

## U.S. WIN Chapter Basics

*Please note that it is not required to be a member of a student or local chapter in order to be an active member of U.S. WIN nationally.*

For U.S. WIN Members who:

- Recently started a chapter
- Are reviving a chapter
- Are considering starting or reviving a chapter
- Recently transitioned to leadership positions in a chapter
- Recently joined a chapter
- Are considering joining their local chapter

Things **all** U.S. WIN Chapter Members should know:

### Structure of U.S. Women in Nuclear

- U.S. Women in Nuclear (U.S. WIN) is an affiliate of the international [Women in Nuclear Global \(WiN\)](#) organization. Membership in both WiN and U.S. WIN is free and encouraged for anyone in the nuclear technologies industry.
- [Professional Chapters](#) and [Student Chapters](#) are the local levels of the organization, with their own leadership and planned activities for members to participate in. Chapters submit metrics to the national organization detailing their contributions to their companies and communities and can compete against other chapters for annual awards .
- At-Large Members do not belong to a local chapter but still participate in conferences, regional events, and virtual opportunities like webinars.
- The [Steering Committee](#), led by the Chair of U.S. WIN, drives the national agenda, programming, and sets the national strategic and policy goals for U.S. WIN.
  - The Executive Advisory Council, comprising executives in the nuclear industry, is a secondary tier of leadership that focuses on advocacy of U.S. WIN to the industry and provides strategic guidance to the Steering Committee.
  - [Regional Coordinators](#) are an extension of the Steering Committee to serve as primary chapter contacts for the four geographic regions in the U.S.
- The [Leading Group](#) is composed of U.S. WIN chapter representatives, regional coordinators, members-at-large, and committee chairs. It serves as an opportunity for direct communication between chapters and national leadership and to disseminate information regarding membership, best practices, organizational issues, and recommendations from the Steering Committee. The Leading Group meets quarterly and at the annual national conference.

- U.S. WIN has a variety of committees that you can serve on (regardless of your status as a Chapter member or Member at Large).
  - The [Awards & Recognition Committee](#) develops and maintains chapter and member recognition programs.
    - U.S. WIN Leadership Award
    - Chapter Awards
  - The [Communications Committee](#) develops and maintains communication strategies and programs for U.S. WIN that align with the organization's strategic objectives.
    - Publication of **The WINning Edge** Newsletter
    - Facilitation of the Member Spotlight
    - Maintenance of the U.S. WIN website
    - Maintenance of the Outreach Library
    - Social Media management
    - Development of annual Outreach Webinar
    - Host of the Most Reactive Chapter Contest for Nuclear Science Week
  - The [Conference Committee](#) takes the primary responsibility of planning, logistics, agenda development, speaker selection, and themes for the national conference.
    - Works closely with the Steering Committee
    - Works closely with the Nuclear Energy Institute
    - [Submit](#) conference ideas
  - The [Metrics Committee](#) focuses on collecting and reporting U.S. WIN chapter contributions to the national leadership.
    - Reviews and compiles quarterly metrics
    - Works with Awards & Recognition Committee regarding metrics-based awards
    - [Metrics](#) are used to evaluate chapter activities and events throughout the year to portray the impact of the efforts that U.S. WIN chapters have on their companies and communities.
  - The [Professional Development Committee](#) develops and implements professional development opportunities and resources that align with U.S. WIN's strategic objectives through three subcommittees.
    - The Strengthen Subcommittee conducts webinars and workshops
    - The Leverage Subcommittee maintains and grows the Professional Development Library
    - The Amplify Subcommittee promotes professional development events and activities
    - Significantly contributes to the planning of the National U.S. WIN Conference and associated with Professional Development Workshops

## Resources of U.S. Women in Nuclear

- [U.S. WIN Resource Library](#) provides a variety of support including FAQs, **The WINning Edge** newsletter submission portal, various forms and guidelines, partnered organizations, and more.
  - Be sure to check out files like the Trademark Logo Form, Style Guide (more information below), and Release Form to be sure you're in compliance.
- The [Outreach Library](#) contains a variety of ideas, templates, and resources for public outreach and community engagement, ranging from books for children and age-based curricula to fun facts and simple demonstrations that can be adjusted for and implemented by your chapter. Each submission comes directly from U.S. WIN members around the country.
- The [Professional Development Library](#) contains a variety of resources and former events/webinars to support your chapter's professional development opportunities.
- The Membership Directory contains a list of all U.S. WIN members registered on the website and can be sorted by Region, Company, or Chapter. It does not contain contact information out of a respect for members privacy, unless the member has chosen to add contact information in the Notes section of their profile, such as a link to their LinkedIn profile.
- The U.S. Women in Nuclear National Conference is held once a year with a variety of technical, professional development, and networking sessions.
  - Student sponsorship is available every year and typically covers the cost of conference registration and lodging
  - The Conference Agenda Portal is available to submit your ideas for conference presentation topics or for you to volunteer to facilitate or speak at a session.
- Each of the four regions has a monthly conference call with the Regional Coordinator and a representative from each chapter in the region. These calls are a great opportunity to exchange ideas and obtain support from nearby chapters. Members at Large are also welcome to participate to stay plugged-in to opportunities.
  - Each region also hosts an annual regional conference that U.S. WIN members are encouraged to attend.
- The News and Events page of the website and the U.S. WIN social media accounts will announce opportunities like webinars, regional and national conferences, and sponsorship applications.
- The Nuclear Executives of Tomorrow (NEXT) program strives to support executive-level leadership development by providing experiential opportunities and a professional network that will help prepare a cohort of high potential, ambitious women nominated by their company leadership.

Things U.S. WIN Chapter Leaders should know or do:

### Communication

- Continued communication with U.S. WIN is critical.
  - Develop your chapter's charter and send it to [uswomeninnuclear@gmail.com](mailto:uswomeninnuclear@gmail.com).
    - Create leadership positions in whatever capacity best serves your chapter. Suggestions include a President or equivalent, Secretary or equivalent, and Treasurer or equivalent. This will allow the communication to be delegated to a specific individual or group within the chapter.
  - Maintain contact with regional leads and reach out to them for help. Most regions host monthly phone calls to facilitate collaboration and support among chapters.
  - Submit an updated [Chapter Information Sheet](#) annually, or as changes to leadership and points of contact occur.
  - Ensure your chapter is represented at each quarterly Leading Group meeting for updated information, Steering Committee requests, upcoming event details, and more.

### Sharing Resources

- Outreach and Professional Development are key components of U.S. WIN's mission and should be heavily emphasized in your chapter activities and events.
  - Designating members of the chapter to focus on each component of the U.S. WIN mission can be helpful in reporting strong metrics and, most importantly, creating the largest impact on your members and your community.
  - Collaboration with other organizations that are focused on STEM, public policy, political science, business, etc. is a great form of outreach and public engagement.
  - Collaboration with other U.S. WIN chapters.
  - Utilize and upload successful events to the Resource Library regularly.
  - Host a U.S. WIN Conference! Regional conferences have been hosted by chapters in the past and can be done in collaboration with other local chapters. Start by talking with your regional coordinator(s).

### Marketing & Outreach

- Branding and Social Media are more important than ever in an ever growing digital world.
  - Logo and trademark expectations are specific and can be found in the [Style Guide](#).
  - Create social media accounts for chapter outreach and to support U.S. WIN content online.
  - Use your school resources and participate in fairs/outreach events.

- Be sure to get your materials approved first!
- Don't hesitate to get involved!
  - The national committees consist of individual members, including students and professionals from across the nation and always appreciate the support from new volunteers. Contact information for each committee is on the website.
  - Resources on the website such as the Outreach Library, Professional Development Library, and newsletter thrive only with the support from member contributions.