



# Memorandum

**Date:** March 2022

**To:** Component Leaders

**From:** AIA Strategic Council

**Subject:** State Representative recruitment

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1. The Strategic Council state representative position is open to all members in good standing with or without prior state component or AIA leadership experience.
2. If you do not already have one, establish a State Nominating Committee to develop and oversee the process by which candidates are recruited, evaluated, nominated, and elected to serve as Strategic Councilors.
3. The Nominating Committee should advertise the position to all voting members within the state, often and on a regular basis when nominations are sought, through the component's statewide communication platforms: email, newsletters, social media platforms, etc. Work with the Strategic Council Best Practices Committee on messaging; be timely and consistent across a six- to eight-week period prior to the date of elections.
4. Strategic Council positions should not be preassigned or negotiated among/between local components. To ensure the recruitment of the best candidates from a broad talent pool, avoid creating barriers to participation for those not on a traditional leadership ladder.
5. A formal application process should be created that is inclusive.
6. Evaluate the responses by considering:
  - The applicant's (or candidate's) complete body of professional and lived experiences, including that which has occurred outside of "traditional" professional roles. Community involvement and the ability to represent historically underrepresented members of state and local communities is highly desirable.
  - The applicant's ability to communicate AIA's important initiatives on sustainability; resiliency; and equity, diversity, and inclusion priorities to state and local component membership.

- How the applicant can broaden the participation of those historically excluded from participation in AIA.
  - How the applicant will contribute to expanding the pathway of “architects of the future.”
  - How the applicant can/will contribute to the council by bringing unique or relevant expertise and knowledge.
7. A minimum of two letters of reference that address the applicant’s ability to contribute to achieving the AIA Strategic Plan’s goals is required.
  8. An acknowledgement from the candidate that they understand the time commitment and responsibilities (as outlined in the Strategic Council Handbook) is required.
  9. Engage your current state Strategic Councilor throughout the process. They should be considered a resource for prospective candidates and your nominating/selection committee.