

Notes on the Health Physics Society Chapter Leadership Training

2010 HPS Annual Meeting
Salt Lake City, Utah
Training Presented June 29, 2010
Notes Modified August 13, 2010

AGENDA (Howard Dickson)

- Introduction
- Resources
- Governance
- Legal/Financial
- Communications
- Meetings/Programs

INTRODUCTION (Howard Dickson)

- Purpose – To enhance the effectiveness of current Chapter leaders and to encourage other Chapter members to pursue leadership positions.
- Players –
 - Howard Dickson – HPS President, 2009-2010
 - Nancy Daugherty – Chair, HPS Society Support Committee, 2009-2010
 - Chris Martel – New England Chapter of the Health Physics Society
 - Brett Burk – Burk & Assoc., HPS Secretariat
 - Keith Dinger – HPS Web Site Associate Editor for Society Operations
 - Fred Baes – HPS Web page Web master
 - Reudi Berinheide, HPS Chapters server Web page Web master
 - Thomas Johnston, Society member and HPS Chapters server Web page volunteer Web editor

RESOURCES (Nancy Daugherty)

- Each other!
 - Chapter contacts – Listed on Chapters Web page
 - Annual Chapter Council Meeting
- HPS Web site – www.hps.org
- HPS Chapters Web page – <http://hps.org/societysupport/chapters.html>
 - Some Members Only material; encourage HPS membership within your Chapter?
 - Chapter Discussion Forum (members only) – Share questions/ideas with other Chapters!
 - Chapter Web sites – What are other Chapters doing?
 - Chapter reports – Additional information about Chapter dues, meetings, attendance, activities

- HPS Board Liaisons – See Chapter listing for the name of your Board Liaison
- Society Support Committee – Supports:
 - Chapters
 - Sections
 - HPS Members
- HPS Secretariat
 - Very full plate with other HPS support activities
 - Use other resources first, when available and appropriate!

GOVERNANCE (NM Daugherty)

- Chapter charter –
 - Model charter available from Secretariat; must be approved by HPS Board of Directors
- Chapter Bylaws – Model bylaws available from Secretariat; must be approved by HPS Board of Directors
- HPS Rules for Chapters – <https://hps.org/membersonly/documents/rules.pdf>
 - Rule 10.1 – Chapters
 - Rule 7.3 – Chapter Council
- Chapter Student Branches –
 - Add chapter vitality
 - Mentor new talent
 - Collaborate on meetings
 - Provide Chapter support for HP academic programs
 - E.g., Colorado State University Student Branch of the Central Rocky Mountain Chapter
- Chapter Volunteer Award – <http://hps.org/societysupport/volunteeraward.html>
 - From the Chapter to its outstanding members
 - HPS Pres-elect may present when visiting the Chapter
 - Recipient listed in the HPS annual meeting Awards Banquet program
 - Recognize those who make your Chapter a success!

- Optional – but useful – Chapter Documents
 - Operating procedures
 - Officers' handbook
 - Basic officer duties description
 - Example: South Texas Chapter – <http://www.stc-hps.org/duties.htm>
 - Officer turnover checklist
 - Develop from officer duties description
 - Calendar of officer activities/deliverables
 - Pertinent records to complete, maintain, archive
 - Other information pertinent to the office
- Consider archiving some critical records on the Chapter Web site

LEGAL AND FINANCIAL (Nancy Daugherty, Brett Burk)

- Incorporation – State -issued
 - Not required by HPS, but highly recommended
 - Why? Establishes financial authority/responsibility/liability
 - Helps protect against personal liability associated with Chapter activities
 - Banks increasingly require incorporation
 - How?
 - Seek member/Internet information for your state
 - IRS Employer Identification Number (EIN)
 - Can make incorporation easier if obtained in advance of application to incorporate
 - Apply for EIN on-line – <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>
 - Example: Central Rocky Mountain Chapter incorporation in CO (Thanks to Ted Borst, Treasurer, CRMCHPS)
 - Web-based through Secretary of State
 - \$50 fee; about 1 hr of work, following EIN
 - Required information:

- Entity name, principal address, mailing address, & description
 - Registered agent (CRMC chose its current Treasurer, who will also be its Executive Secretary, maintaining the Chapter's records; the Secretariat recommends using a professional registered agent company, Ex. CT Corp)
 - Assets disposition if Chapter is dissolved: to the national HPS
 - Chose non-profit status, but this choice does not, itself, confer IRS tax-exempt status
- Certificate of Incorporation was issued electronically
- Requires an annual report and fee thereafter
- Follow-up
 - Provide EIN number assignment and Certificate of Incorporation to the Secretariat for their files!
 - The annual report is important and often forgotten by Chapters and de-incorporation results.
 - If de-incorporated, contact the Secretariat for assistance; this can be corrected
- Taxes and tax-exempt status – Federally-issued
<http://www.irs.gov/charities/article/0,,id=136200,00.html>
 - 501(C)(3) – Allows for charitable donations and also some tax advantages on purchases, etc.
 - <http://www.irs.gov/pub/irs-pdf/f1023.pdf>
 - Contact Baltimore-Washington Chapter for additional information
- Liabilities and Insurance
 - Incorporation helps protect against individual liability
 - EIN also provides increased corporate and director protection
 - Directors and Officers (D&O) and Association Professional Liability Insurance (APLI) insurance is available from many companies for additional Chapter coverage
- Chapter accounts
 - May not be in personal names (Banks increasingly won't allow this either)
 - Tax reporting for charitable donations are likely not to be handled appropriately if the account is under a personal name
 - Incorporate and have accounts under Chapter corporate name or

- The national HPS will house the Chapter funds at the national office if requested
- Legal support/opinions
 - This is an area where the Secretariat can be very helpful
 - Many legal support/opinion issues have been faced in the past
 - Examples: facility insurance requirements; contract legal reviews for functions or purchases; incorporation and re-incorporation support

COMMUNICATIONS (Nancy Daugherty)

- Chapter news/announcements
 - Email
 - Chapter Newsletter
 - South Texas Chapter Example: <http://www.stc-hps.org/billet.htm>
 - *Health Physics News*
 - See http://hps.org/societysupport/documents/soc-support_chapter_successful-meeting.pdf
- Chapter Webs site (help in setting up and maintaining)
 - HPS provides free server space and some assistance
 - But, the Chapter Web sites are not managed nor maintained by the HPS
 - See <http://hps.org/societysupport/chaptercontacts.html#website>
 - Examples: <http://www.stc-hps.org/>; <http://hpschapters.org/bwc/>
 - Chapter Web page Webmaster: Ruediger (Reudi) Berinheide, ruedi@birenheide.com
 - Chapter Web page editor, an HPS member volunteer: Thomas P. Johnston, tjohnstn@gmail.com; thomas.johnston@nist.gov
- Communications with local media –
 - Define responsibilities and authorities clearly: No individual may speak on behalf of the national HPS or a chapter unless specifically and appropriately authorized to do so.
 - Need information or media assistance fast?
 - HPS Position Statements – <http://hps.org/hpspublications/positionstatements.html>
 - Ask the Expert: Ask a new question at <http://hps.org/publicinformation/asktheexperts.cfm> or search archived information, sorted by subject: <http://hps.org/publicinformation/ate/>
 - Radiation Answers: <http://www.radiationanswers.org/>

- HPS Fact Sheet for Legislators and Regulators – <http://hps.org/govtrelations/documents/factsheet.pdf>
- Community outreach
 - Science Teachers Workshops
 - See information from the HPS Science Support Committee: <https://hps.org/membersonly/committees/sciencesupport/>
 - Boy Scouts of America Nuclear Science merit badge:
 - See information from the HPS Science Support Committee: http://hps.org/sciencesupport/documents/nuclear_science_merit_badge_guide.pdf
 - Science fairs
 - School/civic organization talks
 - Science curriculum/textbook reviews
 - First responder training – Train the trainer classes given at HPS meeting
 - Nuclear science cafes – HPS member Marthat Dibblee, who gave a paper on these at the 2010 Annual HPS Meeting in Salt Lake City, MPM-D.5 in the program
 - HPS Government Relations Program – <http://hps.org/govtrelations/>
 - Tips on Communicating with Congress – <https://hps.org/membersonly/govtrelations/communications.html>
 - Find your Senator – http://www.senate.gov/general/contact_information/senators_cfm.cfm
 - Find your Representative – <http://www.house.gov/>
- Reports and reporting
 - Chapter Reports: Midyear and Annual
 - Due before the Midyear and Annual HPS meetings; officers will be contacted
 - Authorized Chapter officer: use the link provided on your Members Only page following login to reach the electronic chapter report form for updating.
 - Per Rule 10.1: Failure to submit a report for 2 years in a row risks de-activation of Chapter
 - It's easy to submit an update!

SUCCESSFUL CHAPTER MEETINGS (Chris Martel)

- Benefits:
 - Meetings are typically the most valued benefit of Chapter membership
 - Failure to hold at least one meeting a year for two consecutive years can result in the HPS Board of Directors placing the Chapter in inactive status
- Lunch or Dinner meetings
 - Speaker suggestions: http://hps.org/societysupport/documents/soc-support_speaker-suggestions.pdf
 - Publicity: http://hps.org/societysupport/documents/soc-support_chapter-publicity.pdf
- Full day (or longer) meetings
 - See http://hps.org/societysupport/documents/soc-support_run-meeting.pdf
- Joint meetings with other organizations – Consider local chapters of the following:
 - National Registry of Radiation Protection Technologists: <http://www.nrrpt.org/>
 - To obtain list with email addresses of NRRPT registrants in your area, email: nrrpt@nrrpt.org.
 - American Nuclear Society: <http://www.new.ans.org/>
 - American Association of Physicists in Medicine: <http://www.aapm.org/>
 - To contact: 2010.aapm@aapm.org
 - American Industrial Hygiene Association: <http://www.aiha.org>
 - Contact: Infonet@aiha.org
 - American Society of Safety Engineers: <http://www.asse.org/>
 - To find a chapter contact in your area: <http://www.asse.org/membership/findachapter.php>
 - Society for Risk Analysis: <http://www.sra.org/>
 - To find a regional organization: http://www.sra.org/about_regional_organizations.php
 - National Science Teachers Association: <http://www.nsta.org>
 - For contact information: <http://www.nsta.org/about/default.aspx#contact>
 - Council of Science Editors: <http://www.councilscienceeditors.org/>
 - Contact: CSE@CouncilScienceEditors.org
- Location, location, location
 - Where are most of your members located?
 - Travel time
 - A concentrated membership allows dinner meetings
 - More dispersed memberships favor overnight meetings
 - Government workers might have travel restrictions
 - Venue
 - Accessible to members and speaker?
 - Appropriately sized?
 - Quiet?
 - With appropriate audio-visual and other equipment?
 - Interesting/attractive to members?
- Price point
 - What will your members pay?
 - How many are retired?
 - Will you give a discount to students?

- Dinner meetings: Typically ~\$30 per person is the maximum members will pay
 - All day meetings: Typically ~\$75 per person
- Cost considerations
 - Meeting room
 - Hors d'ouerves
 - Entrée and side dishes
 - Dessert
 - AV equipment (For cost control, try to provide your own.)
 - Cash bar (support from affiliates?)
 - Affiliate display space
 - Be careful of guaranteed minimum numbers
- Consider flying in guest speakers, but try to limit expenses to about \$500 or less.
- Meeting Year Agenda
 - Frequency - Typically, members attend best when there are no more than 5 meetings per year
 - Establish a plan for the year
 - Pick a theme
 - Mix it up with types of speakers and presentations to appeal to the range of your membership
 - Move meeting locations to reflect your membership
 - Invite/attract non-members (science teachers, media, member spouses, government/agency staff)
 - Don't forget other societies for joint meetings (See URLs above for suggestions)