



Information for New Local Chapter Leads

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 levels 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](#).



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 2024](#) 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 scenes” 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.
- Annual Essay Contest: NAYGN organizes an annual essay contest for high school students. Local chapters are asked to participate by getting their local high schools involved.
- NAYGN Committees: NAYGN committees are often looking for new members, and all NAYGN members are encouraged to get involved with committees.
 - Engagement Committee vp@naygn.org
 - Benchmarking Committee benchmarking@naygn.org
 - Sponsorship Committee treasurer@naygn.org
 - Diversity and Inclusion Committee Diversity@naygn.org
 - Awards Committee – awards@naygn.org
 - Social Media - communications@naygn.org
 - Government Outreach Committee – governmentoutreach@naygn.org
 - Student outreach Committee – schooloutreach@naygn.org
 - Professional Development committee – PD@naygn.org
 - Clean Energy - vp@naygn.org
 - Webmaster - technology@naygn.org

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 newsletter, NAYGN communicates with the leadership of its local chapters through the Operating Officers and the Regional Leads, as follows:

- **Local chapter leads email distribution list**
 - The Operating Officer maintains an email distribution list of all NAYGN local chapter leads. If you are a local chapter lead, please contact the USA/Canadian Operating Officer, usa@naygn.org canada@naygn.org to be added to this list.
- **Region lead meetings**
 - The regional leads host monthly/quarterly meetings for all local chapter leaders. The purpose of these meetings to support NAYGN local chapters get to know what is happening in their region. Make sure you reach out to your regional lead and get added to their email list.
 - Atlantic@naygn.org
 - Canada-region@naygn.org
 - Carolinas@naygn.org
 - Midwest@naygn.org
 - Northeast@naygn.org
 - Southeast@naygn.org
 - West@naygn.org
 - These meetings provide updates on what is happening with other local chapters. Additionally, this is a forum for local chapter leads to ask candid questions of each other.
 - It is the responsibility of each chapter lead to attend or have someone in their place attend these regional meetings.
- **Monthly Local chapter lead meetings**
 - The USA/Canadian Operating Officers send out local chapter lead meetings to communicate events the NAYGN core and committees want to make local chapter leads aware of. These meetings are also posted on the NAYGN [Website](#) under Upcoming Events. It is the responsibility of each local chapter lead to attend or have someone in their place to attend. It is the responsibility of the chapter lead to provide 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 [Metrics](#) page on the NAYGN website to submit metrics.



New Chapter / Chapter Lead Checklist:

- New chapters: Alert the NAYGN VP vp@naygn.org 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 USA/Canadian Operating Officers of the chapter leadership change by emailing usa@naygn.org or canada@naygn.org with your contact information
- Contact your regional lead to introduce yourself, get involved in regional communications, and ask any questions
- Attend Monthly Continental LCL calls
 - Relay communications from the core/committees to your chapter members
- Attend monthly/quarterly regional LCL calls
 - Relay communications to your chapter members
- Create a Charter / Budget
- Plan periodic chapter meetings and activities (you can find NAYGN activity ideas on the website)
 - Track your chapter's activities and put in [metrics](#)
- Encourage your chapter members to join NAYGN (it's free!)
- Review the NAYGN [strategic plan](#) and [NAYGN end of year Report](#)
- Review the NAYGN [rules and bylaws](#)
- Review the NAYGN local chapter resources (guidelines, information, activity ideas, and sample documents)
- Communicate with the core/committees to ask questions and get help as needed
- Start conversation with company executives about funding the chapter
- Utilize the Chapter Assistance Fund
 - Fill out [this template](#)
 - Send to your regional lead 1 month before funds are needed
 - Wait for approval before spending money
 - Send receipts to regional lead along with the updated filled out template
 - The treasurer will work with you to be reimbursed
 - Suggest to keep requests under \$150 per event

University/College Specific:

- Understand requirements to be recognized as a club with your student union
- Start conversations with professors, co-op/internship offices, and department heads about funding events for the chapter
- Go class-to-class to advertise first couple events
- Host a guest speaker from the nuclear industry
- Create communication channel(s) for the executive team and members such as slack, discord, email, etc.