

Position Description
Executive Director
American Nuclear Society

March 17, 2008

The American Nuclear Society is a not-for-profit, international, scientific and educational organization. It was established by a group of individuals who recognized the need to unify the professional activities within the diverse fields of nuclear science and technology. December 11, 1954, marks the Society's historic beginning at the National Academy of Sciences in Washington, D.C. ANS has since developed a multifarious membership composed of approximately 11,000 engineers, scientists, administrators, and educators representing 1,600 plus corporations, educational institutions, and government agencies. It is governed by four officers and a board of directors elected by the membership.

Purpose: The core purpose of ANS is to promote the awareness and understanding of the application and benefits of nuclear energy, science and technology.

Vision: ANS will be the recognized credible advocate for advancing and promoting nuclear science and technology.

ANS Governance: ANS is governed by an active, 20-member, volunteer Board of Directors. The members of the Board of Directors are elected from the ANS membership. There are twenty-one standing committees and five special committees, with dedicated volunteers, established to assist in furthering the initiatives of the organization. Twenty-two professional divisions and one technical group provide members a means to participate in Society programs and support the development of the nuclear industry.

ANS Outreach: ANS Public Policy Committee coordinates the development and issuance of position statements that reflect the Society's interests and provide information to the public, the nuclear industries, academia, and governmental entities, e.g., Department of Energy, legislative committees.

Primary Duties & Responsibilities of the Executive Director:

1. Directing and managing ANS staff, under the oversight of the ANS Officers and Board, including interviewing, selecting, training, assigning tasks, evaluating work performance and terminations. Duties are prescribed in the Bylaws and Rules
2. Developing and operating within an annual budget.
3. Overseeing the planning, promoting and administration of all official meetings of the Society.
4. Ensuring that the Society's programs are consistent with the highest professional standards and meet the needs of the Society and its members by implementing the ANS Strategic Plan. This also involves ensuring the continued relevance to the membership of existing programs and services, as

well as exploring new services and programs to serve the membership and to develop new revenue sources.

5. Keeping the Officers and Board of Directors fully informed on significant issues that impact the conditions and operation of the Society and developments influencing them, as well as proposing and executing, with the approval of the Board, policies and programs which will further the objectives of the Society.
6. Directs and conducts outreach to the public, the nuclear industries, academia, and governmental entities, e.g., Department of Energy, legislative committees, following the oversight and approved policy of the ANS President, Officers and Board.
7. With the President, serve as the ANS representative on various boards, committees and non-governmental organizations (NGOs) promoting the policies of the ANS and building alliances, e.g., American Association of Engineering Societies (AAES), other scientific societies (e.g., ASME, IEEE), nuclear industry councils (e.g., NEI, IAEA), international organizations (EIA, PNC, INSC), university curricula boards, and the Environmental Literacy Council.

Requirements

1. Minimum of a bachelor's degree, knowledge/training in business is a must, and experience serving in a non-profit membership organization is highly desirable. A scientific degree is preferred. Certification in association executive management (CAE) is a plus.
2. Must have an understanding and experience in the nuclear industry in some manner, commercial or research sectors. Beneficial if the individual has knowledge and understanding of existing commercial nuclear power plants and the new reactor deployment issues, the opportunities and challenges in national laboratory programs, university nuclear programs, medical and industrial uses of nuclear science, applicable government agencies, current governmental funding issues and understands and can interact with government and market leaders stakeholders.
3. Must be willing to travel.
4. Must be able to work full time and be available for board meetings and conferences that will be held around the country, with occasional overseas travel required.
5. Must have strong interpersonal and communication skills, a professional presentation, and the ability to effectively manage and direct staff/personnel.
6. Skill set:
 - a. Organization skills: Must be familiar with implementation of mission, strategic plan, bylaws, and association policies and procedures. Must have knowledge of boards and their functions, the roles of staff and volunteers. Is familiar with conflict of interest policies and standards for ethical behavior.
 - b. Administration and Management Skills: Must have strong interpersonal, leadership skills to lead staff in the business management of the Society. Must be able to delegate and train staff effectively. Must have a friendly, business-like approach in relations with Board members, volunteers, and membership. Must strive to provide direction and guidance to office staff, and

create a professional, collegial, and supportive environment such that office staff can grow professionally and serve the organization more efficiently.

- c. Must be aware of labor laws and regulations. Must be able to develop and update employee procedure manuals and employee agreements. Develop succession plans for key employees. Must be able to interface professionally with association consultants.
- d. Financial Skills: Must be knowledgeable of basic association accounting, bookkeeping, providing financial reports, preparing and reviewing budgets, overseeing costs, accounts payable and receivable, and investments. Must be able to understand contracts, leases, and negotiate for such. Must work well with the accountant and treasurer. Is responsible for keeping the organization within its budget and helping it grow both financially and in its membership. Should be able to generate successful revenue ideas and sources. Should be familiar with current business and financial practices in successful membership associations.
- e. Membership Skills: Should be able to implement strategies to increase, cultivate, develop, and cater to membership and its needs. Should be able to optimize membership communication, publications, and services such that the organization can be competitive with other membership associations. Develop and implement a membership tracking/feedback system for retention and statistics.
- f. Conference Skills: Should exhibit conference skills and be able to work effectively with board and volunteer staff that are in charge of the conference. Should understand site selection, promotions, PR, contracts, continuing education requirements, registration procedures, speaker selection, accommodations, etc.
- g. Information Technology: Should feel comfortable and be knowledgeable in utilizing technology in a variety of capacities including interfacing with technology contractors, website maintenance, use of databases for membership & conference & education, conferencing, etc.
- h. Advocacy Skills: Should understand the role and importance of advocacy for the nuclear sciences and technologies. Should be able to provide strong administrative support to the Society's professional divisions and committees, and present as a professional, effective advocate for the ANS. Should understand and support the function of outreach activities.
- i. Fundraising Skills: Provide administrative support for fundraising activities and awards program.

Any interested individuals who meet these qualifications can submit a resume by July 15, 2008 for consideration in a sealed envelope, marked Personal and Confidential, to:

Ms. Connie Cherry
American Nuclear Society
555 N. Kensington Avenue
La Grange Park, IL 60526
ATTN: Executive Director Search Committee