

# Local Self-Assessment

It all starts here!



Building Full Capacity Locals

# MEA

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Michigan Education Association

## Dear Local Leader,

A full capacity local is one that is vibrant, relevant, strong and dedicated to member service. Building a full capacity local starts with having a good understanding of your local's strengths and weaknesses. Working through the BFCL self-assessment will help you gain this understanding.

You may want to encourage all who are a part of your local's leadership team to take the self-assessment. This could include committee chairs, building/association representatives, officers and your UniServ director. The self-assessment is designed to give you a good idea of where your local needs to develop more capacity and it can serve as a springboard for long-range planning and goal setting.

A great follow-up to the self-assessment is "Getting Strategic" – a guide to long-range planning for local leaders. It's simple, to the point and contains all of the information you need to develop and implement a long-range plan for your local.

The goal of the Building Full Capacity Locals initiative is to provide you with the materials, resources and training you need in order to increase the capacity of your local. There are MEA resources listed in each section of the self-assessment to get you started. Training opportunities and new materials will be offered to all local leaders throughout the year. Further, training can be developed and brought to your local, coordinating council or region based on your needs and upon your request.

This booklet, along with other materials, information and support designed to help you strengthen your local association and get more members involved are available by contacting MEA Field Services 800-292-1934, ext. 2941 or by downloading at [www.mea.org/bfcl](http://www.mea.org/bfcl) under Local Funding Program. If you are having a large group take the assessment, you may want to try the format under Google Documents. Contact 800-292-1934, ext. 2941 if interested.

# Building Full Capacity Locals

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Indicator 1

## **Advocacy: Bargaining, Contract Maintenance and Member Defense**

**A**dvocacy in bargaining, grievance processing, arbitration and tenure proceedings are the core services for which our members pay. In a full capacity local, members have access to the member rights structure and a clear understanding of the role and obligation of their association in the advocacy process. All members have an understanding of the concepts of collectivism and professional unionism as well as knowledge of the local's history. Association leaders are well-educated in the areas of bargaining, advocacy and labor laws and receive ongoing training and updated information. The local's long-range plan addresses bargaining goals as well as plans for ongoing contract assessment and awareness. Local leaders have a good, working understanding of the contract.

Respond to the following statements by checking YES, SOMEWHAT, NO or DON'T KNOW

		YES	SOMEWHAT	NO	DON'T KNOW
1.	Members in my local have a clear understanding of the role and obligations of our association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Members in my local have a good understanding of the bargaining history of our association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Members in my local have a good understanding of the importance of the state and local association in their professional lives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	My local's leadership team has a good understanding of the concept of member advocacy and what their responsibilities are toward members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	My local's leadership team is familiar with the legal obligations of representation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Building reps in my local clearly understand what they are supposed to do at the building level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	The leaders in my local understand how to process grievances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	My local has a standing grievance committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	The leadership team in my local has up-to-date information on labor issues/law.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	The leadership team in my local has up-to-date bargaining training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	The leadership team in my local has knowledge of bargaining trends around the state.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	The members in my local have input into the bargaining process via surveys, focus groups, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	The leaders in my local have a good understanding of the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	The members in my local have a good understanding of the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	My local has bargaining goals as part of its long-range plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	The leaders of my local regularly communicate with other locals at the region and coordinating council levels regarding bargaining and advocacy issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	My local has maintained detailed records/files regarding past bargaining, contract issues, grievances, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	The leaders in my local are able to effectively problem solve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Building Full Capacity Locals

Indicator 2

## Communications

A local association cannot succeed, create alliances, or persuade others to support its efforts without a strong communications plan that addresses both external and internal public relations. In a full capacity local, there is a standing communications committee with a well-trained, proactive, creative chairperson. The local's long-range plan contains clear goals for internal and external communications along with a plan of implementation. The leadership team is well-trained in such areas as Web site creation, newsletter writing, communication skills, media relations, and message development. Member communication is ongoing, frequent and takes many forms. The association is visible in the community, at district functions, and in the local press. Members are provided with numerous, association-organized opportunities to meet together to socialize as well as to receive training and information.

Respond to the following statements by checking YES, SOMEWHAT, NO or DON'T KNOW

		YES	SOMEWHAT	NO	DON'T KNOW
1.	My local has an active communications (public relations) committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	My local's long-range plan contains goals for internal and external communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Communications/public relations are a high priority for my local.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	My local has a regularly updated local Web site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	My local has a regularly published newsletter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	The leadership team in my local has contact with the local media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	The community is familiar with my local and its functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	The leaders in my local use e-mail as a communications tool.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	The leaders in my local utilize the MEA Web site, <a href="http://www.mea.org">www.mea.org</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Members in my local are encouraged to use the MEA Web site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	The leaders in my local are a part of <a href="http://mymea.org">mymea.org</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	My local has a specific plan for communicating with new members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	My local is actively involved in community and district activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	My local provides planned opportunities for members to meet together to socialize.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	My local provides planned training and professional development opportunities for members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	The leaders in my local understand how to communicate with the media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	My local's budget contains specific funds for communications/public relations activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	My local provides specific programs for new members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	There is ongoing communication between leaders and members in my local.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	The members in my local are regularly and frequently updated on local, state and national association activities and issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Building Full Capacity Locals

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Indicator 3

## Financial and Membership Systems

**A**ccurate and well-maintained financial and membership records are essential components of a well-run organization. A full capacity local has clear and effective provisions for collecting membership information, appropriate record-keeping, accountability, and checks and balances. Such a local has a standing budget committee and a well-trained treasurer who has a clear understanding of the budget process, dues collection and transmittal, applicable tax laws and who clearly communicates this information regularly to the local leadership team. Development and passage of a budget is a yearly activity, and the budget reflects the long- and short-term goals of the local.

**Respond to the following statements by checking YES, SOMEWHAT, NO or DON'T KNOW**

		YES	SOMEWHAT	NO	DON'T KNOW
1.	My local has a standing budget committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	My local has an elected treasurer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	My local treasurer understands how to develop and maintain a budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	My local treasurer regularly communicates budget information to the rest of the leadership in my local.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	My local treasurer produces a monthly treasurer's report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Budget development and passage is a yearly activity in my local.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	The budget in my local reflects our long- and short-term goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	My local has a checks and balances system in place to ensure financial accountability and accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	My local maintains accurate membership records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	My local maintains accurate financial records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	My local has the ability to transmit dues to MEA in a timely fashion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	My local has an audit committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	My local undergoes a yearly financial audit process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Building Full Capacity Locals

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Indicator 4

## Governance

**F**or a democratic organization to run efficiently, there are fundamental governance structural requirements that need to be in place. In a full capacity local, these include a regularly updated constitution and bylaws as well as clearly defined roles and responsibilities for leaders, staff and committees, which are communicated to all members. Association meetings are regularly scheduled with established agendas and run according to parliamentary procedure.

**Respond to the following statements by checking YES, SOMEWHAT, NO or DON'T KNOW**

		YES	SOMEWHAT	NO	DON'T KNOW
1.	My local has a constitution and bylaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The constitution and bylaws have been updated within the last five years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	My local's constitution and bylaws have been submitted to MEA's Governance Review Committee for approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The roles and responsibilities for elected leaders in my local are clearly spelled out and understood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The roles and responsibilities for MEA staff (e.g., UniServ directors) are clearly spelled out and understood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	The roles and responsibilities for committee chairs are clearly spelled out and understood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Members have a good understanding of the governance structure of both the local and the state association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Leaders and members have a good understanding of the purpose and function of the local's coordinating council, region and zone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	The leadership team of my local has knowledge and understanding of the constitution and bylaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	The constitution and bylaws are adhered to and guide local activities and decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	My local holds regularly scheduled association meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Association meetings follow an agenda developed in advance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Association meetings are run according to parliamentary procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Association meetings are orderly, efficient, businesslike and democratic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	The leaders in my local are well-trained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	The leaders in my local understand the responsibilities that accompany their positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	My local has a system in place for running local and region elections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Building Full Capacity Locals

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Indicator 5

## Leadership Team

A knowledgeable, well-trained leadership team is critical in order to meet the needs of members. A full capacity local is led by a group of strong, committed leaders (including elected officers, appointed committee chairs) and MEA staff who work together to achieve the goals of the local organization. These leaders are well-educated, proactive and responsive to member needs. Key leadership positions are clearly identified and expectations are clear, shared and balanced. The leadership team is diverse and is willing and able to commit adequate time and energy to the goals of the local. The leadership team has a shared vision of the local organization along with a clear mission and a proactive long-range plan as well as short-term goals and priorities.

**Respond to the following statements by checking YES, SOMEWHAT, NO or DON'T KNOW**

		YES	SOMEWHAT	NO	DON'T KNOW
1.	My local is led by a strong, committed group of elected and appointed leaders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The leaders in my local work closely with our UniServ director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	The leadership team in my local is proactive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The leadership team in my local is responsive to member needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The leadership team has a shared vision for our local.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Leaders in my local seek out, encourage, and mentor those with leadership potential.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	The leadership team has a clear understanding of the role and responsibilities of our UniServ director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	The leadership team in my local regularly meets together as a group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	The leadership team in my local meets with those in other locals to exchange ideas and information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	The leadership team in my local is well-trained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	The leaders of my local have adequate time to fulfill their obligations to the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	The leadership team in my local is diverse and representative of the members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Building Full Capacity Locals

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Indicator 6

## Long-Range Planning

**K**ey to the success of any organization is the shared vision held by the leadership team. In a full capacity local, this vision is supported by a well-developed, meaningful long-range plan designed to help the local achieve its long- and short-term goals. Long-range planning and goal setting are driven by the results of member input from focus groups, needs assessments, satisfaction surveys, etc. There is meaningful involvement at all levels by leaders, staff and members. There is a system in place for assessing and modifying the plan and the goals to ensure that they continue to represent the needs of the membership.

**Respond to the following statements by checking YES, SOMEWHAT, NO or DON'T KNOW**

		YES	SOMEWHAT	NO	DON'T KNOW
1.	My local has a clear vision and mission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	My local has a meaningful long-range plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	My local sets yearly goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	My local regularly assesses its progress toward meeting those goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Goal setting and long-range planning are driven by member input in my local.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	My local regularly seeks member input by utilizing such things as member focus groups, needs assessments, satisfaction surveys, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	The leadership in my local has a good understanding of MEA/NEA goals and priorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	The leadership and staff in my local have a good understanding of our local goals and priorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	My local has a long-range planning committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	The members in my local have knowledge of its mission, vision, and goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	The resources in my local are directed toward meeting our goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Building Full Capacity Locals

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Indicator 7

## New Members

**A** strong, relevant local depends on a steady influx of new energy and new ideas. A full capacity local recognizes this and has, as a part of its long-range plan, goals for the ongoing induction of new members. New members are provided with opportunities such as mentoring and induction, training and workshops designed to address their specific concerns, leadership opportunities, and organized social opportunities. There are ongoing opportunities for new members to provide feedback and voice concerns to the leadership team. New members are encouraged to get involved in meaningful association roles and are provided with the necessary training and information to ensure successful and continued involvement in the association.

Respond to the following statements by checking YES, SOMEWHAT, NO or DON'T KNOW

		YES	SOMEWHAT	NO	DON'T KNOW
1.	My local recognizes and welcomes new members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	My local has a program specifically designed for the induction of new members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	My local offers special workshops, social opportunities, etc., for new members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	My local is involved with the district in the mentoring of new teachers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	My local provides materials to new members that are designed to meet their specific needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	My local solicits the input of new members and encourages their feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	My local is involved with the student and intern teachers in the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	My local has a communications program targeted specifically at newer members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	My local encourages new members to get actively involved in the association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	My local directs resources toward encouraging new members to get association training/attend conferences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	New members with leadership potential are encouraged and mentored by experienced leaders in my local.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	My local utilizes a variety of strategies for getting newer members involved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Building Full Capacity Locals

Indicator 8

## Political Action/PAC

Every decision that impacts public school employees is made by an elected or appointed government official. In a full capacity local, political action is an ongoing and integral part of the local's long-range plan. There is a continuous commitment to community coalition building including joint ventures with district and community stakeholders. The leadership team and the executive director who serve the local are actively engaged in the political process at the local, state and national levels and assume the responsibility for keeping members accurately and regularly informed on all political issues of importance. The governance structure of the local includes a standing political action committee headed by an active, well-trained chairperson. The local is fully involved in activities such as yearly PAC drives, local screening and recommending committees, legislative council meetings and lobbying. The local leadership team members as well as the building representatives are well-trained to carry out the political goals of the local/state associations at the building level.

**Respond to the following statements by checking YES, SOMEWHAT, NO or DON'T KNOW**

		YES	SOMEWHAT	NO	DON'T KNOW
1.	My local has a standing political action committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The leadership team in my local is actively engaged in PAC and the political action process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	My UniServ director is actively engaged in PAC and the political action process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Members in my local are regularly informed about local, state and national political issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Political action is a part of my local's long-range plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	My local sets goals for member political action and involvement each year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	My local screens and recommends local candidates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Members of my local participate in the screening and recommending process for state candidates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Members of my local participate in legislative council meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Members of my local are involved in lobbying activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Political action is a regular part of my local's meeting agendas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	My local has a PAC drive every year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	The PAC drive in my local is a planned, organized event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Political activity and PAC are important in my local.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Our assigned MEA lobbyist communicates regularly with our UniServ director and local leaders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	My local is involved with others in the district and community to form coalitions around political issues of mutual concern.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Members of my local are encouraged to get involved in political action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Members of my local are recognized for their political involvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## MEA can help!

There are numerous resources available to help you increase the capacity of your local in each of the eight indicators that are a part of this self-assessment.

You'll find everything from new member tips to MEA's Constitution and By-Laws to ideas for getting more of your members involved in their local association by visiting [www.mymea.org](http://www.mymea.org), Departments and [www.mea.org/BFCL](http://www.mea.org/BFCL).

# MEA

Michigan Education Association

[www.mea.org](http://www.mea.org)

1216 Kendale Blvd., PO Box 2573, East Lansing, MI 48826-2573

*The mission of the MEA is to ensure that the education of our students and the working environments of our members are of the highest quality.*



EJT 38730