

2005 September

CNS BRANCH GUIDELINES

What CNS Branch Chairpersons / Executive Need To Know About Operating a CNS Branch

This document is intended to provide information, expectations, and resources to assist CNS *Branch Chairpersons and their Executive* in the execution of their duties.

Please consult the document “**Information Kit for New (CNS) Council Members**” which is found on the CNS web site www.cns-snc.ca on the CNS Council page. It also provides a summary of how the Council of the Canadian Nuclear Society is organized and operates.

Please provide any ideas to improve the usefulness of this document to the Chairperson, Branch Affairs, Canadian Nuclear Society.

This document provides:

1. **Purpose of CNS Branches**
2. **Structure (Officers and Job Descriptions)**
3. **Branch Operations**
 - a. **Budgeting**
 - b. **Planning Branch Activities / Presentations**
 - c. **Ideas for Branch Presentations**
 - d. **Branch Advertising**
 - e. **Speaker Expenses**
 - f. **Education / Outreach**
4. **2004 CNS Officer’s Conference Improvement Ideas**
(minutes 2004 CNS Officers Conference)
5. **CNS Council Branch Affairs Committee**
(Branch Chairpersons plus CNS Council Branch Affairs Chairperson)
 - Mandate
 - Role of the Branches
 - Role of the Branch Affairs Committee Chairperson
6. **CNS Travel Policy**
7. **CNS Expense Form**
8. **Branch Bank Account Non Profit Status**

CNS Branches

1. Purpose:

To facilitate the mission and goals of the CNS in your local area. This allows CNS Members in the CNS Branch area an opportunity to participate in meaningful local CNS initiatives, to support the work of the CNS in the local area, and to raise the profile of the CNS in the eyes of the public in the Branch area.

1.1 Objectives of the CNS

1. Act as a forum for the exchange of information relating to nuclear science and technology;
2. Foster the development and beneficial utilization of nuclear science and technology for peaceful uses;
3. Encourage education in, and knowledge about, nuclear science and technology;
4. Enhance the professional and technical capabilities of those involved in nuclear science and technology in the Canadian context.

The CNS would also like to be seen as a responsible voice in the public forum on issues related to nuclear science and technology, and energy-related issues in general.

2. Branch Structure

It is recognized that most Branches function because a few dedicated CNS members take the lead and make it happen in their area. While the CNS Council encourages the Branches to recruit a meaningful Executive, assign them responsibilities, and function as a team, the Council recognizes it is usually the few who make the Branches the success they are.

The following outlines a Branch infrastructure for a larger Branch with many volunteers.

Chair(person)

- Oversee the operation of the Branch. Ensure all aspects of the Branch operation are adequately executed, even if the Branch is unable to fill that particular Branch Executive position.
- Ensure the CNS Branch Executive positions are filled, and / or that the duties of each of the Executive are completed (delegated).
- Chair Branch business meetings.
- Represent the Branch, or arrange a delegate, the interface with the CNS Council Chairperson Branch Affairs.
- Prepare a report of Branch Activities for each CNS Council Meeting, and submit to the Chairperson CNS Council Branch Affairs.
- Participate at the Annual CNS Officers Conference.
- Is welcome to attend CNS Council Meetings as a Member of the extended Council.
- Encourage inter Branch communications.

Treasurer / Secretary

- Maintain the Branch Financial Records.
- Ensure adequate signing authorities for the Branch Bank Account.
- Prepare the Branch Budget in the fall of each year, and submit to the CNS Council Treasurer and Chair Branch Affairs.
- Request funds from CNS Treasurer / Chairperson Branch Affairs as required.
- Prepare a financial report for the Branch at the conclusion of each year. This must include:
 - A copy of the December monthly bank account statement showing 31 December Branch bank account balance.
 - A summary sheet showing all credits and expenses (financial spreadsheet).
 - Maintain a copy of the receipts for all expenditures for the Branch for the year.
 - Complete the CNS Year End Treasurer Summary Sheet and submit to the CNS Treasures.

Signing Authorities

A minimum of three (3) signing authorities are required to meet the needs of the Branch Bank Account. These three will normally fill other roles in the Branch. The Treasurer is usually one of the three signing authorities. Two of three signatures is usually required for a financial transaction.

Program

- Plan program with rest of Branch Executive.
- Arrange speakers for presentations. See CNS Branch website for ideas.
- Advertise Branch functions (mails, website, posters, site newspapers, etc.).
- Arrange facilities and equipment for Branch functions.
- Introduce speaker, facilitate question answer period, thank speaker.

Branch Web Master

- Maintain CNS website – Branch webpage.



Social Convenor

- Arrange refreshments for Branch activities / presentations as approved in advance by the Executive.

Education / Outreach

- Facilitate Branch Outreach efforts (participate science fairs, essay writing contests, local teacher radiation basics seminars / tools, nuclear science materials to schools and libraries, etc.).

3. Branch Operations – An Overview

Branch Budgets

Branch Operations and Branch Education Fund investments are important parts of the CNS program. The size of the Branch budgets depends on the size of the Branch, the energy which the Branch Executive puts into their activities, and local needs.

Typically the Branches should budget for about \$1,000 per year for Branch Operations (speaker (travel, accommodations, meal, thank you gifts), meeting refreshments, other Branch expenses (advertising, phone calls, stationary), etc. Larger Branches may request more.

In addition the Branches are encouraged to commit some resources to local Education and community outreach initiatives. These traditionally have included essay contest in local schools, providing topical speakers to local schools (nuclear medicine, careers in nuclear), science fair prizes, donating books on nuclear power to local high schools and libraries, and helping facilitate workshops for local teachers to help them better understand the nuclear and radiation sciences.

Budget requests of one thousand dollars (\$1,000) for each of the Operations Account and the Education initiatives are not out of line. Some Branches may request more.

Branch Affairs traditionally under spend their annual budget. To help the CNS Council have a better defined budget, your Chairperson Branch Affairs will take the requests which you make of the CNS, and massage it into a budget which is more typical of our needs. As the year progresses Branch Affairs may juggle the budget amounts from one Branch to another (depending on how the other Branch expenditures are going), or go back to the CNS Council for additional funds for Branch Affairs.

In summary, if your Branch has a worthy project and requires CNS funds, please do not hesitate to ask for them. Plan your Branch activities and budget, and work your plan. Invest the CNS funds as if they were your own, which they are since you are a CNS Member.

Requesting CNS Funds

Each Fall the CNS Chairperson Branch Affairs, in concert with the CNS Treasurer, will ask the Branch Executive to present their budget for the following year. It should include both an Operations and Education Account amounts.

Once the Branch confirms their need for the above budgets amounts, they should request it in writing by memo to the CNS Treasurer with a copy to the Chairperson Branch Affairs. This can happen any time during the year.

The CNS cheque(s) will then be forwarded by the CNS Treasurer to the Branch Chairperson.

Branch Operations / Program should be whatever the Branch Executive are comfortable with facilitating. Branch meetings should promote CNS Membership and CNS conferences.

The Branch Executive should plan, as a minimum of:

- One Branch business meeting per year (determine Branch program for the year, elect Branch Executive, receive feedback from the Branch Members).
- 3 to 4 Branch Presentations / Guest Speakers on topics suggested by the Branch Membership. The Chairperson Branch Affairs may offer multi Branch speaker opportunities from time to time. A list of what speakers have presented what when, and their contact information, is available on the CNS Branch Affairs web page.
- One Branch outreach / education project.
- One Branch social event.

Presentations

Ideas for presentations and guest speakers come from many areas.

- Branch Membership suggest topic / speaker.
- Industry event initiates idea.
- Net working at conferences and symposiums.
- From the list of recent presentations at other Branches as captured in the Branch Affairs report for each CNS Council Meeting. These are also recorded on the CNS Branch Affairs web page.
- CNS Branch Affairs recommendation for guest speakers.

We recommend planning several months in advance.

Branch Event Advertising

We recommend the following Branch Activity advertising tools:

- Branch Reports in the CNS Magazine “the Bulletin”. The Branch Affairs Chairperson will request the same prior to each issue.
- The Branch Web Page on the CNS web site. www.cns-snc.ca The CNS web master will be happy to help you sort out any Branch web page problems.
- E-mail to the Branch Membership. Denise Rouben, cns-snc@on.aibn.com, can provide updated Branch membership lists on request.
- Posters, providing you have permission from your employers, on local office bulletin boards to let your non CNS colleagues know what you are doing. We recommend sending one or two copies to each Branch CNS member and have them display them in their local area.
- Write ups in your work place newspaper.

Quite often guest speakers will come from some distance, and therefore require some **travel subsidy**. From experience many will also combine the trip with business, and therefore no mileage allowance will be required. We would recommend each Branch budget for one or two

travel subsidies per year. If a particular speaker requires an unusual level of support (ie: air transport from the west coast), and this is not already in your budget, please request approval from the Chairperson Branch Affairs in advance.

Guest speakers occasionally require **overnight accommodation**. Is a Branch Executive member able to put the speaker up at their home? Otherwise hotel / motel accommodation may have to be considered in your budget.

It is tradition to invite the **guest speaker out for lunch or dinner** following (or perhaps immediately preceding) their presentation. The CNS will be happy to cover the cost of the meal(s).

Guest Speaker thank you gifts. If the guest speaker is a non CNS member, then CNS paraphernalia may be appreciated. Traditionally the CNS has offered CNS ties, mugs, books, pens, laser pointers, and 64mb storage devices as free issue speaker thank you gifts to the Branches. If the guest speaker is a CNS member, then a gift of local interest may be available (example: facility golf shirt, ball cap, etc.). The Branch may have to purchase these items locally, and submit the bill to the CNS. Alternatively such items as book store gift certificates in the \$25 to \$30 range may be appropriate.

The key to all of the above is to keep the costs as low as reasonably achievable. And keep your receipts and financial records.

Recent CNS Officer's Conference Notes:

2005 Officers Conference, McMaster University, September 2005

The meeting reviewed and offered improvement ideas for the CNS Branch Information Kit. The document was revised to reflect the results of the meeting.

The Officer's Conference also brainstormed ideas for the Potential Speakers List. The list has been revised to include the ideas, and has been revised since.

Prepared by: Eric Williams
Chairperson Branch Affairs 2005-06

2004 Officers Conference Ideas For Branch Enhancement - Cambridge

cns off conf recs

CNS OFFICERS CONFERENCE 26-27 August 2004 Cambridge, Ontario

How Can The CNS Better Support the Branches?

Provide assistance / incentives to help Branches recruit Branch Staff. Most Branches have difficulty recruiting Branch Staff and maintaining interest in the Branch.

Revisit Branch Chair Information Kit. Review, revise, bring up to date. July 2006 - Complete

- hints to select Branch Executive and volunteers
- review minutes of this meeting
- clarify how to request funds from CNS.
- get young people more involved with organizing and running Branch meetings.
- encourage young people on CNS Branch Executive.
- ensure Branch presentations have a wide range of nuclear science topics, and are just not focused on nuclear power.

Branches should be more active in nominating and supporting nominees for CNS Honours and Awards.

Encourage younger CNS Members to participate on the Branch Executives.

Ensure prospective members of the CNS are made aware of all the various initiatives in which the CNS is active. It is far more than just nuclear power plants. These include the CNS Bulletin, the CNS Website, and Branch Activities.

Do more to reach out to encourage University Branches of the CNS.

Do more to encourage speakers on non nuclear power applications of the nuclear sciences.

Consider holding a bi / tri annual Isotope Conference.

Provide a list of potential speakers and their contact information by consideration at other Branches. July 2006 – On CNS Branch Affairs web page. Complete, and updated quarterly.

Typical Branch Profile:

Branches well resourced by the CNS. This includes funding, thank you gifts, literature, web site facilities, etc.

Most Branches well supported by local industry companies. (AECL, Bruce Power, etc.).

Most Branches inspired by one person or a very small group of people.

Most Branches have the same question: How do we get more CNS members to attend and support Branch activities?

While Officer Conference dialogue is interesting and helpful, most Branches continue to do what works for them, that is, to do their own thing.

Denise very, very, helpful when contacted for assistance.

Branch Summaries:

Toronto: 40 – 45 Members at present.

- 3-4 presentations in the fall, 4 in the spring.
- Membership largely unresponsive to questions.
- About 12 on the committee.
- two students on the Branch Executive.
- trying to get UoT, OPG, Ryerson more involved.

Ottawa: mainly retirees

- some organizations believe CNS is only interested in nuclear power. Do more to educate public on CNS's other interests.
- reach out to Universities / Colleges.
- focus Branch speakers on non nuclear power aspects of the nuclear sciences.
 - mining (Saskatchewan)
 - Isotope Conferences
 - Radiation Protection
 - Hospitals use of nuclear science
 - Advancements in Health Physics
 - Nuclear Medicine

UOIT:

- CNS courses vs ENENE Courses
 - ENENE more thorough
 - CNS courses provide a good overview.

New Brunswick:

- 4 on Branch Exec.
- Good relationship with PEngs, UNB, Hospitals, Science Fairs
- \$50 prize to Science Fair for project on nuclear science.

Darlington:

- dormant
- trying to revive Branch, mostly retired interested.
- only Jacques to make it go.
- a recruiting year, should be promising.

Sheridan Park:

- Executive main purpose to organize presentations.
- Adriaan main driving force.

Toronto:

- a list of potential speakers and their contact data would help.
- contact Universities / Colleges in Branch Areas to promote CNS.

Bruce:

- pretty well a one person effort plus a few helpers (bank account co-signers)
- excellent support from Bruce Power (theatre, advertising / write ups, coffee, thank you gifts).
- 3 –4 presentations per year, 4 pm, social hour, 5 pm presentations. Site just too big to get to noon hour presentations.
- presentation attendees retirees, family members, those who support speakers, and a very few CNS members. Average attendance about 25.

Notes prepared by Eric Williams, 6 September 2004

5 Branch Affairs Committee

Mandate

Promote the objectives of the Society through the Branches.

Provide guidance to Branches with respect to Branch operations and CNS policies.

Solicit annual budget proposals from Branches and provide operating funds to Branches, subject to overall CNS budget limitations.

Solicit annual Educational Fund proposals from Branches and provide Educational Funds to Branches subject to overall fund limitations.

Supply information to Council regarding Branch activities, problems, successes, etc. (based on input from each Branch).

Promote and assist in information exchange between the Branches.

Role of Branches

Implementing the objectives of the Society by holding periodic meetings within their area, and by other appropriate means.

Co-operate with other scientific or technical societies or associations in their area to promote the objectives of the Society.

Branch Chairs (or delegate) to provide a report to the Branch Committee Chairman prior to each Council meeting.

Role of Branch Committee Chair

The traditional function of the Branch Committee Chair has been to:

- a) collect activity reports for the Council meetings
- b) assist Branches where necessary
- c) solicit budgets for the coming calendar year, and summarize the budgets for Council review
- d) approve requests for funding and pass them to the Treasurer for action
- e) solicit year-end financial reports, obtain year-end bank statements for the auditor, and summarize year-end data for the Auditor and for Council.

Branch List

- Bruce
- Chalk River
- Darlington
- Golden Horseshoe
- Manitoba
- New Brunswick
- Ottawa
- Pickering
- Québec
- Saskatchewan
- Sheridan Park
- Toronto
- UOIT