

### 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.

There is no age restriction to be a member or Local Chapter Lead. NAYGN is interdisciplinary and welcomes all members from educational backgrounds.

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 [website](#).



### 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 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. Some of the initiative opportunities for local chapters and local chapter leaders:

- **Professional Development (PD) Conference:** NAYGN hosts an annual PD conference that doubles as the annual meeting of NAYGN. Student Scholarships are available for application.
- **Regional Events:** NAYGN regions hold regional conferences and/or networking events 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.
- **Atomic Mentoring Program:** Participants (including university and college students) are paired with an industry executive in a structured mentoring program over a 3-month period.
- **NucLEADers Program:** NAYGN provides structured leadership development programs through Dale Carnegie to applicants to aimed to accelerate participates careers in management.
- **Annual Art Contest:** NAYGN organizes an annual drawing contest for students. Local chapters are asked to participate by getting their local schools involved.
- **Annual Essay Contest:** NAYGN organizes an annual essay contest for students. Local chapters are asked to participate by getting their local 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](mailto:vp@naygn.org)
    - Supports member involvement by coordinating activities that strengthen participation across NAYGN chapters.
  - Benchmarking Committee [benchmarking@naygn.org](mailto:benchmarking@naygn.org)
    - Focuses on organizational excellence by evaluating and comparing chapter performance to support continuous improvement.
  - Sponsorship Committee [treasurer@naygn.org](mailto:treasurer@naygn.org)
    - Secures and manages financial support through sponsors, exhibitors, and grants to fund NAYGN programs and initiatives.
  - Diversity and Inclusion Committee [Diversity@naygn.org](mailto:Diversity@naygn.org)
    - Works to create a more diverse, equitable, and inclusive organization by addressing systemic gaps and supporting diverse members.
  - Awards Committee – [awards@naygn.org](mailto:awards@naygn.org)
    - Recognizes and celebrates outstanding contributions from NAYGN members, chapters, and initiatives.
  - Social Media - [communications@naygn.org](mailto:communications@naygn.org)
    - Manages NAYGN’s communication channels to share news, promote events, and strengthen public awareness of nuclear energy.
  - Government Outreach Committee – [governmentoutreach@naygn.org](mailto:governmentoutreach@naygn.org)
    - Engages policymakers and supports advocacy efforts to inform government stakeholders about nuclear energy issues.
  - Student outreach Committee – [schooloutreach@naygn.org](mailto:schooloutreach@naygn.org)
    - Educates and inspires students by providing nuclear-focused outreach, public information activities, and engagement events.
  - Professional Development committee – [PD@naygn.org](mailto:PD@naygn.org)
    - Provides opportunities for skill-building, mentorship, leadership development, and career growth within the nuclear industry.
  - Clean Energy - [vp@naygn.org](mailto:vp@naygn.org)
    - Promotes awareness and advocacy for nuclear energy’s role in a clean energy future through outreach and educational efforts.
  - Webmaster - [technology@naygn.org](mailto:technology@naygn.org)
    - Maintains and improves the NAYGN website and digital tools to enhance usability, reliability, and member experience.



### 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/Mexico Operating Officer, [usa@naygn.org](mailto:usa@naygn.org)/[canada@naygn.org](mailto:canada@naygn.org)/[mexico@naygn.org](mailto:mexico@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 is 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](mailto:Atlantic@naygn.org)
    - [Canada-region@naygn.org](mailto:Canada-region@naygn.org)
    - [Carolinas@naygn.org](mailto:Carolinas@naygn.org)
    - [Mexico-region@naygn.org](mailto:Mexico-region@naygn.org)
    - [Midwest@naygn.org](mailto:Midwest@naygn.org)
    - [Northeast@naygn.org](mailto:Northeast@naygn.org)
    - [Southeast@naygn.org](mailto:Southeast@naygn.org)
    - [West@naygn.org](mailto: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/Mexican 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 Appendix A for metric guidance and how to submit chapter Metrics on the [Metrics](#) page on the NAYGN website.



### New Chapter / Chapter Lead Checklist:

- New chapters: Alert [vp@naygn.org](mailto:vp@naygn.org) our operating officer of your new local chapter. Provide chapter name, address, and chapter leader contact information. [usa@naygn.org](mailto:usa@naygn.org) [canada@naygn.org](mailto:canada@naygn.org) [mexico@naygn.org](mailto:mexico@naygn.org) Contact your regional lead to introduce yourself, get involved in regional communications, and ask any questions
- Attend Monthly Continental LCL calls put on by the Operating Officers
  - Relay communications from the core/committees to your chapter members
- Attend monthly/quarterly regional LCL calls
  - Relay communications to your chapter members
- Plan periodic chapter meetings and activities
  - Track your chapter's activities and put in [metrics](#) (See Appendix A)
- Create a Chapter Budget (See Appendix B)
  - Start conversation with company executives about chapter funding
- Create a Chapter Charter (See Appendix C)
- Review the NAYGN [rules and bylaws](#)
- Review the NAYGN [Resource Hub](#)
  - Guidelines, information, activity ideas, and sample documents
- Communicate with the core/committees to ask questions and get help as needed [info@naygn.org](mailto:info@naygn.org)
- Encourage your chapter members to join NAYGN (it's free!)
- 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 USD 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 of events
- Host an industry night (typically involves multiple companies exhibiting and/or presenting and is the largest university/college event)
  - It is advisable to express interest for participation and/or guest speakers in industry night and other events during the regional calls

### Event Ideas:

- Technical tours, Guest Speakers, Technical Talks, Speed-Networking, Industry Night, Trivia Night, Resume workshops, Public Outreach, School visits, Bowling, Community service, and events with other chapter(s)!

## What Counts for Metrics?

Your chapter can submit metrics that contribute to any event you host, as well as the hours associated that go into planning. It is important that metrics are not double counted, so be sure only one person from your chapter is responsible for tracking and inputting metrics. Some examples include:

- Budget meetings, planning meetings, webinars, tours, speaking events, networking events, community outreach, visiting schools, writing a publication, bowling.
- **Don't double count metrics across categories**

## What Doesn't Count for Metrics?

Do not count any events that are hosted by the NAYGN core or Regional Leads, these will be counted by the respective parties. Examples of what not to count towards metrics:

- Emails, newsletters, surveys, regional events, continental events, monthly LCL and Regional Calls, people reading a piece of written work

## Committee Metrics

Committee metrics are only to be submitted by committee leads as to avoid double counting. Count everything the committee does as long as it abides by the rules above

## Counting Metrics

When filling out metrics on the [website](#), use the following table. Do not double count hours between values. An event's hours can be split up hourly to the value that best defines it.

Value	Definition	Notes
PD	Professional Development	Total Hours = Members x Hrs. of Event
Netw.	Networking	Total Hours = Members x Hrs. of Event
PI	Public Information	Total Hours = Members x Hrs. of Event Reach = Total number of General Public Impacted
CS	Community Service	Total Hours = Members x Hrs. of Event Reach = Total number of General Public Impacted

*If you have any questions about if something should be counted, please contact your Operating Officer.  
If you need to make an editorial change to metrics submitted, please contact your Operating Officer.*

### How the Budget Template Works

The budget template is designed to help NAYGN chapters plan, track, and evaluate events from start to finish while clearly demonstrating how each activity supports NAYGN's mission.

For each event, the template lists the quarter, date, location, and a clear, descriptive title so the purpose of the event is easy to understand at a glance. Each event is aligned with a NAYGN pillar such as Public Information, Community Outreach, Networking, Professional Development, Knowledge Transfer and Retention, or NAYGN Sponsorship—to show how it contributes to the organization's strategic goals.

For example, **Public Information** and **Community Outreach** events (such as school visits or community drives) help inspire interest in nuclear energy and allow members to serve as positive advocates for the industry. **Networking** events build connections across different nuclear companies, relationships that become increasingly valuable as members grow into leadership roles.

**Professional Development** and **knowledge-sharing** activities support the current workforce by providing leadership opportunities and keeping members informed on industry trends, often sparking innovative ideas and knowledge transfer across organizations. The template also captures key budgeting details, including:

- Expected number of NAYGN members and guests
- Total estimated budget
- Cost per person

After each event, the actual cost is recorded to easily track remaining funds. There is also space for notes to capture planning details, lessons learned, or follow-up items. Event status is marked as either In Progress or Completed, allowing chapter leadership to quickly see what is happening throughout the year.

### How to get Leadership Support

Many companies finalize their budgets up to six months in advance, so it is important to engage your leadership team early before budgets are set. When discussing NAYGN events or continental organization sponsorship, start by understanding what your leadership values and priorities.

Frame NAYGN activities in terms of how they align with your company's goals, such as workforce development, recruitment, industry advocacy, or leadership growth. Consider establishing periodic check-ins throughout the year to provide updates on chapter activities, progress, and impact.

When discussing chapter-specific funding, also take the opportunity to introduce the benefits of sponsoring the continental NAYGN organization. Use the official sponsorship package and the key points below to support meaningful, value-driven conversations.

1. NAYGN supports **recruitment** by sparking the future generation's passion for nuclear energy.
2. NAYGN **retains** the existing nuclear workforce by providing professional development and leadership development opportunities.
3. NAYGN builds **connections** across nuclear companies. As NAYGN members advance into higher level leadership, these relationships yield significant benefits.
4. NAYGN members make excellent **advocates** for the nuclear industry and help shape **positive public perception**.
5. Keeping our NAYGN members informed about current developments stimulates **innovative ideas**

## Appendix B – Budget Guidance / Template

### Chapter Event/Budget Template

Quarter	Date	Pillar	Event Title	Location	# of NAYGN members	Budget	Cost Per Person	Actual Cost	Notes	Status
Q1	1/1/26	Public Information	Elementary School Visit	123 Main Street	15	\$300	\$20	\$275		Past
Q1	February	Community Outreach	NAYGN Industry Night	TBD	25	\$200	\$8	TBD		Planning
Q1	March	Networking	Happy Hour XYZ							
Q2	April	Professional Development	Company Specific Webinar							
Q2	June	Professional Development	NAYGN Continental Conference							
Q3	July	Knowledge Transfer and Retention	Summer Interns							
Q3	September	Professional Development	Company Specific Webinar							
Q4	October	Community Outreach	Blood Drive							
Q4	December	Community Outreach	Toy Drive							
Q4	December	NAYGN Sponsorship	Chapter sponsor NAYGN Continental							

# Appendix C – Charter Template

Please Refer to Sample Charters found in the in the [Resource Hub](#) under New Chapters

## Charter Template

\_\_\_\_\_ North American Young Generation in Nuclear  
Company Name

### 1. Purpose/Objectives

Examples to consider:

- 4 Pillars: Professional Development, Public Information, Networking, Knowledge Transfer & Retention
- DEI - How is your chapter embodying DEI culture?
- Inform and engage the general population about nuclear science and technology
- Contribute to the exchange of information among the young generation of nuclear professionals
- Provide a forum for the professional development of its membership
- Connect young members with senior leadership and develop networking opportunities
- Foster a talent pipeline with local schools to improve recruitment

The objective of the NAYGN \_\_\_\_\_ Chapter shall be:  
Company Name

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### 2. Roles/Organization

Example Roles:

- Fleet/local rolls
- President, Vice-President, Past-President, Professional Development Chair, Public Information Officer, Communications Officer, Treasurer, Diversity Equity and Inclusion Officer, Technology/Social Media, Committees
  - Note: You don't need to have/fill all these positions
- Describe key aspects of each role

The roles/organization of the NAYGN \_\_\_\_\_ Chapter will be structured such that:  
Company Name

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### 3. Nominations/Elections

Things to consider:

- 2- or 3-year cycle?
  - Is there a limit how long one can hold the position?
- Are you holding elections?
  - Are there any non-elected positions?
- How are you ensuring you have diverse roles, experience, groups, etc.

# Appendix C – Charter Template

The nominations/elections of the NAYGN \_\_\_\_\_ Chapter will be structured such that:  
Company Name

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## 4. Executive Sponsors

Things to consider:

- Who is your Executive sponsor?
- How are you meeting with your sponsor?
  - Does your sponsor know your chapter activities?
  - What does your sponsor want to see within your NAYGN chapter?
  - Does your sponsor require a budget?
- Are you meeting with other senior leadership?

Discussion on NAYGN \_\_\_\_\_ Chapter sponsor:  
Company Name

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## 5. Chapter Finances

Things to Consider:

- How does your chapter plan on managing the budget and funds?
- What is the approval process at your company?
- How do you tie it back to your corporate objectives to your company?
- Who is responsible in your chapter for managing expenses and tracking the budget?
- What tools will you use for budgeting?

The Chapter finances for NAYGN \_\_\_\_\_ Chapter will be as follows:  
Company Name

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