

# Small Firm Exchange

AIA Member group

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Output of the Monthly State Representative Call

Connect with AIA SFX



## 5 Steps to Creating a Small Firm Exchange

### 1. Form an Exploratory Group



### 2. Publicize the Group



### 3. Establish a Communication Network



### 4. Meet Consistently



### 5. Connect to SFX National



## Starting and Sustaining A Local Small Firm Exchange

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## Starting

- ✓ **Form an Exploratory Group**  
Reach out to your local Executive Director to help form an exploratory group.
- ✓ **Publicize the Group**  
Leverage your chapter contact list for initial meetings, and ask everyone to bring a small-firm friend.
- ✓ **Establish a Communication Network**  
Poll your group to identify the best way to stay connected. Many groups use an email listserv (such as [Groups.io](#) or [Google Groups](#)) to communicate with members.
- ✓ **Meet Consistently**  
Set up a regular meeting schedule, post on Chapter website and stick to it.
- ✓ **Connect to National Resources**  
Join the AIA SFX Community Hub and follow the social media accounts listed above.
- ✓ **Visit Other Groups**  
Consider a virtual visit to another group (see the next page for an active list) to better understand organization and group dynamics.

## Sustaining

- ✓ **Invite Collegiate Competitors**  
A rising tide lifts all boats. Take advantage of the diversity of experience within your group.
- ✓ **Communication is Connection**  
Creating and actively using a shared communication platform is key to sustaining the group.
- ✓ **Plan a Variety of Events**  
Offer a range of events, from formal presentations to informal topical discussions, philanthropic efforts, and social gatherings (happy hours, holiday parties).
- ✓ **Nurture Leadership Pipeline**  
Staggered co-chairs help to maintain continuity and knowledge transfer
- ✓ **Develop Membership Policies**  
Establish a membership policy (who can join), while remaining flexible as the group's needs and interests evolve.
- ✓ **Chapter / Component Synergy**  
Small but mighty! The SFX group can easily become one of the most active and relevant communities within the chapter.

## Upcoming State Representative Calls:

04.09.2026 **AIA Candidate Forum**

05.14.2026 **Competency of Practice**

Feature your award-winning project on SFX Social Media

# Our Community

List of chapters / components with active groups

**Arizona**  
[Statewide](#)

**California**  
[AIA San Francisco](#)

**Connecticut**  
[Statewide](#)

**Delaware**  
[Statewide](#)

**District of Columbia**  
[AIAIDC](#)

**Hawaii**  
[AIA Honolulu](#)

**Illinois**  
[AIA Chicago](#)

**Louisiana**  
[AIA New Orleans](#)

**Maine**  
[Statewide](#)

**Massachusetts**  
[AIA Boston](#)

**New Jersey**  
[Statewide](#)

**North Carolina**  
[AIA Triangle](#)

**Ohio**  
[Statewide](#)

**Oklahoma**  
[Statewide](#)

**Oregon**  
[Statewide](#)

**Pennsylvania**  
[Statewide](#)

**Tennessee**  
[Statewide](#)

**Texas**  
[AIA Austin](#)  
[AIA Dallas](#)  
[AIA Houston](#)

**Virginia**  
[Statewide](#)  
[AIA Northern Virginia](#)

**Washington**  
[AIA Seattle](#)

**Wisconsin**  
[Statewide](#)

Is your group not on the list? [Email us](#) to add.