



## **AIA Board of Directors: Position Descriptions**

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The role of each member of the AIA Board of Directors (the Board) varies significantly based on the responsibilities assigned in AIA's governing documents. Chapters 5 and 6 of the [Bylaws](#) and the [Rules of the Board](#) provide an overall scope of responsibility for those elected to the Board. These position descriptions have been created to provide members, potential candidates, and the Board itself with an overview of each of the Board members' roles and responsibilities.

### **President**

#### Responsibilities

The president shall act in the best interest of the Board, the AIA, and the profession.

Responsibilities include:

- Serving as the presiding officer at AIA meetings, including setting of the agendas for such meetings.
- Speaking on behalf of the Board to members and outside parties concerning Board positions.
- Making decisions on behalf of the Board that fall within reasonable interpretation of Board policies and the governance process.
- Ensuring the integrity of the Board process, and that AIA meetings and discussions are within the confines of its authority and are carried out in a timely, fair, and orderly manner.

- Meeting with members, allied organizations, and others in support of the AIA mission and vision.

In addition to the above, the president is generally responsible for the following:

- Appointment of members to serve on AIA committees and to represent the AIA with other organizations.
- Chair the annual meeting and the AIA Conference on Architecture.
- Execute documents relating to the duties of the president.
- Serve on the Compensation Committee (for the EVP/Chief Executive Officer) and shall, in cooperation with the other members, help ensure that the annual evaluation is fair, timely and thorough.

#### Time and Travel Commitment

Travel is a regular part of the President's duties, shared in part with other members of the Board to meet the needs of the organization. The president has a travel stipend to cover the costs of travel to represent the AIA outside of Board and other AIA meeting commitments.

The president should expect to spend a minimum of 5-10 hours per week in support of the requirements of this position; that commitment will be greater during times of preparation for and attendance at Board meetings, Conference, and other AIA events.

AIA recognizes and appreciates the amount of time and travel the president dedicates during their leadership years. In recognition of the volunteer hours donated to the AIA, a stipend will be paid on a quarterly basis. (The president will receive an IRS Form 1099 for this stipend.) This stipend is offered in addition to the travel reimbursement policies outlined above.

## **First Vice President/President-elect**

### Responsibilities

The first vice president/president-elect is responsible for working with the president as a representative of the organization and shall attend events, programs, and meetings on behalf of the AIA at the request of the president.

The first vice president/president-elect is responsible for the planning and chairing of the annual AIA Leadership Summit.

In addition to the above, the first vice president/president-elect is generally responsible for the following:

- Serving as a member of the Compensation Committee.
- Serving as a fully contributing and participating member of the AIA Strategic Council.
- Working with the At-large Directors to lead and facilitate Visibility Exchange Network calls.

### Time and Travel Commitment

Travel is a regular part of the first vice president/president-elect duties, shared in part with other members of the Board to meet the needs of the organization. The first vice president/president-elect has a travel stipend to cover the costs of travel to represent the AIA outside of Board and other AIA meeting commitments.

The first vice president/president-elect should expect to spend a minimum of 5-7 hours per week in support of the requirements of this position; that commitment will be greater during times of preparation for and attendance at Board meetings, Conference, and other AIA events.

AIA recognizes and appreciates the amount of time and travel the first vice president/president-elect dedicates during their leadership years. In recognition of the volunteer hours donated to the AIA, a stipend will be paid on a quarterly basis. (The first vice president/president-elect will receive an IRS Form 1099 for this

stipend.) This stipend is offered in addition to the travel reimbursement policies outlined above.

## **Secretary**

### Responsibilities

The Secretary is generally responsible for the following:

- Ensuring the integrity of the Board process, including notice of meetings and recording minutes.
- Interpreting the Bylaws and the Rules of the Board (subject to Board approval).
- Recommending or nominating members of the Jury of Fellows, Jury for Honorary Members, Resolutions Committee, and the AIA/ACSA Topaz Medallion for Excellence in Architectural Education Jury for the Board's approval.
- Serving on the Compensation Committee.
- Chairing the Secretary's Advisory Committee (SAC).
- Assisting the president at the annual meeting, include presentation of amendments to the Bylaws.
- Ensuring the accuracy of counts of the membership required for apportionment of voting delegates as well as state representation on the Strategic Council.

The secretary also has general oversight of:

- Honors and Awards.
- Resolutions process.
- Elections for national Board positions.
- Membership matters.
- Component compliance with Public Policies and Position Statements.

### Time and Travel Commitment

The secretary should expect to spend a minimum of 5-7 hours per week in support of the requirements of this position; that commitment will be greater during times of preparation for and attendance at Board meetings, Conference, and other AIA events.

The secretary may have some travel responsibilities in communicating the work of the Board and in seeking input from members on issues affecting the profession. The AIA will cover expenses incurred as a result of such travel.

## **Treasurer**

### Responsibilities

The treasurer has general oversight of the AIA's financial affairs and shall perform the duties incident to the office of Treasurer

The treasurer is also generally responsible for the following:

- Duties in connection with AIA financial policies as required by the Board.
- Participating on the Compensation Committee
- Chairing the Finance and Audit Committee and working with outside auditors in the production and review of the annual AIA financial audit.
- Assisting in preparation of the annual Operating Budget.
- Serving as a member of the 1735 New York Avenue LLC Board.

### Time and Travel Commitment

The treasurer should expect to spend a minimum of 5-7 hours per week in support of the requirements of this position; that commitment will be greater during times of preparation for and attendance at Board meetings, Conference, and other AIA events.

The treasurer may have some travel responsibilities in communicating the work of the Board and in seeking input from members on issues affecting the profession. The AIA will cover expenses incurred as a result of such travel.

## **At-large Directors**

### Responsibilities

The at-large directors act together as the Board in executing the Board's duties and responsibilities, and acting in the best interests of the AIA.

In addition to the above, at-large directors shall generally be responsible for the following:

- Working with the first vice president/president-elect as leaders and facilitators of Visibility Exchange Network calls. Frequency of meetings and the assignment of member groups shall be decided by the president, first vice president/president-elect, and at-large directors at the beginning of each year.
- Fully participating as members or leaders of Board-level committees.

### Time and Travel Commitment

At-large directors should expect to spend a minimum of 5–7 hours per week in support of the requirements of this position; that commitment will be greater during times of preparation for and attendance at Leadership Exchange Network calls, Board meetings, Conference, and other AIA events.

At-large directors may have some travel responsibilities in communicating the work of the Board and in seeking input from members on issues affecting the profession.

## **The Board**

The Board is generally responsible for the following:

- Conducting the general management of AIA affairs, maintaining control of AIA property, developing its policies, authorizing expenditures, and taking all necessary and proper steps to carry out the purposes of the AIA and promote its best interest.
- Approving affiliations with organizations.
- Establishing the location of the annual Conference on Architecture.
- Sponsoring resolutions as determined to be appropriate and necessary on behalf of AIA members.
- Adopt an annual operating plan and budget.
- Periodically developing, reviewing, and adopting a strategic framework that integrates a long-range plan with the AIA's strategic plan.
- Acting in a manner that is forward looking, strategic, and anticipatory, inspiring the organization through the adoption of the broadest organizational values and perspective.

The Board is to be accountable to membership for competent and effective accomplishment of the Board's obligations.