

## Health and Governance Checklist

The purpose of this checklist is to monitor basic division/interest group health and governance. It is intended to stimulate conversation among the officers and prompt reflection. Copies of documents referenced in the checklist are **NOT** being requested. For each item please share an example that illustrates your answer or a quick idea for improvement, where applicable. Officers should expand on items calling for improvement in their report.

<b><u>Bylaws and Domain</u></b>	<b><i>Yes</i></b>	<b><i>Yes, but needs improvement</i></b>	<b><i>No</i></b>
1. The division/interest group's bylaws are up to date and periodically reviewed and revised, if necessary. <b>Example/quick idea:</b>			
2. The division/interest group's domain statement is current and activities reflect its full scope. <b>Example/quick idea:</b>			
3. The division/interest group conforms to all official Academy policies as detailed in the Division and Interest Group Chair's Guidebook. <b>Example/quick idea:</b>			
<b><u>Membership</u></b>	<b><i>Yes</i></b>	<b><i>Yes, but needs improvement</i></b>	<b><i>No</i></b>
4. Membership statistics are periodically reviewed to understand trends (growth, decline) and who the division/interest group is serving (students, academics, practitioners, emeritus, international, etc.) <b>Example/quick idea:</b>			

<b><u>Membership (continued)</u></b>	<b><i>Yes</i></b>	<b><i>Yes, but needs improvement</i></b>	<b><i>No</i></b>
<p>5. The division/interest group delivers programs/services for all member constituencies.</p> <p><b>Example/quick idea:</b></p>			
<b><u>Finance</u></b>	<b><i>Yes</i></b>	<b><i>Yes, but needs improvement</i></b>	<b><i>No</i></b>
<p>6. At least one person has responsibility for reviewing and understanding the division/interest group's financial reports.</p> <p><b>Example/quick idea:</b></p>			
<p>7. The division/interest group follows the Academy's financial policies, and routinely operates in the black.</p> <p><b>Example/quick idea:</b></p>			
<p>8. If feasible, the division encourages outside sponsorship to extend its resources.</p> <p><b>Example/quick idea:</b></p>			
<b><u>Governance</u></b>	<b><i>Yes</i></b>	<b><i>Yes, but needs improvement</i></b>	<b><i>No</i></b>
<p>9. Periodic planning takes place to consider how the division/interest group might meet new challenges and opportunities.</p> <p><b>Example/quick idea:</b></p>			

<b><u>Governance (continued)</u></b>	<b><i>Yes</i></b>	<b><i>Yes, but needs improvement</i></b>	<b><i>No</i></b>
<p>10. There is a climate of mutual trust and respect among the officers.</p> <p><b>Example/quick idea:</b></p>			
<p>11. The respective roles of officers and key volunteers are understood and some level of orientation/guidance takes place.</p> <p><b>Example/quick idea:</b></p>			
<p>12. The division/interest group actively attempts to involve members in volunteer and leadership positions, including international members and other underrepresented populations.</p> <p><b>Example/quick idea:</b></p>			
<p>13. The current governance and committee structure serves the division/interest group well.</p> <p><b>Example/quick idea:</b></p>			
<p>14. The division/interest group has a fair and open process for nominations and elections.</p> <p><b>Example/quick idea:</b></p>			

<b><u>Programs/Activities</u></b>	<b><i>Yes</i></b>	<b><i>Yes, but needs improvement</i></b>	<b><i>No</i></b>
<p>15. The officers periodically consider adopting new programs and modifying or discontinuing others. They know the strengths and weaknesses of their programs.</p> <p><b>Example/quick idea:</b></p>			
<p>16. Scholarships, travel stipends, or other funding programs are transparent and open to all who are eligible.</p> <p><b>Example/quick idea:</b></p>			
<p>17. The division/interest group has well publicized recognition programs (for service, scholarly contributions, etc) <u>and</u> the criteria for awards are transparent.</p> <p><b>Example/quick idea:</b></p>			
<p>18. The division/interest provides opportunities and services to members with different interests, including teaching, research and practice-based interests.</p> <p><b>Example/quick idea:</b></p>			
<p>19. Services to members extend beyond those provided at the annual meeting.</p> <p><b>Example/quick idea:</b></p>			

<b><u>Programs/Activities (continued)</u></b>	<b><i>Yes</i></b>	<b><i>Yes, but needs improvement</i></b>	<b><i>No</i></b>
<p>20. The division/interest group carries out regular communication with members (minimally including a newsletter and up-to-date website).</p> <p><b>Example/quick idea:</b></p>			
<p>21. The division/interest group actively works to build community (communities of practice, listservs, collaboration activities, social and special events) etc.</p> <p><b>Example/quick idea:</b></p>			
<p>22. The division/interest group actively strives to improve the annual meeting program by periodically reviewing program statistics to monitor meeting trends.</p> <p><b>Example/quick idea:</b></p>			
<p>23. Collaboration exists with other division/interest groups in the Academy.</p> <p><b>Example/quick idea:</b></p>			