Component Plan for Excellence:
Self Assessment Questionnaire

Leadership ◘ *Operations* ◘ *Value* ◘ *Excellence*

This self assessment is part of an overall plan designed for component leaders (i.e. members, staff, volunteers) who seek to provide the best service and value they can to AIA members and the community.

The Component Plan for Excellence self assessment helps you evaluate and/or increase your awareness of your needs and successes in leadership, operations, value and excellence in the areas of **Membership, Communications, Government & Community Relations, Continuing Education, and Governance, Management, and Administration**. The first section provides you with a checklist of basic legal requirements related to running an incorporated business. The second section is the basic services that begin to provide measurable value for your members. The third section is for those components seeking to step out of the business-as-usual model and establish themselves as leaders in service to their members, to the community, and to the profession. Those components who are currently operating at the advanced level in some or all areas are welcomed and encouraged to share their practices and experience with others through one of the many communication vehicles offered on the Component Leadership Resources page at AIA.org. If you need more information about a requirement, or do not understand the terminology, please click on a provided hyperlink, or contact AIA Component Relations.

Completing your Component Plan for Excellence Self-Assessment Survey

1. Component may complete the self assessment each year as part of the planning process for the following year or as needed.
2. The component elected leadership and executive staffs are urged work together to complete the self assessment.
3. Consider whether members **receive** the service, (not whether you provide the service for another component).
   a. If the service was provided in some way to your members, please check 'Yes'.
   b. If the service was provided by another component, please indicate if that *shared service** was delivered by a local or state component.
   c. Please check 'No', if the service was not provided during the prior year.

* A "Shared Service" is defined as a service provided to you by another component through a type of agreement or contract. It is not a service you provide for another component.

Section 1 - Basic Operations

Membership

		Yes	Shared Service?	Local	State	No	Uncertain
1.	Does your component participate with the Institute in a centralized membership database and dues collection system?	☐ Yes	*Shared Service?*	☐ *Local*	☐ *State*	☐ No	☐ Uncertain
2.	Does your component follow the Institute guidelines for use of the above system?	☐ Yes	*Shared Service?*	☐ *Local*	☐ *State*	☐ No	☐ Uncertain
3.	Do you provide your members with regular opportunities to come together?	☐ Yes	*Shared Service?*	☐ *Local*	☐ *State*	☐ No	
4.	Does your component communicate the **benefits of AIA membership** with your continuing members? ☐ Yes			*Shared Service?*	☐ *Local*	☐ *State*	☐ No	
5.	Does your component welcome new members?	☐ Yes	*Shared Service?*	*Local*	*State*	No	
6.	Does your component recognize **the rights and privileges** of all categories of membership?	☐ Yes	*Shared Service?*	☐ *Local*	☐ *State*	☐ No	☐ Uncertain

Communications

		Yes	Shared Service?	Local	State	No
7.	Does your component produce **regular communications** about component activities and issues for your members?	☐ Yes	*Shared Service?*	☐ *Local*	☐ *State*	☐ No

8. Is the following available to your members:

		Yes	Shared Service?	Local	State	No
a.	Component Annual Report?	Yes	*Shared Service?*	*Local*	*State*	No
b.	Component financial information?	Ye	*Shared Service?*	*Local*	*State*	No
c.	Component Bylaws?	Ye	*Shared Service?*	*Local*	*State*	No
d.	Board meeting minutes?	Ye	*Shared Service?*	*Local*	*State*	No
e.	Leadership contact information?	☐ Yes	*Shared Service?*	☐ *Local*	☐ *State*	☐ No

Government & Community Relations

		Yes	No	N/A
9.	Does your component have a **Political Action Committee (PAC)**?	☐ Yes	☐ No	☐ N/A
	a. If yes, do you file necessary government report(s)?	☐ Yes	☐ No	

Continuing Education (Knowledge & Professional Development)

10. **AIA Components are automatically registered as Continuing Education System (CES) Providers**. If your component provides education programs, do you follow and meet the **AIA 's CES requirements**? ☐ Yes   *Shared Service?*   ☐ *Local* ☐ *State* ☐ No   ☐ N/A

Governance, Management, and Administration

		Yes	No	N/A
11.	If you are a component with assigned membership, do you maintain proof of incorporation?	☐ Yes	☐ No	☐ N/A

12. If incorporated, does your component comply with all federal, state, and local laws and file all required reports?

☐ Not incorporated
☐ Incorporated and filed required reports
☐ Incorporated but do not file required reports

Support is available for all components who would like assistance, training, or guidance.
*Simply contact **Component Relations**.*

13. Are your component bylaws consistent with **Institute bylaws**?   ☐ Yes ☐ No

14. If your component amended its bylaws this year, did you submit the amended bylaws to the AIA Secretary via **General Counsel** for approval?   ☐ Did not amend bylaws
     ☐ Amended bylaws and submitted for approval
     ☐ Amended but did not submit for approval

15. Does your component file necessary reports with the IRS (*e.g.,* **Form 990**) and your state, if required?   ☐ Yes   *Shared Service?* ☐ *Local* ☐ *State*   ☐ No

16. Do you maintain records related to your corporate and **federal tax-exempt status**?   ☐ Yes ☐ No

17. Do you maintain a process for leadership succession and submit your list of Officers to your State Chapter; and if a State component, do you submit a list of Officers from every component in state to National?   ☐ Yes ☐ No

18. Does your component select officers and board members according to your component bylaws?   ☐ Yes   *Shared Service?* ☐ *Local* ☐ *State*   ☐ No

19. Does your component send at least one representative to the **Institute Annual Business Meeting** or, at a minimum, vote by proxy?   ☐ Yes   *Shared Service?* ☐ *Local* ☐ *State*   ☐ No

REQUEST FOR ADDITIONAL INFORMATION ON THE FOLLOWING _____

Section 2 - Operations ◘ Leadership ◘ Value

Membership

20. Does your component recruit new members?   ☐ Yes   *Shared Service?* ☐ *Local* ☐ *State*   ☐ No

21. Does your component communicate the value of membership?   ☐ Yes   *Shared Service?* ☐ *Local* ☐ *State*   ☐ No

22. Does your component promote awareness of the **AIA Code of Ethics and Professional Conduct**?   ☐ Yes ☐ No

Communications

23. Does your component provide members with information about additional professional opportunities beyond the AIA?   ☐ Yes   *Shared Service?* ☐ *Local* ☐ *State*   ☐ No

24. Does your component hold any type of **awards program**, convey an award or co-sponsor an awards program?

25. Does your component **send press releases or public announcements** to the media or your community?   ☐ Yes   *Shared Service?* ☐ *Local* ☐ *State*   ☐ No

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Government & Community Relations

26. Does your component encourage **Citizen Architects** and advocate for the appointment or election of an AIA member, architect or friend of the profession in your community?   ☐ Yes   *Shared Service?*   ☐ *Local* ☐ *State*   ☐ No

27. Does your component offer a platform for issues of community importance?   ☐ Yes   *Shared Service?*   ☐ *Local* ☐ *State*   ☐ No

28. Does your component provide the opportunity for your members to meet or otherwise liaison with elected community leaders?   ☐ Yes   *Shared Service?*   ☐ *Local* ☐ *State*   ☐ No

Continuing Education (Knowledge & Professional Development)

29. Does your component provide information to members about how to obtain their **continuing education transcripts** and **report self-directed activities?**   ☐ Yes   *Shared Service?*   ☐ *Local* ☐ *State*   ☐ No

30. Does your component inform members of continuing education and professional development opportunities?   ☐ Yes   ☐ No

31. Does your component inform members of any additional continuing education opportunities offered by other approved providers to help fulfill their **continuing education requirements?**   ☐ Yes   *Shared Service?*   ☐ *Local* ☐ *State*   ☐ No

Governance, Management, and Administration

32. If your component is in provisional status, did you receive at least one performance assessment this past year?   ☐ Yes   ☐ No   ☐ N/A

33. Do you maintain good standing as a 501(c)(6) organization?   ☐ Yes   ☐ No   ☐ N/A

34. Has your component taken prudent measures to protect itself, its directors and officers and members from liability arising from its operations and activities?   ☐ Yes   ☐ No

35. Does your component maintain records of programs, activities, and operations using an established records retention policy?   ☐ Yes   ☐ No

36. Has your component adopted the following policies/agreement in accordance with Institute policy?

     Antitrust Policy   ☐   ☐ **Yes**
     No **Conflict of Interest Policy**   ☐ **Yes**
     No **Whistleblower Policy**   ☐   ☐ Yes
     No

37. Does your component have appropriate insurance?   ☐ Yes   ☐ No

38. Did your component review and/or update its strategic plan this past year?   ☐ Do not have a strategic plan
     ☐ Yes, we updated our strategic plan
     ☐ We reviewed our plan but did not update

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Section 3 - Operations ◘ Leadership ◘ Value ◘ Excellence

Membership

39. Does your component review, recommend or nominate **AIA College of Fellows** candidates? ☐ Yes *Shared Service?* ☐ Local ☐ State
No

40. Does your component have an open door policy for all AIA members? (e.g., do you provide AIA members, no matter their chapter affiliation, an opportunity to participate in your programs (CE, Design Awards, member meetings) ☐ Yes *Shared Service?* ☐ Local ☐ State ☐ No

41. Does your component have in international committee/relationship or engage in international activities? ☐ Yes ☐ No ☐ N/A

Communications

42. Has your component established press and media contacts, and does it issue press releases? ☐ Yes *Shared Service?* ☐ Local ☐ State ☐ No

Government & Community Relations

43. Does your component have a contract lobbyist? ☐ Yes *Shared Service?* ☐ Local ☐ State ☐ No ☐ N/A

44. Do members of your component participate in legislative activities? (e.g., **Grassroots**, Day at the Legislature) ☐ Yes ☐ No

Continuing Education (Knowledge & Professional Development)

45. Has your component established criteria for assessing programs that align with your component's goals? Yes | No
46. Has your component shared Continuing Education Programs? Yes | No
47. Has your component shared Best Practices with other components? ☐ Yes ☐ No

Governance, Management, and Administration

Does your component…

48. Have a plan or process for leadership succession? ☐ Yes ☐ No
49. Have an established schedule for the board selection process that begins early enough to provide time for new board orientation prior to the new board convening? ☐ Yes ☐ No
50. Review your goals against the mission and update as applicable? Yes | No
51. Are you familiar with the Weave toolkit for Strategic Planning? Yes | No
52. Have you used the Weave toolkit for Strategic Planning? Yes | No
53. Provide board leadership training each year? Yes | No
54. Provide opportunities for staff training and development? Yes | No | N/
55. Does your component offer/share services with other components? Yes | No
56. Does your component either **offer for sale** or direct interested parties to the **AIA Contract Documents** family of products? ☐ Yes *Shared Service?* ☐ Local State No

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