YGN Canadian Chair, as appointed by the President until Canadian membership has achieved 50 persons and elected by the Canadian constituency thereafter, is responsible for all NA-YGN Canadian affairs. The CAC must manage Canadian membership issues with a focus on recruiting. The CAC should work in connection with the Canadian Nuclear Society and Canadian Nuclear Association.

The NA-YGN Canadian Affairs Chair, much like the NA-YGN President, must perform a broad array of duties and is responsible for the following duties:

- **NA-YGN Events**
 - Coordinate events among current NA-YGN Canadian members
 - Host events in connection with Canadian pro-nuclear organizations
 - Organize recruiting events
- **Professional Development**
 - Host annual PD workshop at CNS conference
- **Canadian Committee(s)**
 - Identifying need for Canadian committee(s)
 - Determining membership of Canadian committee(s)
 - Structuring guidelines for Canadian committee(s)
- **Communication**
 - Communicating with other core officers activities specific to NA-YGN Canada
 - Regular GoNuke! articles on NA-YGN Canada successes

MEXICAN AFFAIRS CHAIR

The NA-YGN Mexican Chair, as appointed by the President until Mexican membership has achieved 50 persons and elected by the Mexican constituency thereafter, is responsible for all NA-YGN Mexican affairs. The MAC must manage Mexican membership issues with a focus on recruiting. The MAC should work in connection with the Mexican Nuclear Society (SNM) and other pro-nuclear organizations in Mexico.

The NA-YGN Mexican Affairs Chair, much like the NA-YGN President, must perform a broad array of duties and is responsible for the following duties:

- **NA-YGN Events**
 - Coordinate events among current NA-YGN Mexican members
 - Host events in connection with with the Mexican Nuclear Society (SNM) and other Mexican pro-nuclear organizations
 - Organize recruiting events

- **Professional Development**
 - Identify opportunities to host annual PD workshop, possibly in conjunction with the Annual meeting of the SNM

- **Mexican Committee(s)**
 - Identifying need for Mexican committee(s)
 - Determining membership of Mexican committee(s)
 - Structuring guidelines for Mexican committee(s)

- **Communication**
 - Communicating with other core officers activities specific to NA-YGN Mexico
 - Regular GoNuke! articles on NA-YGN Mexico successes

UNITED STATES CHAIR

The NA-YGN US Chair, as appointed by the President until US membership has achieved 50 persons and elected by the US constituency thereafter, is responsible for all NA-YGN US affairs. The US Chair must manage US membership issues with a focus on recruiting. The US Chair should work in connection with pro-nuclear organizations in the United States (ANS, NEI, WIN, etc)

The NA-YGN US Chair, much like the NA-YGN President, must perform a broad array of duties and is responsible for the following duties:

- **NA-YGN Events**
 - Coordinate events among current NA-YGN US members
 - Host events in connection with US pro-nuclear organizations
 - Organize recruiting events

- **Professional Development**
 - Identify opportunities to host annual PD workshop

- **Canadian Committee(s)**
 - Identifying need for US committee(s)
 - Determining membership of US committee(s)
 - Structuring guidelines for US committee(s)

- **Communication**
 - Communicating with other core officers activities specific to NA-YGN US
 - Regular GoNuke! articles on NA-YGN US successes

NOTES FOR ALL POSITIONS:

- ▶ All positions listed above vote on NA-YGN Core issues and have an equal voice in the core decision-making process.

- ▶ **GoNuke! Support:**
Write regular articles for GoNuke!

- ▶ **Website Support:**
Visit the NA-YGN website often, identify out of date content in their respective areas, and provide new materials.