

# Revitalize Your Local Section

How-to-Guide





## Revitalizing Your Inactive Section

When a local section is inactive, it is usually due to a lapse in the leadership. Section officers may move out of the area, become overwhelmed with their job or other responsibilities, or simply become burned out with their volunteer activities. When a section is inactive, it doesn't necessarily mean the local ANS membership is uninterested — often a revitalization campaign can breathe new life into a dormant section. The following guide outlines some of the possible steps for revitalizing an inactive section, and the policies and guidelines related to that process as developed by the ANS Local Sections Committee (LSC).

### You will need:

- One motivated person to serve as primary organizer and key contact person.
- Roster of ANS members in the area your section serves (available from the LSC Liaison at ANS Headquarters).
- If the inactive section still has funds available. ANS Headquarters can provide startup funds upon request. ANS will turn over the full amount once the section is in active standing again.

### First Steps:

1. If possible, assemble a group of interested people (co-workers, colleagues, other ANS members) to assist with the initial planning and to assume some of the leadership roles.
2. Identify former officers (if possible) — find out what the problems were, get a sense of why the section may have gone dormant, obtain old documents, financial records, bank book, etc., and enlist their help in revitalizing if possible.
3. Hold an interest meeting (email announcement to all ANS members in the area) to kick off the revitalization effort. Holding this meeting in conjunction with a plant tour or other "draw" event is a good idea. At the meeting:
  - Ask for volunteers to fill the key leadership roles (Chair, Vice-Chair, Secretary/Treasurer, Program Chair, Membership Chair, Outreach Chair etc) that have not been filled by your core group.
  - Allow/encourage sharing of roles/positions.
  - Give specific information about duties and expectations.
  - Break tasks into small, manageable pieces and get commitments from people to perform just those tasks (use everyone who wants to participate, no matter how little time they have).
4. Obtain input/feedback regarding meeting/event topics, times, locations, etc. What do the members want? (ANS will provide the survey results from the revitalization survey)
5. Outline basic goals for the section in the next 6-12 months.
  - Present a positive, but not unrealistic, image.
6. Establish date, time, and location for the first planning meeting involving the new leadership team.



## American Nuclear Society Local Sections Committee

### Next steps

1. Send a follow-up email to the membership announcing the results of the interest meeting, the date/time/location of the planning meeting, etc. You might also want to include a membership survey to identify what people want, why they haven't participated in the past.
  - Communicate with ANS Headquarters and your LSC Liaison — send the officers slate, email/address mailings, section plan for the near future.
2. Hold a planning meeting.
3. Establish priorities and set goals for 1-3 months, 3-6 months, 6-12 months.
4. Be realistic! Don't try to do too much at first — pick a few key things (a few quality events, timely communication) and commit to doing those things well.
5. Keep in mind the minimum requirements for section vitality — make it a priority to do the minimum necessary to get the section in active status (appoint 3 officers, adopt ANS bylaws, hold 2 meetings, submit annual report).
  - Devise a basic budget.
  - Divide action items among your leadership group and set deadlines for completion.
  - Establish day/time/location for regular Board (leadership) meetings.

### Resources Available From ANS

- List of contacts for other sections in your region ([chairs are listed on ans.org](#)).
- A copy of your section's file at ANS headquarters (if available).
- List of ANS members and Organizational Members in your area.
- Access to the Local Sections Committee group on [ANS Collaborate](#) to start discussions on topics related to revitalization.
- [Local Section Chair's Manual](#)
- [Local Section Membership Manual](#)
- [Local Section Treasurer's Manual](#)



## American Nuclear Society Local Sections Committee

### Policy Governing Revitalizing Section

A policy was adopted by the Local Sections Committee at the June 2013 meeting outlining the requirements necessary for revitalizing sections to have their active status reinstated.

- a) Within 3 months:
  - organize, promote and conduct a section meeting
  - develop a credible plan for additional meetings
- b) Within 6 months:
  - demonstrate additional ongoing activity by the section (one meeting does not constitute reactivation)
  - schedule elections
- c) After one year of ongoing activity, it will be noted as an active section.

**The LSC will review the section plans, documents, and request for funds, and will approve the plan or coach the section regarding revisions. If the plan is approved, the LSC will coordinate with ANS Headquarters on release of start-up funds (if available). Once the section has demonstrated action toward the plan and the LSC is reasonably certain the section is functioning sufficiently, the LSC will reinstate the section.**