

GROWTH, RELATIONSHIPS,
OPPORTUNITIES, U.S.
WOMEN IN NUCLEAR
(GROW) MENTORING
PROGRAM

2023 – 2025 BUSINESS PLAN



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PURPOSE AND APPLICABILITY

The GROW Mentoring Program Business Plan for the years 2023-2025 provides guidelines, expectations, and operational priorities of the GROW Mentoring Program, which are broken down as follows:

2023 – 2024 BUSINESS YEAR

The 2023 – 2024 Business Year will begin on July 23, 2023, the first day of the 2023 U.S. WIN Conference and continue through to the first day of the 2024 U.S. WIN Conference.

2024 – 2025 BUSINESS YEAR

The 2024 – 2025 Business Year will begin on the first day of the 2024 U.S. WIN Conference and continue through to the first day of the 2025 U.S. WIN Conference, which is scheduled to commence in July 2025.

EXECUTIVE SUMMARY

Growth, Relationships, Opportunities, through U.S. Women in Nuclear (GROW) Mentoring Program is an inclusive program under the U.S. Women in Nuclear (U.S. WIN) organizational structure designed to 1) support U.S. WIN's overall strategic objectives and 2) develop and implement a program for mentoring within the U.S. WIN organization for those who wish to gain the benefits mentoring and being mentored can offer.

It is also designed to provide a forum for the exchange of knowledge, talents, material, and insights in a combined effort to nurture and enhance professional growth. The mentoring program will provide the mentees and mentors with the necessary tools to be highly successful in leveraging relationships that foster career growth for individuals in the nuclear energy and technology fields. The participants in the program also develop solid leadership and interpersonal skills.

ORGANIZATIONAL SUMMARY

VISION

The GROW Mentoring Program provides knowledge and tools for mentees and mentors to be successful in leveraging relationships that foster career growth for individuals in the nuclear energy and technology fields. The program also works to develop solid relationships, interpersonal skills, and business knowledge to drive organizational effectiveness and efficiency.

MISSION AND OBJECTIVES

The GROW Mentoring Program committee is committed to planning, developing, and executing a mentee and mentor program in order for participants to achieve professional growth and leadership development through empowering relationships. These objectives are met through the GROW Mentoring Program goals:

- Pair experienced nuclear professionals with less experienced nuclear professionals or students.
- Share lessons learned, anecdotes, operational experience, etc. relating to time in industry or academia.
- Set and complete goals using a tracking system for accountability and sharing purposes.
- Collect actionable feedback from program participants and use lessons learned to enhance the program.

PRODUCTS AND SERVICES

The GROW Mentoring Program Committee plans, develops and executes a variety of mentoring opportunities to our target audience and attracting new members/participants as indicated in the four cornerstones above.

COMPOSITION

The GROW Mentoring Program is comprised of a diverse group of professionals and students from across the nation. Ideally, the program should be made up of participants from: each region with diverse backgrounds. industry experience from nuclear stations, national laboratories, vendors, utilities, academia, student chapters, members-at-large, etc.

MEETING STRUCTURE

- **2023 – 2024 BUSINESS YEAR**

The GROW Mentoring Program Committee will meet in a live setting annually, typically at the U.S. WIN Annual Conference. The GROW Mentoring Program Committee will hold bi-weekly meetings, in a virtual platform, throughout the 2023 – 2024 Business Year.

- **2024 – 2025 BUSINESS YEAR**

The GROW Mentoring Program Committee will meet in a live setting annually, typically at the U.S. WIN Annual Conference. The GROW program will hold bi-weekly meetings, in a virtual platform, throughout the 2024 – 2025 Business Year.

SUCCESSION PLAN

The GROW Mentoring Program Committee leadership will consist of, at a minimum, a Chair and a Vice Chair.

- **ELECTION PROCESS**

- Nominations for upcoming Officer positions shall be solicited from GROW Mentoring Program Committee members during the meeting(s) prior to the annual U.S. WIN Conference.
- Individuals may nominate themselves or other deserving candidates.
- Each nominee shall notify the GROW Mentoring Program of their acceptance no later than prior to the annual U.S. WIN Conference.
- Elections will typically be conducted during the annual U.S. WIN conference, or a subsequent meeting if the positions are not filled during the conference; and the Chair will decide the form in which the ballots are taken (e.g., written, verbal or digital).

- **ORGANIZATIONAL STRUCTURE** *

CHAIR. The Chair is responsible for assisting the GROW Mentoring Program Committee in delivering the Vision, Mission and Objectives by providing 1) leadership, mentoring and support to the Officers and GROW Mentoring Program Committee members; and 2) encouraging participation and engagement so relevant matters and time commitments are discussed, key decisions made, tasks delegated, and the Program's Strategic Plans.

Roles and Responsibilities. In addition to the functions noted above, the Chair is also expected to:

- **U.S. WIN GROW Mentoring Program.** Attend and lead the GROW Mentoring Program Committee meetings and/or Subcommittee meetings, including the annual U.S. WIN Conference. When unavailable, the Chair will delegate responsibilities to an available Officer, typically the Vice Chair.
- **U.S. WIN Steering Committee.** Serve as liaison and provide strategies and recommendations to the U.S. WIN Steering Committee on GROW Mentoring Program Opportunities and Events, and upon approval from the Steering Committee, assist the Officers and GROW Mentoring Program Committee members with the planning, delivery and execution.
- **U.S. WIN Leading Group.** Serve as liaison and provide updates to the U.S. WIN Leading Group on GROW Mentoring Program Opportunities and Events and other events, as needed.

Term of Office

- The Chair is typically elected by the GROW Mentoring Program Committee members but may be appointed by the Executive Sponsor(s) following unforeseen circumstances.
- The Chair will serve a two-year term and is eligible for two terms of service. Term limits will be at the discretion of the Officers, GROW Mentoring Program Committee members and/or Executive Sponsor(s).
- The Chair will typically assume responsibility of the position at the first meeting following the annual U.S. WIN Conference.
- The Chair, if unable to actively fill the position at any time during the term of office, will inform the Officers, GROW Mentoring Program Committee Members and Executive Sponsor(s), suggest a Proxy, presumably the Vice Chair, and provide adequate and timely knowledge transfer of assignments and responsibilities so the Proxy is able to effectively assume the position.

VICE CHAIR. The Vice Chair is responsible for assisting the GROW Mentoring Program Committee in delivering the Vision, Mission and Objectives by participating and engaging members in the GROW Committee meetings; and providing leadership, mentoring and direction in the planning, development and execution of Professional Development Opportunities and Events, including the annual U.S. WIN Conference.

Roles and Responsibilities. In addition to the functions noted above, the Vice Chair is also expected to:

- Attend the GROW Mentoring Program Committee and/or Subcommittee meetings, including the annual U.S. WIN Conference.
- Serve as the delegated Chair, when needed, and attend all meetings while serving in that capacity.

Term of Office

- The Vice Chair is typically elected by the GROW Mentoring Program Committee members but may be appointed by the Chair and/or Executive Sponsor(s) following unforeseen circumstances.
- The Vice Chair will be promoted to the position of Chair following the current Chair's term-end.
- The Vice Chair will serve a two-year term but is eligible for two terms of service. Term limits may be at the discretion of the Officers, GROW Mentoring Program Committee members and/or Executive Sponsor(s).
- The Vice Chair will typically assume responsibility of the position at the first meeting following the annual U.S. WIN Conference.
- The Vice Chair, if unable to actively fill the position at any time during the term of office, will inform the Officers, GROW Mentoring Program Committee Members and Executive Sponsor(s), suggest a Proxy and provide adequate and timely knowledge transfer of assignments and responsibilities so the Proxy is able to effectively assume the position.

CHIEF(S) OF STAFF. The Chief(s) of Staff are responsible for assisting the GROW Mentoring Program Committee in delivering the Vision, Mission and Objectives. The position will consist of one or two GROW Mentoring Program Committee Members. The Chief(s) of Staff will take notes and prepare the Minutes of all GROW Mentoring Program Committee and Officers meetings, whether they be in a live, virtual or hybrid setting. The Chief(s) of Staff are expected to attend all GROW Committee meetings and record the information discussed. The division of responsibilities, including the meetings attended, will be at the discretion of the Chair, Vice Chair and/or Chief(s) of Staff.

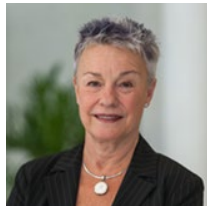
COMMITTEE MEMBERS. Responsible for assisting in delivering the Vision, Mission and Objectives. GROW Mentoring Program Committee members participate in the mentoring program by serving as liaisons with several pairs of mentees/mentors. This involves providing mentoring information and resources, regular communications with their respective pairs, obtaining feedback on the program and support to the pairs as needed. GROW Mentoring Program Committee Members also are expected to attend the GROW Mentoring Program Committee meetings, and act as the points of contact to their local chapters.

OVERSIGHT BOARD. An oversight board of senior representatives from the U.S. WIN Steering Committee and other executive level positions provides advise on the overall GROW Mentoring Program as well as reporting back to the U.S.WIN Steering Committee. The Oversight Board meets with GROW Mentoring Program Committee leadership periodically for review and advice.

* The roles, responsibilities and term limits are guidelines and may be adjusted as necessary.

GROW COMMITTEE ORGANIZATION

2023 – 2025 ORGANIZATION



EXECUTIVE SPONSOR

Angie Howard

President
Howard, Johnson & Associates

GROW PROGRAM COMMITTEE CHAIRS

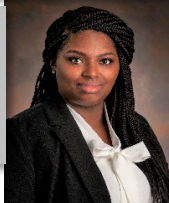
CHAIR

Dr. LaKisha White
INPO Manager
NANTeL



VICE CHAIR

Summer Sims
Savannah River Site



VICE CHAIR

Julie McDonald
Peach Bottom
Atomic Power
Station



CHIEF OF STAFF

Kristine Darling
Energy Northwest



OPERATIONAL PRIORITIES

2023 – 2025 OPERATIONAL PRIORITIES

For the 2023 – 2024 Business Year, the GROW Committee and respective Subcommittees are tasked with developing and executing the following Operational Priorities:

OPERATIONAL PRIORITIES	OWNER	DUE DATE	STATUS
Develop the GROW Committee brand, including Agenda and Meeting Minutes templates.	Chair	July. 2023	Complete
Develop and distribute a feedback survey to the target audience regarding program effectiveness and mentoring program improvements.	GROW Committee	Oct. 2023	Complete
Develop materials and communications based on survey results.	GROW Committee Subcommittees	Nov. 2023	Ongoing
Provide GROW topics and viable speakers for General Sessions	Vice-Chair	October 2023	Ongoing
Convert outdated GROW Committee Charter to GROW Committee Business Plan.	GROW Committee	July 2023	Complete
Promote use of the U.S. WIN Professional Development Library, including challenging mentee and mentor to select and discuss a resource from the library.	GROW Committee	Ongoing	Ongoing
Develop 2024-2025 budget for GROW Program	GROW Officers	July 2024	In Progress

Planned Events

2023 – 2024 PLANNED EVENTS

For the 2023 – 2024 Business Year, the GROW Committee have developed events for the GROW mentors and mentees.

EVENT	VIRTURAL/ IN-PERSON	DATE
GROW 2022-2023 Graduation and 2023-2024 Kickoff	Virtual	October 2023
GROW 2024 Winter General Session	Virtual	January 2024
GROW 2024 Spring General Session	Hybrid (Atlanta, GA)	May 2024
GROW 2024 Meet & Greet	Held at 2024 U.S WIN Conference	July 2024
GROW 2023-204 Graduation and 2024-2025 Kickoff	Virtual	October 2024
GROW 2025 Winter General Session	Virtual	January 2025
GROW 2025 Virtual Coffee Chat	Virtual	Spring 2025
GROW 2025 Spring General Session	Hybrid	May 2025
GROW 2025 Meet & Greet	Held at 2025 U.S. WIN Conference	July 2025