



**ANS NCSD**

Nuclear Criticality Safety Division

## Honors and Awards Committee Charter

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Approved by the H&A Committee on October 26, 2016

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## 1. Mission

The Nuclear Criticality Safety Division (NCSD) Honors and Awards Committee is responsible for stimulating the recognition of Division members and for interacting with the Honors and Awards Committee of the Society.

## 2. Membership

The committee is composed of not fewer than four (4) members, including the Program Committee Chair and the Division Chair. The Chair of the Honors and Awards Committee shall be appointed by the Division Chair.

## 3. Responsibilities

The NCSD Honors and Awards Committee is responsible for the following:

- Establishing and implementing process for selecting best papers for the NCSD sessions at the Summer and Winter ANS meetings.
- Establishing and implementing process for selecting Technical Excellence and Distinguish Service Awards.
- Ensuring annual NCSD Awards Banquet is planned and organized.
- Identifying the need for new NCSD awards and establishing/implementing the process for selecting award winners.

## 4. Operating Guidelines

To accomplish the mission of the committee, the following operating guidelines will direct the performance of the NCSD Honor and Award Committee activities.

- 4.1. Rules of Conduct
  - a) The NCSD Honors and Awards committee meets on an as-needed basis.
  - b) Meetings may be conducted in person or via telecommunication (i.e., exchange of information between participants using technology, such as phone, video, etc.).
  - c) Business may be conducted using electronic correspondence (e.g., e-mail, ANS Collaborate, phone call, video conference).
  - d) When voting on an action item, a quorum of at least three (3) NCSD Honors and Awards members must register a vote.
  - e) The NCSD Honors and Award Chair tallies votes and notifies the NCSD Honors and Award Committee of the results.
- 4.2. Best Paper Selection
  - a) Before each ANS Summer and Winter meeting, decide how best papers will be graded and generate score sheets to hand out.
  - b) Ensure score sheets are completed for each NCSD session, as appropriate.

**Note**

The number of winners selected for Best Paper may vary from meeting to meeting based on the number of NCSA sessions and the results of the score sheets. The Honors and Awards Committee has the flexibility to review the results of the score sheets and determine if one overall winner will be identified for all sessions or if a winner will be identified for each session.

- c) After each meeting, tally results and determine winner(s).
  - d) In October, ensure winner(s) are notified and arrange for a free dinner at the NCSA Awards Banquet for each winner.
  - e) Ensure certificate(s) are prepared for the annual awards dinner.
    - The Honors and Awards Committee may prepare the certificates or obtain the certificates through the American Nuclear Society.
    - A template for the Best Paper certificate is provided as an attachment.
- 4.3. Technical Excellence and Distinguished Service Awards
- a) By early August, send out reminder to encourage nominations and provide deadline (i.e., August 31).
  - b) After deadline has expired, chair collects nominations and sends to Honors and Awards committee for evaluation.
  - c) By September 30, Honors and Award Committee members evaluate the nominations and determine winners, as applicable.
  - d) In October, ensure plaques are ordered from ANS. Contact nominator to develop a very short citation for the plaque and confirm the name spelling, title, etc.
  - e) In October, ensure winner is notified and arrange for free dinner at the annual NCSA awards dinner for them + guest.
  - f) Get checks from treasurer for awardees and plaque reimbursement. The amount of check is determined based on NCSA budget. Checks will require a mailing address and phone # for each recipient.
- 4.4. NCSA Awards Banquet
- a) In June, identify individual(s) to plan and coordinate the NCSA Awards Banquet at the Winter meeting.
  - b) In August or September, identify and reserve the venue for the banquet. Work with the NCSA treasurer to pay required deposit.
  - c) In September, identify sponsors for awards banquet and establish the dinner price.
  - d) One month prior to the Awards Banquet, ensure the banquet is announced to NCSA. An example e-mail is provided in the

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attachments; however, the banquet details may be communicated via e-mail, ANS Collaborate, NCS D website, or other means.

- e) Collect money from sponsors and attendees and ensure money is turned in to ANS at the Winter meeting. It is crucial to maintain accurate records of money received (i.e., from who and amount).
- f) Ensure dinner program is designed and printed. Confirm spelling of names prior to printing.
- g) Ensure plaques for Distinguished Service, Technical Excellence, and Outgoing Chair are obtained and brought to banquet, as appropriate.
- h) Ensure certificates for best paper are prepared and brought to banquet.
- i) Ensure someone will serve as photographer.
- j) After dinner, ensure an article is prepared for newsletter.

## **Attachments**



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# **Best Paper Award**

Presented to

**Ima Neutron**

For the Paper Entitled,

“MCNP Simulations in Support of the Nuclear Experiment”

**2016 ANS Winter Meeting**  
**Las Vegas, NV**

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ANS NCSD Chair

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Date

## SAMPLE E-MAIL ANNOUNCING AWARDS BANQUET

Dear NCS D Members,

The ANS Winter Meeting is one month away which means **it is time to make plans to attend the Nuclear Criticality Safety Division Awards Banquet!** The NCS D Awards Banquet is a good time to recognize our members' achievements, network with peers, and connect with old friends. The details of the Awards Banquet are provided below.

**Where:** **Name of Restaurant**  
4043 Howard Hughes Parkway  
Las Vegas, NV 89169  
<http://www.lawrysonline.com/lawrys-primerib/las-vegas>

**When:** **MONDAY**, November 7, 2016

**Time:** 6 – 7 PM (Happy Hour – Cash Bar)  
7 – 9 PM (Dinner & Awards)

**Cost:** \$60 (Early Bird Rate - **mailed by October 21, 2016**)  
\$70 (Cost at the door)

**Prepay Option:** We encourage you to take advantage of the early bird rate by mailing your payment no later than **October 21, 2016** to the address below. Make checks payable to **ANS NCS D** with **Awards Dinner** in the memo line and send to:

Mr. John Doe  
ATTN: NCS D Awards Dinner  
123 Wildcat Drive  
Paducah, KY 42001

**RSVP:** Regardless of whether you are paying in advance or paying at the door, **please RSVP by Friday, October 21**, to John Doe at [jdoe@gmail.com](mailto:jdoe@gmail.com) because we need a headcount for our dinner reservations.

### **Sponsor Information:**

NCS D has had outstanding support from sponsors in the past, and we greatly appreciate support this year. Your support helps reduce costs and promote a great attendance at the awards dinner. We have the following levels of sponsorship:

<b>Gold</b>	\$600	Receives up to three dinner tickets
<b>Silver</b>	\$400	Receives up to two dinner tickets



**Bronze**      \$200      Receives one dinner ticket

The sponsors will be identified by level in the Awards Banquet Program and recognized during the Awards ceremony. The sponsors will also be recognized in the next Division newsletter.

Please pass this information along to others who may be interested in becoming either a corporate or individual sponsor. **Those interested in sponsoring the banquet should contact** John Doe at [jdoe@gmail.com](mailto:jdoe@gmail.com)

Thank you,  
NCSD Chair