

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.

<u>Bylaws and Domain</u>	<i>Yes</i>	<i>Yes, but needs improvement</i>	<i>No</i>
<p>1. The division/interest group's bylaws are up to date and periodically reviewed and revised, if necessary.</p> <p>Example/quick idea: We thoroughly and formally revised the SIM Constitution in 2014, and we continuously assess its fit with current needs and practices of the division.</p>	X		
<p>2. The division/interest group's domain statement is current and activities reflect its full scope.</p> <p>Example/quick idea: We recently rewrote the SIM domain statement to better reflect our current activities and full scope. AOM approved the revised domain statement in late December 2014. Our next step is to have the full membership vote on this revised statement.</p>	X		
<p>3. The division/interest group conforms to all official Academy policies as detailed in the Division and Interest Group Chair's Guidebook.</p> <p>Example/quick idea: To the best of our awareness, we abide by these policies in full.</p>	X		
<u>Membership</u>	<i>Yes</i>	<i>Yes, but needs improvement</i>	<i>No</i>
<p>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.)</p> <p>Example/quick idea: We pay close attention to the statistics. Our 2014 SIM plenary, led by Jenn Griffin, entailed a thorough breakdown of membership statistics by various demographic groups and trends therein.</p>	X		

<u>Membership (continued)</u>	<i>Yes</i>	<i>Yes, but needs improvement</i>	<i>No</i>
<p>5. The division/interest group delivers programs/services for all member constituencies.</p> <p>Example/quick idea: SIM offers opportunities for all member constituencies; all groups have the opportunity to appear on the program, to participate in online discussions, use the list-serv, contribute to the newsletter, and volunteer for service. Our programming covers research, teaching, and service. However, much of it is aimed at doctoral students and junior faculty. We have relatively little programming that specifically serves mid-career and senior faculty, or practitioners. The SIM plenary may help in this regard. We also have no programming outside of the annual meeting, and so those members who do not attend have no venue for participation. Webinars and other online resources should be developed to extend our services beyond the annual meeting.</p>		X	
<u>Finance</u>	<i>Yes</i>	<i>Yes, but needs improvement</i>	<i>No</i>
<p>6. At least one person has responsibility for reviewing and understanding the division/interest group's financial reports.</p> <p>Example/quick idea: SIM has a long-tenured and well-respected treasurer, and this treasurer is a formal member of our Governance Committee, wherein he provides financial reporting to the division's leadership, and to the membership at large. In our 2014 revision to the SIM Constitution, we formalized the importance of this role by making it an elected and renewable post, rather than appointed.</p>	X		
<p>7. The division/interest group follows the Academy's financial policies, and routinely operates in the black.</p> <p>Example/quick idea: In fact, we are too much in the black. SIM could benefit its membership by developing additional ways to spend a portion of its budget, beyond the annual reception.</p>		X	
<p>8. If feasible, the division encourages outside sponsorship to extend its resources.</p> <p>Example/quick idea: It is feasible, and we do it regularly, with several universities, research centers, and publishers supporting various awards. However, the system for doing so is rather ad hoc and should be formalized.</p>		X	
<u>Governance</u>	<i>Yes</i>	<i>Yes, but needs improvement</i>	<i>No</i>
<p>9. Periodic planning takes place to consider how the division/interest group might meet new challenges and opportunities.</p> <p>Example/quick idea: The SIM Division Executive and Governance Committees meet annually in person, and deal with a variety of issues. We also stay in touch on email, and hold ad hoc teleconferences. We could benefit from a better sense of strategic direction, though. The membership is somewhat divided on the desired priorities of the division.</p>		X	

<u>Governance (continued)</u>	<i>Yes</i>	<i>Yes, but needs improvement</i>	<i>No</i>
<p>10. There is a climate of mutual trust and respect among the officers.</p> <p>Example/quick idea: This is true in general. The longer leadership ladder builds in such trust. However, officers vary in their commitment and responsiveness over time, and given that they are volunteer and remote, this proves problematic at times.</p>	X		
<p>11. The respective roles of officers and key volunteers are understood and some level of orientation/guidance takes place.</p> <p>Example/quick idea: The elected leadership has formal orientation via AOM. The guidance within SIM has been mostly word-of-mouth, though in recent years we have taken steps to codify procedures. We need to continue to improve our record keeping and to develop better ways to guide our officers and key volunteers.</p>		X	
<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>Example/quick idea: We are seen as a friendly and welcoming division, but also as a “cliquey” division. In recent years, the division has taken steps to broaden participation across the board. We can improve by developing additional volunteer opportunities.</p>		X	
<p>13. The current governance and committee structure serves the division/interest group well.</p> <p>Example/quick idea: We made changes to ensure this recently and will continue to monitor.</p>	X		
<p>14. The division/interest group has a fair and open process for nominations and elections.</p> <p>Example/quick idea: Our processes are fair and open. We could do more to encourage candidates to come forward.</p>	X		

<u>Programs/Activities</u>	<i>Yes</i>	<i>Yes, but needs improvement</i>	<i>No</i>
<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>Example/quick idea: We focus on this quite deeply and have made modifications over time to the structure of our PDWs, the grouping of paper sessions, and the nature and content of our plenary.</p>	X		
<p>16. Scholarships, travel stipends, or other funding programs are transparent and open to all who are eligible.</p> <p>Example/quick idea: It is transparent that we have none. As finances allow, we ought develop funding programs that fit with and support any strategic priorities that we establish.</p>		X	
<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>Example/quick idea: We have a regular slate of awards and the process of choosing awardees is fairly smooth. The criteria for several of these awards, though, are not fully codified. We're in the process of codifying all. We are also considering additional awards.</p>		X	
<p>18. The division/interest provides opportunities and services to members with different interests, including teaching, research and practice-based interests.</p> <p>Example/quick idea: We emphasize research, by design. However, we don't ignore teaching. We hold two PDW sessions each year focused exclusively on teaching skill development. Our practitioner-based content is fairly minimal, generally only as part of the occasional symposium. This is a function of the interests of the membership; our programming largely fits our profile.</p>	X		
<p>19. Services to members extend beyond those provided at the annual meeting.</p> <p>Example/quick idea: The annual meeting serves as our primary activity. In recent months, we've added opportunities for further interaction via social media, to include Facebook, Twitter, and LinkedIn. Many members have joined, but the discussion is very limited at this stage. We may pursue other opportunities, such as webinars.</p>		X	

<u>Programs/Activities (continued)</u>	<i>Yes</i>	<i>Yes, but needs improvement</i>	<i>No</i>
<p>20. The division/interest group carries out regular communication with members (minimally including a newsletter and up-to-date website).</p> <p>Example/quick idea: We published a newsletter three times per year. We also send out messages to members via the list-serv, and on our social media channels. We have a website that was thoroughly updated in the past few years, but the content of the website is not renewed as often as desired by the membership.</p>		X	
<p>21. The division/interest group actively works to build community (communities of practice, listservs, collaboration activities, social and special events) etc.</p> <p>Example/quick idea: SIM appears to build community better than most other divisions, even though its membership is now fairly large. Because many of our members may be isolated in their specialties at their home institutions, the community building role of SIM is important. The annual meeting offers many such opportunities, and the social media channels try to carry this beyond the annual meeting. However, member interest in contributing to the social media channels appears minimal at present.</p>	X		
<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>Example/quick idea: We review this in depth at our annual meeting of the Executive and Governance Committees. We have made changes over time, such as organizing along “SIM Tracks”, which are broad themes within the program that SIM members can follow to best serve their interests; altering roundtables to focus on skill development, etc.</p>	X		
<p>23. Collaboration exists with other division/interest groups in the Academy.</p> <p>Example/quick idea: Given history and overlapping interests of membership, we have a long-standing relationship with ONE Division. However, we could stand to broaden this relationship to other divisions. Social issues have become mainstream, and our topics have been adopted by many other divisions, so we need to work more closely with other divisions to ensure that we complement and build on the contributions of each, rather than repeat similar topics.</p>	X		