

# The Executive Directors Role on the Component Leadership Team

Presented by

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*“Tell me and I forget,  
teach me and I may remember,  
involve me and I learn”*

Benjamin Franklin

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## Create Structure

- The more structures you put in place, the easier it is for everyone
- Protects board, members and Executive Director
- Start with basics and add a layer of structure every year
- Ease of access to the information – include link on agenda
- Board should have access to all committee working files



Information  
is key

**Orientation**



**Board**

Operations  
Roles and Responsibilities  
Programming  
Communication



**Committee**

Operations  
Roles and Responsibilities  
Communication

## Communication



### Board Level

Weekly Updates

Set check in times with board members



### Committee Level


As needed based on committee activity



### Membership

Use board and committee communications to track what you want to share with membership

Learn what these are and how they are used or applied,



Become the  
resource for  
your Board

Quorums

Nominations process

Board voting

Scheduled member meetings

Bylaws vs policies vs operations

Tax status

Board vacancies

Board removal process

Annual meeting

Policy violated - now what?

**Board Book**

Board Procedure

How to's –  
Events/Committees

Membership

History

Strategic Planning

Operations Manual











By Laws

Policy Statements

Shared... > ... > 2023 Board ...

Type ▾ People ▾ Modified ▾

Name

-  AIA Charlotte Governing Documents
-  AIA North Carolina Member Services MOU
-  AIA Charlotte Committee Handbook
-  AIA North Carolina Information
-  AIA Charlotte Board General Information
-  AIA Charlotte Bylaws
-  How to put on Events
-  AIA Charlotte Policies
-  AIA Charlotte Information
-  Budget



## Board Procedure

(4 Sub groups)

Board

Scholarship

Sponsorship

Legislative

## How to's

Committees

Events

## Operations Manual

Board/Committee job descriptions

Voting

Reimbursements

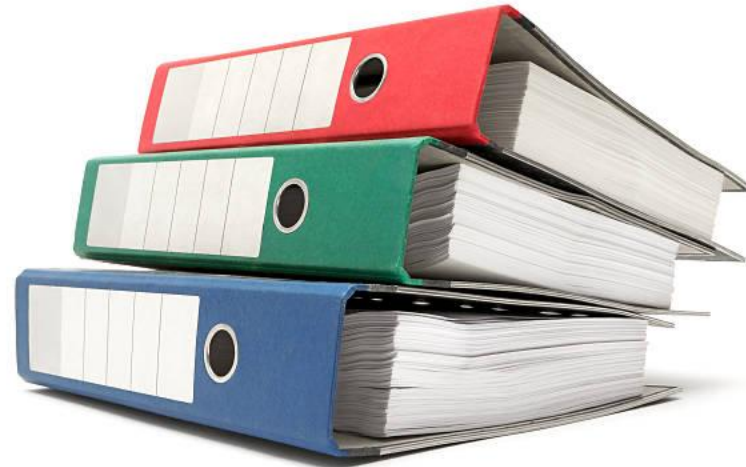
## By Laws

## Membership

Member List

Dues History

New member email



## Policy Statements

## Strategic Planning Retreat

Current and past retreats

## History

Founded, past presidents

AIA national and state

## How to start a Board Book

1. Board Procedure (can change to Board contacts)
  - Current board and committee contact list
  - Folder for board reports (agenda/minutes)
  - Org Chart
2. Membership
  - Current membership list
  - New member email
3. By Laws
4. Policy Statements
5. Budget
6. AIA provided guidelines (branding)

Present to your board (print/digital)

Include link to Board Book on every agenda for easy access

**Additional sections to add**

- How to's
  - Involve your board/committee members,
  - start with draft – Brief Summary, meeting topic, date/venue/sponsor, marketing, one week prior tasks, night of tasks (assign committee member tasks)
- Operations Manual
  - Job description for each board position (start small and add year to year – conventions, reimbursements, letterhead, voting...)
- History
  - Board Succession Chart
  - List of Past Presidents
  - List of Fellows
  - Reach out to past presidents. Include AIA national and state



**Get your  
leaders  
involved**

**Additional sections to add**

- Business Operations
  - Insurance Policies
    - D&O, General Liability, Worker's Comp, Association Package, etc.
    - Health Insurance, etc
  - Employee Benefits
  - Branding Guide
  - Employee Job Descriptions
- Governance
  - IRS Determination Letter
  - Board Job Descriptions

## Treasurer's Profile

### Roles and Responsibilities of the Board of Directors

- Governance of the organization (not management)
- Determine mission and purpose
- Select the chief executive
- Support and evaluate the chief executive
- Ensure effective planning (strategic plan and objectives)
- Monitor and strengthen programs and services
- Ensure adequate financial resources (fundraising/sponsorships)
- Protect assets and provide financial oversight
- Build a competent board
- Ensure legal and ethical integrity
- Enhance the organization's public standing
- Set policies and positions
- Represent stakeholder/member interests
- Establish committees
- Attend AIAC events and encourage others to participate

### Advisory Groups

AIA Charlotte established Advisory Groups that align with and support the strategic plan and its objectives. Each board member, with the exception of the President, shall be assigned to an Advisory Group. Each Advisory Group will have an Executive Committee Liaison. All committees, initiatives, and operations should have a direct connection to one of the four Advisory Groups. The role of the ExCom Liaison is to ensure committees and directors are supporting strategic initiatives as charged and have the resources necessary. The current Advisory Groups

are Membership, Outreach, Work Force, and Knowledge.

### Knowledge Advisory Group

Mission Statement: The Knowledge Advisory Group shall work to advance the architectural profession by planning, organizing and executing Knowledge Activities for the benefit of AIA Members, Allied Members, Other Design Professionals and the Community at large. The Advisory Group composition includes the Treasurer as the Executive Committee Liaison, the UNCC Liaison, and the Executive Director. There is currently not a committee.

### Treasurer Duties

- Board Liaison for Knowledge Advisory Group
- Chairs the Finance Committee
- Member of excom
- Chair of the budget committee and develop budget for following year
- Exercise general supervision of the financial affairs, records will be kept at the component office
- Reviews monthly profit and loss statements provided by ED
- Prepares the budget and Profit and Loss Statement with the Executive Director
- Works with Executive Director to provide reports on component investment account
- Reviews bank and credit card statements. Access to chapter online accounts
- Contacts all Sponsors from prior years to participate again
- Present written report at the chapter's annual business meeting

## **Treasurer's Profile**

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**Team Responsibilities**

	Board's Responsibility	President's Responsibility	Executive Director's Responsibility
Determine the organization's goals & policy	<b>X</b>		
Implement board policies & programs			<b>X</b>
Keep board members informed regarding organization's operation			<b>X</b>
Administer all phases of organization's operation			<b>X</b>
Hire and supervise office staff and consultants			<b>X</b>
Orient new board members/board orientation			<b>X</b>
Determine agenda for board meetings		<b>X</b>	<b>X</b>
Coordinate board operations			<b>X</b>
Distribute board reports			<b>X</b>
Evaluate organization's results	<b>X</b>	<b>X</b>	

**Team Responsibilities**

	Board's Responsibility	President's Responsibility	Executive Director's Responsibility
Appoints committee/task force and oversees their work		X	
Encourage local interest and participation in national	X	X	X
Manage the affairs and assets of the organization to carry out the policies established by the board and to achieve the objectives set forth by the board			X
Set annual policies & priorities for the organization	X	X	
Spokesperson for chapter		X	
Volunteers to set up and run seminars/events	X		
Attends events representing the members at seminars	X	X	

	Hrs	Task	Description
<b>Chapter Governance/Operation</b>			
<b>49%</b>	3	Chapter Board meetings	attending
	3	Chapter board meeting prep	agenda, financials, notices to board
	2	Chapter excom meetings	attending
	8	Chapter excom support	weekly president calls, questions
	5	Bookkeeping	checks, bank reconciliation, P&L, reports for budget committee
	8	AIA national/state	email updates/webinars/cace/local chapters
	6	Chapter Governance	Chapter Board Book updates/additions/strategic planning retreat
	24	AIA travel	national, state, grassroots, cace
	5	AIA travel prep	transportation, hote, itineraries, booking travel pres, pres-elect
	20	Office	emails, filing, mail
	<b>84</b>	<b>Subtotal - Chapter Governance/Operations</b>	
<b>Membership</b>			
<b>19%</b>	20	Membership support	transcripts, ces, licensure, ARE, member questions/comments
	2	Non member support	ces
	10	Communication	boardcast emails set up and responding to responses
	<b>32</b>	<b>Subtotal - Membership</b>	
<b>Public Advocacy</b>			
<b>10%</b>	2	Legislative	events, research
	4	Industry relations	allied organizations, joint programming, sponsorship
	8	Social media	posting and scanning
	4	Website	updates
	<b>18</b>	<b>Subtotal - Public Advocacy</b>	
<b>Events</b>			
<b>22%</b>	7	Events	attendance (chapter meetings, tours, happy hour, all day seminars)
	4	Event prep	venue contracts, catering contracts, speaker coordination
	3	Event follow up	speakers, sponsors, member questions, evaluation
	24	Major events	Expo, Golf, Design Awards - working with committees
	<b>38</b>	<b>Subtotal - Events</b>	
<b>172</b>		<b>Total hours</b>	

# Executive Director

Let the board know what you do

Helps with understanding that you have responsibilities and so do they,

If you are doing their job – who is doing your job



## Identify Future Board Members

- Think long term, not short term
- ExCom or Director
- Use committee level programs to start engaging potential leaders
- What issues are relevant to your organization?
- Does board structure encourage participation?
  - Governance
  - Operations

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