



Information for New Chapters and New Leaders

Purpose

The purpose of this document is to give new chapters and/or new leaders an overview of NAYGN and the vital role that local chapters and local chapter leaders play in the success of the organization. A summary checklist for new local chapters/chapter leads is included at the end of this document.

NAYGN Summary

NAYGN's overriding priority is to support local chapters, who are the heart of the organization. To support members and local chapters, NAYGN has an infrastructure and governing body who run the organization in accordance with rules and [bylaws](#). Every year, NAYGN members elect a governing body (the "[core](#)") to guide the organization and drive its growth and development. The core accomplishes much of their work through the work of appointed [committees](#) and committee leads. NAYGN members at all level of the organization are critical to the organization's success, including general members, local chapters, committees, and the core.

The structure and day-to-day activities of local chapters are not governed by NAYGN, so local chapter leaders have a lot of freedom in the way that they organize and run their chapters. Each NAYGN local chapter is unique in the way that it is structured and run, but all local chapters support the vision and mission of NAYGN:

Vision:

Developing leaders to energize the future of nuclear

Mission:

NAYGN provides opportunities for a young generation of nuclear enthusiasts to develop leadership and professional skills, create life-long connections, engage and inform the public, and inspire today's nuclear technology professionals to meet the challenges of the 21st century."

To support NAYGN's mission, the continental organization and local chapters focus their efforts on the following goals:

- 1) Provide a forum for the **Professional Development** of its membership.
- 2) Actively participate in **Public Information** by informing and educating the general population about nuclear science and technology.
- 3) Actively participate in **Recruitment and Retention** for NAYGN and the Nuclear Industry.
- 4) Contribute to the **Knowledge Transfer** among generations of nuclear professionals.
- 5) Provide opportunities for members to **Network**.



As the local chapter lead, you are responsible for leading your chapter and ensuring that your chapter's activities are in line with NAYGN's goals. You don't have to do everything -some local chapters focus heavily on knowledge transfer, while others focus on professional development, etc. The choice is yours as long as your chapter supports the mission and goals of NAYGN. For ideas on how to get started, explore some of the resources and documents that NAYGN has posted on the web: <http://naygn.org/local-chapters/local-chapter-resources/>

Actions for local chapter leaders

With so much freedom and flexibility, one of the most common questions that new local chapters and leaders have is, "what is expected of me?" The charge for each local chapter and leader can be summarized into two main actions: (1) support NAYGN strategic initiatives, and (2) communicate.

1) Support NAYGN Strategic Initiatives

On a local chapter level, you support NAYGN's mission by organizing activities and events that drive NAYGN's goals. On the continental level, the core develops a [strategic plan](#) that includes initiatives to drive the accomplishment of NAYGN's goals. All chapter leaders should read through the strategic plan to familiarize themselves with the organization's objectives, and support these objectives where possible. Some of the strategic plan initiatives are more "behind the scene" items, but many of them result in opportunities for local chapters and local chapter leaders. For example:

- Professional Development (PD) Conference: NAYGN hosts an annual PD conference that doubles as the annual meeting of NAYGN.
- Regional Activities: NAYGN regions hold conferences and networking activities that local chapters can get involved in.
- Professional Development Webinars: The PD team periodically hosts webinars to educate and engage NAYGN members across the organization.
- Career Awareness Campaign: NAYGN partners with NEI to staff booths at career fairs across the country. Local chapters may be asked to send volunteers to support career fairs in their areas.
- Annual Drawing Contest: NAYGN organizes an annual drawing contest for 4th and 5th grade students. Local chapters are asked to participate by getting their local elementary schools involved.
- Clean Energy Insight Blog: A group of NAYGN members runs this blog, and any site members can post. NAYGN members are encouraged to join in the discussions. <http://www.cleanenergyinsight.org/>
- NAYGN Committees: NAYGN committees are often looking for new members, and all NAYGN members are encouraged to get involve with committees.



2) Communicate

Local chapter leads are not only the leaders of their chapters; they are also the points of contact between their chapters and the continental NAYGN organization. In addition to general member announcements and the GoNuke! newsletter, NAYGN communicates with the leadership of its local chapters through the Affairs Chairs and the Regional Leads, as follows:

- **Local chapter leads email distribution list**
 - The affairs chairs maintain an email distribution list of all NAYGN local chapter leads. If you are a local chapter lead, please contact the US Affairs Chair, usa@na-ygn.org to be added to this list.
 - As a local chapter lead, you have the opportunity to communicate with all of the other local chapter leads by emailing us-local@na-ygn.org
- **Bi-monthly local chapter lead teleconferences**
 - The affairs chairs host bi-monthly teleconferences for all local chapter leaders. The purpose of these teleconferences is to support NAYGN local chapters by keeping you connected to the core, regional leads, and each other. These teleconferences provide updates on what is happening with other local chapters and issues that the core and committees want to communicate. Additionally, this is a forum for local chapter leads to ask candid questions of the core or of each other. If you are a local chapter lead and have not received an invitation to this teleconference, please contact the US Affairs Chair, usa@na-ygn.org , or the Canadian Affairs Chair, canada@na-ygn.org.
- **Local chapter lead briefs**
 - The affairs chairs send out local chapter lead briefs to communicate issues that the NAYGN core and committees want to make local chapter leads aware of. These briefs are also posted on the NAYGN [website](#). It is the responsibility of each local chapter lead to communicate this information to his/her local chapter members.
- **End-of-year metrics**
 - The NAYGN core requests that all local chapters keep track of the activities that their chapters are participating in throughout the year. Refer to the [End of Year Metrics](#) page on the NAYGN website for information on these metrics their importance.
- **Regional teleconferences and communications**
 - Each regional lead holds regular teleconferences with his/her region, and may also use email to communicate activities and events between chapters in the region. Refer to the [local chapters](#) page on the NAYGN website for more information on regions, and to find out what region your chapter is in.



Chapter leads are the voice of NAYGN to their chapter members, so the communication skills of chapter leads are of vital importance. The communication link between the core and the local chapters is critical to our success –the core needs to hear from you, and you need to hear from the core.

Local Chapter ↔ Local Chapter Lead ↔ Core

To maintain the link between the continental organization and your chapter, make sure that the core is informed of chapter leadership changes, and keep in touch! To keep the link between you and your chapter strong, don't underestimate the value of face-to-face communication with your chapter. Email and teleconferences are unavoidable facts of life, but face-to-face chapter meetings and activities are the most effective ways to engage your membership and set the tone of the chapter.



New Chapter / Chapter Lead Checklist:

- New chapters: Alert the NAYGN VP of your new local chapter. Provide chapter name, address, and chapter leader contact information. Ask for NAYGN promotional items to help your chapter kickoff.
- New local chapter leaders: Alert the NAYGN US Affairs Chair of the chapter leadership change by emailing usa@na-ygn.org with your contact information
- Contact your regional lead to introduce yourself, get involved in regional communications, and ask any questions
- Encourage your chapter members to [join](#) NAYGN (it's free!)
- Review the NAYGN [strategic plan](#)
- Review the NAYGN [rules and bylaws](#)
- Review the NAYGN [local chapter resources](#) (guidelines, information, activity ideas, and sample documents)
- Plan periodic chapter meetings and activities (you can find NAYGN activity [ideas](#) on the website)
- Download the [end-of year metrics](#) template and begin tracking your chapter's activities
- Relay communications from the core/committees to your chapter members
- [Communicate](#) with the core/committees to ask questions and get help as needed