

U.S. Women in Nuclear Charter

Objective

U.S. Women in Nuclear (U.S. WIN) is an organization of women and men who work in nuclear energy and technology fields around the United States. Our vision is aimed at positioning the United States for the future of nuclear energy and technology through the advancement of women. U.S. WIN's objectives are to:

- Drive a culture in nuclear energy and technology in which women and men succeed
- Create professional development and networking opportunities for career advancement
- Enhance understanding and awareness of the value of nuclear energy and technology

This document describes and defines the organizational structure for U.S. WIN, as well as the roles and responsibilities of individuals and groups within U.S. WIN.

Structure

Founded in 1999, U.S. WIN is a voluntary organization and an affiliate of Win Global. The composition of U.S. WIN includes:

U.S. WIN Members
Chapters
Regions
Leading Group
Steering Committee
Standing Committees
Ad-hoc Committees
Executive Advisory Council

Nuclear Energy Institute (NEI)

The Nuclear Energy Institute, with industry support, formed the U.S. Women in Nuclear organization in 1999. NEI is responsible for the overall sponsorship, budget, and facilitation of the U.S. WIN organization. This includes day-to-day operations, support of Steering Committee and Leading Group meetings, as well as keeping the NEI Executive Committee and Nuclear Strategic Issues Advisory Committee informed of U.S. WIN programs and activities. NEI support includes appointment of an NEI U.S. WIN Representative on the Steering Committee, and an NEI Executive Sponsor.

U.S. WIN Member

1. Structure

- Composition
 - Individuals registered on the U.S. WIN website
 - May be aligned with chapters or members-at-large

2. Roles and Responsibilities

- Support the U.S. WIN strategic objectives
- Participate in U.S. WIN activities

Chapters

1. Chapter Status and Recognition

- Active chapters
 - A list of currently recognized, active chapters, is available on the U.S. WIN website
 - Active chapters fulfill the roles and responsibilities outlined below, including participation in Leading Group and Regional calls and submitting quarterly metrics reports
 - Inactive chapters can become Active again by working with the Regional Coordinator to become re-engaged with U.S. WIN, the Leading Group, and other Standing Committees
- Inactive chapters
 - Inactive chapters are those that are not currently active and have not been active for the past twelve (12) months
- Former Chapters
 - Former chapters have formally contacted U.S. WIN to dissolve the chapter, or have been Inactive for three (3) years

2. Structure

- Composition
 - U.S. WIN recognized organization of individual members
 - May be organized by company, geographic location or other criteria (some companies may have more than one chapter)
 - Specific structure, e.g., officers, committees, and charter, are at the discretion of the chapter
 - Term Limits for Chapter Leadership positions may differ by Chapter but are recommended not to exceed:
 - Three-year term
 - Maximum two consecutive terms

3. Roles and Responsibilities

- Support U.S. WIN strategic objectives

- Plan, organize, and implement chapter activities
- Develop and implement community and educational outreach programs
- Establish and promote mentoring of U.S. WIN members
- Encourage professional development of U.S. WIN members
- Support regional activities
- Select or designate a member to represent chapter on the Leading Group

Regions

1. Structure

- Composition
 - Chapters, companies and at-large members within geographic regions analogous to NRC regions
 - Specific structure, e.g., officers, committees, and charter, are at the discretion of the region. Must have, as a minimum, a single point of contact referred to herein as the Regional Coordinator.
- Term Limits may differ by Region but should not exceed
 - Three-year term
 - Maximum two consecutive terms as approved by Steering Committee

2. Group Roles and Responsibilities

- Support U.S. WIN strategic objectives
- Plan, organize and implement regional activities, e.g., regional meetings
- Provide regional networking opportunities
- Facilitate sharing of best practices and benchmarking between chapters
- Nominate Regional Representative for Steering Committee (nominee must be a current or former Leading Group member)

3. Individual Roles and Responsibilities

Regional Coordinator

- Participate in Leading Group and Steering Committee calls
- Lead Region calls and maintain a record of chapter participation
- Serve as a point of contact for new chapters and other chapters or members-at-large that may need assistance within their Region
- Leads the Regional meeting at the annual U.S. WIN conference
- Fulfills other responsibilities as outlined in the regional coordinator responsibilities guideline posted on the U.S. WIN website

Leading Group

1. Structure

- Composition
 - One representative from each recognized chapter
 - At large members, as invited by the Steering Committee

- U.S. WIN Representative to Win Global
- Steering Committee Members
- Regional Coordinators
- Standing Committee Chairs
- Term Limits may differ by Chapter but in general should not exceed:
 - Three-year term (or shorter as designated by Chapter)
 - Maximum two consecutive terms

2. Group Roles and Responsibilities

- Support U.S. WIN strategic objectives
- Nominate members to serve on Steering Committee
- Approve ad-hoc committees
- Approve strategic direction and policy recommendations of Steering Committee
- Support development of National Conference Agenda
- Advocacy of Chapters and Regions at National level
- Foster communications between Chapters and Regions
- Provide advice and guidance in establishing chapters
- Develop strategies to recognize U.S. WIN members and programs

3. Individual Roles and Responsibilities

- Communicate to local chapters or constituents
- Advise and provide leadership to local chapters
- Actively participate in scheduled calls
- Ensure communication across Region and Chapters
- Secure company sponsorship and financial support for U.S. WIN
- Advocate for U.S. WIN at Regional and Chapter levels
- Encourage communication with the public about nuclear energy and nuclear technologies
- Be responsible for chapter submittals of articles for U.S. WIN newsletter in required format
- Submit Chapter Metrics Report to Metrics Committee

Steering Committee

A committee of U.S. WIN focused on the development of strategic and policy issues for submittal and approval by the Leading Group.

1. Structure

- Composition
 - Chair
 - Vice-Chair
 - Past Chair
 - 6-9 individuals representing the diverse U.S. WIN membership
 - NEI U.S. WIN Representative
 - Member Emeritus

- Chief of Staff
- Criteria for Steering Committee members
 - Prior service within the U.S. WIN organization e.g., as a Leading Group member, a Committee Chair, etc.
 - Membership should reflect organizational and geographic diversity
 - Accept nomination and requirement for active participation

NOTE: Each chapter whose Leading Group member is selected for the Steering Committee may elect to nominate a new member of the Leading Group, or they can have the same person fill both roles. If two persons serve, the Steering Committee member could participate in scheduled Leading Group conference calls (as an observer), or ensure they are kept informed of Leading Group discussions by frequent interactions with their chapter's Leading Group member.

- Term Limits
 - Chair, Vice-Chair, Past Chair
 - Two years each, progressing from Vice-Chair, to Chair, to Past-Chair
 - Regional and At-Large Representatives
 - Three-year term
 - Maximum two consecutive terms
 - NEI U.S. WIN representative, Member Emeritus, and Chief of Staff
 - Term limits do not apply

2. **Roles and Responsibilities**

- Support U.S. WIN strategic objectives
- Advisor to the Leading Group
- Advise on management of U.S. WIN, including committees, Regional coordination, and overall chapter health
- Establish policy for Leading Group participation
- Determine at-large membership of Leading Group
- Nominate members to serve on Steering Committee
- Recommend strategic direction for U.S. WIN, including U.S. WIN Charter, Mission Statement, Strategic Plan, and National Conference Theme
- Make decisions on emergent issues, as appropriate
- Provide guidance to the U.S. Representative to WiN Global on the U.S. WIN position on Global items and initiatives prior to communication with Leading Group or WiN Global Board.
- Provide a recommendation to the U.S. Representative to WiN Global for the WiN Global annual award.
- Approves awardee for the U.S. WIN Leadership Award, based on recommendations from the Awards and Recognition Committee
- May serve as spokesperson on behalf of U.S. WIN
- Establish Standing Committees
- Recommend formation of Ad-hoc Committees

- Assign a Steering Committee-Committee Executive Sponsor (SC-CES) to each Standing Committee

Executive Advisory Council

The Executive Advisory Council is made up of several Industry Executives (primarily CNOs/CEOs) that are committed to supporting U.S. WIN in an advisory capacity to:

- Provide strategic advice and serve as a sounding board to the U.S. WIN Steering Committee on opportunities to promote the advancement of women.
- Support and advocate for the U.S. WIN organization amongst executives in the nuclear industry.

EAC membership is for a two-year term with no term limits. The Steering Committee is required to approve each term. A separate charter for the Executive Advisory Committee shall be maintained by U.S. WIN.

Standing Committees

In order to foster the growth of all members, U.S. WIN encourages members to limit their active participation to two committees thus allowing more members to become engaged and involved in supporting the mission of U.S. WIN.

- Membership in Standing Committees is open to all U.S. WIN members.
- Standing Committee chairs shall participate in scheduled Steering Committee and Leading Group calls to ensure coordination with all U.S. WIN activities.
- Each Standing Committee (with the exception of the Conference Committee) shall select a chair and vice chair and rotate such positions at a frequency to enable professional development within the organization.
- Each Standing Committee shall develop, maintain and implement a business plan that guides their work.
- The Steering Committee shall appoint a Committee Executive Sponsor to each Standing Committee to provide guidance and assist with overall U.S. WIN coordination.

National Conference Committee

Overall objective: Plan and implement annual national conference.

1. Structure

- Composition
 - NEI Conference Manager
 - NEI U.S. WIN Representative
 - Host company representatives
 - Steering Committee members
 - Additional U.S. WIN members as required
 - Conference Session Facilitators

2. Roles and responsibilities

- Support U.S. WIN strategic objectives
- Provide national networking opportunities
- Support NEI in the development of conference logistical plans
- Within parameters of strategic plan, implement the conference theme, draft agenda and conceptual plan for National Conference
- Provide Leading Group with conference outline and preliminary agenda

Awards and Recognition Committee

Overall objective: Recommend a candidate to the Steering Committee for annual U.S. WIN leadership award. Also, recommend ways to recognize WIN member contributions to their organizations and the nuclear industry.

1. Structure

- Composition
 - Representative from each U.S. WIN region
 - Members-at-large

2. Roles and Responsibilities

- Select officers
- Annually, the committee will establish an Ad-hoc committee for the U.S. WIN Leadership Award(s) as determined by the Steering Committee.
 - Composition of the ad-hoc committee will include:
 - Representative from each U.S. WIN region
 - Previous year's honoree (position changes each year)
 - Member-at-large
 - Steering Committee-Committee Executive Sponsor (SC-CES)
 - Steering Committee Chair
 - Provide a recommendation for a single recipient of the U.S. WIN leadership award to the Steering Committee
- Provide the Steering Committee with recommendations for recognizing U.S. WIN Chapter contributions to their organizations, communities and the nuclear industry

Communications Committee

Overall objective: Develop and implement communication strategies via traditional and social media for internal (U.S. WIN membership) and external communication.

1. Structure

- Composition
 - Representatives from each U.S. WIN region
 - Members-at-large

2. Roles and Responsibilities

- Select a chair and vice chair
- Support U.S. WIN strategic objectives

- Provide insight, recommendations, and support on the development and maintenance of the U.S. WIN website
- Provide recommendations to Steering Committee on strategies to enhance communication with U.S. WIN members and, following approval of Steering Committee and Leading Group, implement the strategies.
- Provide recommendations to Steering Committee on strategies to enhance communication with the Public and, following approval of Steering Committee and Leading Group, implement the strategies. The Public includes elected officials and local citizens.

Metrics Committee

Overall objective: Coordinate the capture, compilation, and reporting at the national level, the contributions of U.S. WIN Chapters and members. The data collected by the Metrics Committee supports visibility and recognition of these achievements.

1. Structure

- Composition
 - Representative from each U.S. WIN region
 - Members-at-large

2. Roles and Responsibilities

- Select officers
- Provide guidelines and communicate reporting deadlines for Chapters Metrics Reports to the Leading Group
- Review and compile data from Chapter Metrics Reports
- Prepare executive summary of U.S. WIN Metrics for presentation as required (e.g. Executive Advisory Council and at Nuclear Strategic Issues Advisory Committee (NSIAC) meetings)
- Provide metrics data to the Awards and Recognition Committee
- Evaluate metrics on a periodic basis to ensure alignment with U.S. WIN objectives, and recommend changes to the Steering Committee as appropriate

Professional Development Committee

Overall Objective: Develop and implement professional development opportunities for U.S. WIN members aligning with U.S. WIN strategic objectives.

1. Structure

- Composition
 - Representative from each U.S. WIN region
 - Members-at-large

2. Roles and Responsibilities

- Select officers

- Identify appropriate professional development topics and programming for U.S. WIN.
- Identify emerging professional development needs and trends, and modify programming accordingly
- Develop and implement the national U.S. WIN professional development program, e.g., PD workshop at the national meeting and national webinars
- Develop and maintain the U.S. WIN Professional Development Resource library

Ad-hoc Committees

In order to foster the growth of all members, U.S. WIN encourages members to limit their active participation to two committees thus allowing more members to become engaged and involved in supporting the mission of U.S. WIN.

Ad-hoc committees are proposed by the Steering Committee and approved by consensus of the Leading Group on an as-needed basis. The composition and objectives of the ad-hoc committees are defined when the committees are established, and the committees are disbanded when their objectives have been completed or if they transition to become a Standing Committee.