**U.S. WIN Committee Member Recognition Letters**

Attached you will find a template for recognizing your WIN chapter members who are active in U.S. WIN Committees and Initiatives. This will replace the letters that the U.S. WIN Awards & Recognition Committee has sent in the past, due to the administrative burden to collect and distribute them to the right people at the right addresses.

**Expectations for Chapter Leading Group members**

* Complete the template and submit the Word Document to the U.S. WIN Chair (vldennis@tva.gov) for review and signature.
* The letters should be sent annually, preferably in August following the conference which is a common turnover time for many of the positions being recognized.
* Provide the e-mail address for the recipient of the letter CNO (or equivalent). The U.S. WIN Chair will cc the LG member when sending it to the recipient.
* Follow up with the recipient to ensure it was received and they understand the significance of the contributions of the members being recognized.

 August XX, 2021

CNO or CEO Name

Title (Chief Nuclear Officer, etc.)

Company name

Company address

Mr. or Ms. \_\_\_\_\_\_\_\_,

It is my pleasure to recognize and express appreciation for the contributions of (insert company name) Women in Nuclear members who have served on committees and in leadership roles in the U.S. Women in Nuclear (WIN) organization during 2020 and 2021.

U.S. Women in Nuclear is the premier network of over 5,000 women and men who work in nuclear- and radiation-related fields around the country. The U.S. WIN organization was established in May 1999 and continues to grow and evolve. The vision of U.S. WIN is to position the United States for the future of nuclear energy and technology through the advancement of women. The following are the strategic objectives of U.S. WIN:

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

It is appropriate that we express appreciation and recognition to these members for their strong commitment and efforts throughout the year, often outside work hours, to support U.S. WIN and the nuclear industry. A listing of your organization’s employees serving in U.S. WIN leadership and committee roles is attached so you, too, can recognize these individuals for their contributions.

We thank you for supporting the (insert company name) WIN chapter and the U.S. WIN organization. We look forward to accomplishing great things together and encourage your continued support and involvement.

(email to US WIN Chair for signature)

Chair, U.S. Women In Nuclear

**2021 U.S. WIN Committee Members from the (*Insert company name*) WIN chapter**

US WIN Leading Group (*Insert names*)

XXXX Committee Chair (*Insert names*)

XXXX Committee Member (*Insert names*)

U.S. WIN Conference Committee (*Insert names*)

U.S. WIN Mentor (*Insert names*)

**U.S. Women in Nuclear Organizational Structure**

**U.S. WIN Steering Committee** – The Steering Committee is focused on the development of strategic and policy issues for the U.S. WIN organization. It is comprised of 12-15 members representing the diverse U.S. WIN membership, the NEI U.S. WIN Representative and Member Emeritus.

**U.S. WIN Leading Group** – Comprised of one representative from each recognized chapter, the U.S. WIN Representative to WiN Global, Steering Committee Members, Standing Committee Chairs, Regional Coordinators, and At-Large Members as invited by the Steering Committee. The Leading Group supports U.S. WIN strategic objectives, approves ad hoc committees, approves strategic direction and policy recommendations of Steering Committee, supports development of National Conference Agenda, provides advocacy of Chapters and Regions at National level, fosters communications between Chapters and Regions, provides advice and guidance in establishing chapters, develops strategies to recognize U.S. WIN members and programs.

**Communications Committee –** The Communications Committee develops and implements communication strategies via traditional and social media for internal (U.S. WIN membership) and external communication to support the U.S. WIN strategic objectives. The committee provides insight and recommendations to NEI on the development and maintenance of the U.S. WIN website, and provides recommendations to the Steering Committee on strategies to enhance communication with U.S. WIN members and with the Public (elected officials and local citizens), and following approval of SC and LG, implements the strategies. The committee developed and maintains the U.S. WIN Public Outreach resource library.

**Professional Development Committee –** The Professional Development Committee develops and implements professional development opportunities for U.S. WIN members aligning to the U.S. WIN strategic objectives.

The committee identifies emerging needs and trends, develops appropriate professional development topics and programming, and provides workshops and webinars to meet those needs. The committee has offered certified courses in conjunction with the national conferences since 2011 that provide members with a skill that is important to nuclear professionals. The committee developed and maintains the U.S. WIN Professional Development resource library.

**Metrics Committee –** The Metrics Committee coordinates the capture, compilation, and reporting at the national level, the contributions WIN Chapters are making to their organizations and the nuclear industry. The committee prepares the executive summary report of U.S. WIN Metrics for presentation to the Executive Advisory Council and at Nuclear Strategic Issues Advisory Committee (NSIAC) meetings, and provides metrics data to the Awards and Recognition Committee.

**Awards & Recognition Committee** – The Awards & Recognition Committee recognizes WIN member contributions to their organizations and the nuclear industry, and the accomplishments of our U.S. WIN chapters. The committee recommends chapters to receive the annual U.S. WIN Chapter Excellence Awards in the following areas: Professional Development, Networking, Public Outreach, and Overall Chapter Excellence. Certificates are presented during the U.S. WIN Conference Awards Luncheon.

**U.S. WIN Leadership Award Committee** – An Ad Hoc committee formed annually to select a recipient for the U.S. WIN Leadership Award. The committee screens all nominations and provides a recommendation for a single recipient to the US WIN Steering Committee for consensus affirmation.

**National Conference Committee –** The Conference Committee plans and implements an annual national conference that supports the U.S. WIN strategic objectives, provides professional development and national networking opportunities, and recognizes U.S. WIN members and programs.