

# 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. This person must be an ANS member and will receive access to [ANS Collaborate](#), a member's only discussion forum.
- Roster of ANS members in the area your section serves (available from 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. **Find an Active Core** - 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.
  - a. Contact 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, articles of incorporation, and enlist their help in revitalizing.
2. **Survey Your Members** – *What do the members want?* Using the list of members provided by ANS headquarters, email a brief survey to your members to build a committee. A survey is an easy, effective way to gather honest feedback, ideas, and support from members in your area. Remember that it may take several communications and reminders before individuals respond with help and ideas. ANS headquarters can help coordinate this survey and provide the feedback back to you.
3. **Plan a Planning Meeting** - Establish date, time, and location for the first planning meeting involving the new leadership team. This can also be a teleconference. At this meeting establish priorities and set goals for 1-3 months, 3-6 months, 6-12 months. Your LSC Liaison should be involved in this meeting.
  - a. Establish day/time/location for regular Executive Committee (leadership) meetings.
4. **Develop an Action Plan** - Outline basic goals for the section in the next 6-12 months. Present a positive, but not unrealistic, image. This document should be dynamic and serve as a focus point. The LSC and other section chairs can help you develop this plan.



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- Divide action items among your leadership group and set deadlines for completion.

### Next steps

5. **Communication is Key** - Send a follow-up email to the membership announcing the results of the planning meeting, the date/time/location of the next planning meeting, and the names and emails of the leadership team. You might also want to include a membership survey to identify what people want, why they haven't participated in the past.
6. **Plan an Interest Meeting** - Hold an Interest meeting 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) 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).
  - Recruit for local section membership.
7. **Develop a Program Plan** - Be realistic! Don't try to do too much at first —Build a simple, consistent calendar of successful events and commit to doing these well.
  - Events can include: an annual kick-off social event, a plant tour, a dinner meeting with keynote speaker or panelists, and outreach/volunteer event.
8. **Develop a Basic Budget** - Include potential revenue sources and expected expenditures.
9. **Develop a Membership Recruitment Plan** – Your plan should include inviting national members to join your section as well as identifying areas where new members can be found. One of the main goals of local sections is to showcase the benefits of ANS membership both on a national and local level.
10. **Stay in Touch with ANS** - Attend a LSC Workshop at the ANS national meetings (Annual and Winter) or participate in a periodic LSC Snapshot call.



## American Nuclear Society Local Sections Committee

### Resources Available from the Local Sections Committee

- 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 Sections Committee Website - <http://committees.ans.org/lsc/>
- [Local Section Chair's Manual](#)
- [Local Section Membership Manual](#)
- [Local Section Treasurer's Manual](#)

### Policy Governing Revitalizing Sections

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.

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 standard bylaws, hold 2 meetings, submit annual report).

**The LSC will review the section action plans, request for funds, and will approve the plan or coach the section regarding revisions. If the action 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.**