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# Volunteer Handbook

2023

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## Message from the EVP/CEO

Dear AIA volunteers,

For more than 160 years, volunteers have devoted their time and talents to advancing the architecture profession through their volunteer service at AIA. Because of the contributions of these countless individuals, AIA can provide members with tools, resources, and education to tackle society's most urgent issues.

Volunteers are essential to all aspects of AIA's work. By sharing their time and talent, volunteers equip AIA to provide high-quality programs, events, and research that are pivotal to our strategic goals of climate action and equity in the profession.

Because our volunteers do so much to support AIA, we strive to provide the same support for all AIA volunteers to ensure a meaningful and enriching volunteer experience. The AIA volunteer handbook was developed to inform current and future volunteers about AIA's governance processes and policies. This resource will provide all volunteers with a foundation of knowledge to excel within AIA and allow maximum impact during your tenure.

Because of your dedication to AIA, we can continue our steadfast commitment to excellence in education, leadership development of design professionals, and empowering architects to improve society. We encourage you to invite your peers to volunteer at AIA and further broaden the profession's impact. They will find many ways to get involved on our [volunteer web page](#).

Thank you, again, for your leadership and commitment to making the world better by design. We look forward to working with you in 2024.

Sincerely,

Lakisha Ann Woods, CAE  
Executive Vice President/Chief Executive Officer  
American Institute of Architects

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## Introduction to AIA

### Mission

AIA inspires and empowers architects to improve society and transform the world.

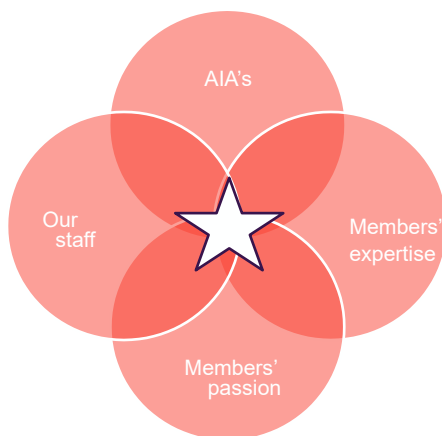
### Vision

Drive positive change through the power of design and focused activism.

### Our staff and member engagement philosophy

We believe that the member-staff partnership is critical to AIA's success. Our Board of Directors is committed to supporting our members' professional and personal growth when volunteering for AIA. As an AIA volunteer, we strive to ensure that you use your time and talent to support program development and learning skills and tools to help you thrive and grow professionally.

We strive to have the right people in the right roles doing the right things at the right times. This is captured in our member engagement philosophy and depicted in the image below. We also believe that this extends to our staff partners. AIA's professional staff bring specific expertise to AIA that, when teamed with our members, is unparalleled and propels our organization forward.



### 2021-2025 Strategic Plan

It is 2030, and we have met the seemingly insurmountable climate crisis with courageous, creative, and decisive action. People everywhere are united under a common pledge to create an equitable, resilient, regenerative, and carbon-free future.

At the heart of this movement, AIA has energized a global community of professionals to leverage their knowledge and activism to enact positive change through design.

AIA is widely recognized for its commitment to excellence in the education and leadership development of design professionals. Architects have become leaders in our communities, bringing innovative yet practical solutions to the challenges we face. We foster diversity and inclusion in the profession.

AIA has become a catalyst for change, for bold action that develops and delivers solutions to society's most pressing needs. Architects are positioned at the center of policy discussions

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surrounding the built environment. AIA has convened broad coalitions to collaborate on solutions. We have generated, curated, and disseminated knowledge that magnifies the transformative impact of design. We have mobilized our members to meet challenges with decisive action.

AIA and allied organizational partners generate unity and accelerate progress in the design and construction industry.

AIA is at the center of the world's most urgent conversations and is acknowledged as the driving force inspiring and empowering architects to improve society and change the world.

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## AIA Strategic Plan 2021-2025

### MISSION

Inspire and empower architects to improve society and transform the world.

### VISION

Drive positive change through the power of design and focused activism.

### CORE VALUES

Impactful, transformative, visionary, equitable, inclusive, innovative

**GOALS** • Climate action for human and ecological health  
• Advance racial, ethnic, and gender equity

## Strategies

### MOBILIZE FOR IMPACT

Focus and align programs, services, structures, and resources to develop innovative solutions to the world's most pressing challenges.

### EDUCATE AND PREPARE

Equip members for success: Transform architecture education, expand access to the profession, cultivate a learning culture, and develop leadership.

### ADVANCE KNOWLEDGE

Knowledge is our currency. Generate, curate, and disseminate knowledge required for success.

### BROADEN THE TENT

Collaborate with design, construction, and community stakeholders. Organize and activate grassroots advocates.

## Imperatives

### EMPHASIZE

**Climate action:** Build impact by focusing on climate action and positioning architects as community leaders to drive widescale adoption of practical design solutions that will rapidly address and mitigate the impacts of climate change.

**Justice:** Work to eradicate racial and gender inequity within the built environment and profession, and dismantle barriers within the AIA, to better reflect the society we serve.

### OPTIMIZE

**Role of the architect:** Optimize architects' presence and impact by equipping and preparing them to serve as conveners, collaborators, civic leaders, and change agents in developing and delivering solutions to society's most pressing needs.

### CATALYZE

**Equity:** Foster equity, diversity, and a sense of belonging within the profession, and advance the health, safety and welfare of our communities through design and advocacy for lasting solutions in our built environments.

### REVOLUTIONIZE

**Research and technology:** Leverage emerging technologies and social science to accelerate architecture's progression to a knowledge-driven discipline and evidence-based, transformative solutions. Harness an intra/entrepreneurial start-up mentality to foster rapid innovation.

**Architectural education:** Make architectural education more responsive to emerging trends, more inclusive of underserved audiences, and more oriented toward the future role of the architect.

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## 2024 Organizational priorities

### [AIA.org](#)

AIA.org is the digital face of our organization and through a renewed focus in 2024, will capitalize and evolve on successes that benefit brand, business, and user objectives through a transformative web-based experience. New features will allow us to expand the revenue-generating potential of our AIA.org platform. The multi-year evolution of AIA.org content, services, and experiences are executed under the leadership and knowledge of the Technology and Marketing and Communications departments, carrying forward the work begun in 2023.

### [Member and volunteer engagement](#)

AIA's members and volunteers are at the center of what we do, every day. In 2024, AIA will expand on membership growth and volunteer engagement successes with a focus on new audience implementation and a modern membership structure, which will allow for the expansion of our member base and result in higher revenue. Renewed commitment to the member and volunteer engagement strategy will enable us to recruit and serve more diverse members, prepare and train current members to become volunteers, and make the volunteer experience more consistent and rewarding. Over the coming year, this work, led by the Member & Component Engagement and Governance teams, involves staff at all levels of the association working together to operationalize new engagement, experience, and implementation strategies.

### [AIA Conference on Architecture and Design](#)

The AIA Conference on Architecture and Design is the largest annual gathering of architects and design professionals. As a renewed priority in 2024, the objective for long-term impact will focus on making the event larger, more dynamic, and more engaging, establishing it as the must-attend event for AIA members and professionals in related fields throughout the AEC space, alike. The intersection of many of our valued services including education, thought leadership, networking, product discovery, awards, and more, the multi-year commitment to transformational growth will ultimately deliver greater value to attendees and drive additional revenue to the organization in 2024 and beyond. This transformation is co-led by the Sales, Events, and Exhibitions, Marketing and Communications and Knowledge & Practice departments.

### [Awards program](#)

The AIA Awards program has widespread significance to the AIA and its members. Prioritized for 2024, the award program's transformation is strategically and operationally focused, while preserving AIA's commitment to its Framework for Design Excellence. Externally, this transformation will result in a better experience for our applicants and an enhanced celebration of design excellence. Internally, we will carefully examine the impact of our business model and drive an increase in revenue and operational efficiency across areas that are essential to the program's future successes.

### [Data transformation](#)

One of AIA's strongest assets is our ability to share the voice of architects, one way we do that is through the information we have regarding the profession of architecture. However, those datasets currently live in a variety of systems with differing access and extraction methods, which doesn't allow us to capitalize on their full potential. This effort—jointly led by Technology

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and Research & Practice—is a comprehensive data management and extraction project where we collaborate with all department stakeholders to assess their data requirements and business use cases and build an organizational-wide data management program. This work will set up the framework to optimize its data utilization, enable data-driven decision-making, grow new and expanded revenue streams, increase member satisfaction, ensure privacy compliance, and enhance overall operational efficiency within the organization. This project aims at unlocking the full potential of data for strategic decision-making and enhancing our competitive edge.

## Core values

- **Impactful.** What we do matters and is relevant to our clients and to the society.
- **Transformative.** We work for profound, lasting, positive change in the profession and in the society.
- **Visionary.** We imagine a better future, and act courageously and confidently to achieve it.
- **Equitable and inclusive.** We believe architecture is for everyone, and we model deep collaboration and inclusion in all we do.
- **Innovative.** We lead with creativity and insight.

## History

To promote architects and architecture, AIA was founded in 1857 by thirteen architects who met in the office of Richard Upjohn in New York City. Soon after, chapters were established in Philadelphia, Chicago, and Boston. Today, AIA has over 200 chapters around the world.

In 1898, AIA relocated its headquarters to Washington, DC, where it remains today. Throughout its more than 150-year history, the Institute has grown to become the largest and most influential network of architecture professionals. Our more than 96,000 members share your passion for architecture and your desire to change the world through the power of design.

## Policies

### Fiduciary duties

The American Institute of Architects (AIA) is a 501(c)6 not-for-profit corporation. As a volunteer, you are now a member of the AIA's leadership community. Your responsibilities not only include those defined in the job description within this document, but you also must act in the best interest of AIA and to disclose any leadership roles or responsibilities that may be considered an actual or perceived conflict of interest.

As a member of the leadership community for our non-profit organization, please remember these three fiduciary responsibilities for leaders.

- *Duty of Care* – Act in good faith, encourage discussion, and make decisions based on the best available information.
  - *Duty of Loyalty* – Act in the organization's best interests and to enhance AIA's reputation. Ensure that AIA's interests drive discussions and decision-making.
-

- *Duty of Obedience* – Disclose and discuss any actual and/or perceived conflicts of interest that you or other committee members may have. Identify and discuss these (if applicable) at the beginning of each meeting. Ensure that committee members honor confidentiality when discussing AIA's competitive advantage or sensitive information.

## Bylaws

The AIA Bylaws represent the official written rules for conduct for the Institute. The bylaws are, in effect, a contract among members and must be formally adopted and/or amended. AIA's bylaws provide rules and information regarding offices, membership, meetings and votes of members, board of directors, officers, college of fellows, dues, components, amendments, and miscellaneous items. Please ensure you are familiar with the [Bylaws](#).

## Rules of the Board

The Rules of the Board (RoB) outline the role of the Board to ensure excellence in AIA and provide detailed operating procedures on the responsibilities of the Board. The Rules of the Board expand on the Bylaws to clarify member requirements, outline honors and awards, resolutions process, Board positions and code of conduct, Board Committees' responsibilities and composition. Please ensure you are familiar with and adhere to the [Rules of the Board](#) during your term.

## Other policies

AIA volunteers have a fiduciary obligation to support the actions of the Board and ensure compliance with AIA Bylaws, Rules of the Board, and Public Policies and Position Statements. In addition to the documents listed above, volunteer leaders are expected to adhere to the following policies:

- [Antitrust compliance](#)
- [Attribution of credit](#)
- [Code of Ethics and Professional Conduct](#)
- [Non-Discrimination, Anti-Harassment, and Complaint Policy](#)
- [Terms and conditions](#)
- [Using the AIA designation](#)
- [Public Policy and Position Statements](#)
- [Conflict of Interest Policy](#)

## AIA governance structure

The contributions of volunteer leaders are valuable in advancing the AIA's mission, vision, and strategic goals. In partnership with AIA staff, volunteer leaders shape the resources that support and grow a thriving profession.

Because our volunteers do so much to support AIA, we strive to provide the same support for all AIA volunteers to ensure a meaningful and enriching volunteer experience. The AIA volunteer handbook was developed to inform current and future volunteers about AIA's governance process. This resource will provide all committee members with the same foundation of knowledge to excel within AIA.

## **AIA organizational structure**

In accordance with the bylaws of the AIA, the Board of Directors has the power at any time, for any purpose, to appoint any committee or task force it deems necessary and to delegate to such committee whatever abilities such committee may require carrying out its assigned responsibilities. AIA volunteer groups but must be composed of AIA members in good standing.

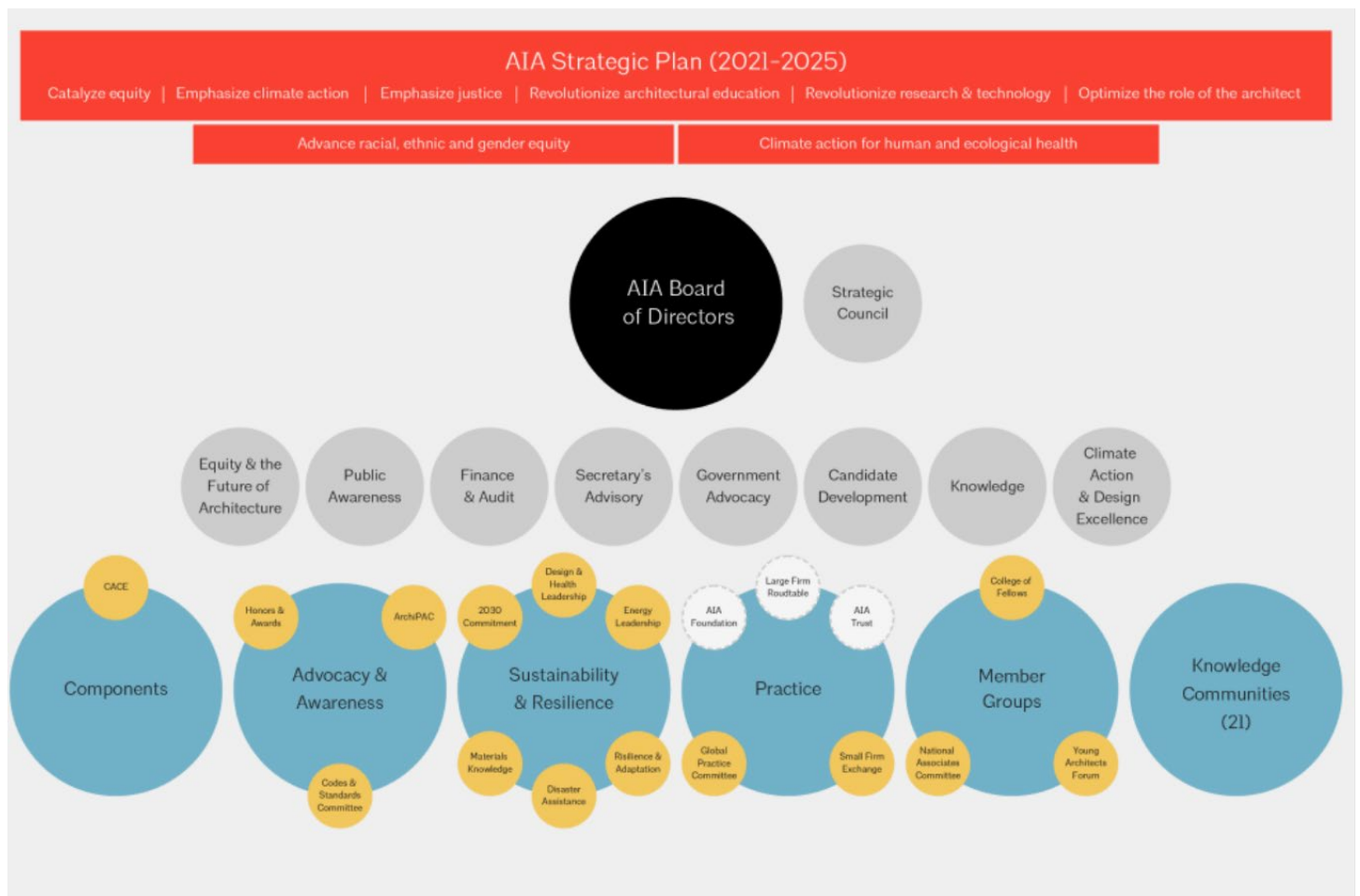
AIA classifies volunteer groups in the following way:

- Board of Directors
- Strategic Council
- Board-level Committees
- Member Groups
- Knowledge Communities (KCs)
- Components

In addition to these volunteer groups, AIA also recognizes ArchiPAC, AIA Trust, the Architects Foundation, and the College of Fellows (COF) as volunteer bodies. These bodies operate within the AIA enterprise but as separate legal entities.

The organizational structure below was created to help volunteers understand how committees and volunteer groups support the Board and align within AIA.

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## Board of Directors

The role of the Board of Directors (Board) is to ensure excellence in AIA and to serve as a link to AIA members. The Board is accountable for acting in accordance with AIA's mission and vision. Members of the Board are expected to act in an ethical and businesslike manner, avoid any conflict of interest, and represent unconflicted loyalty to the interests of AIA members.

**Purpose:** Provide leadership, strategy, and delegation

**Authority:** The fiduciary body of the organization. Centralized authority all rests with the Board. Enables strategy advancement by distributing decision-making to the volunteer groups.

**Composition:** Competency-based body composed of 14-16 members and supported senior staff administrator.

- Elected Officers
  - President
  - President-elect
  - Secretary
  - Treasurer
- Associate Director

- Student Director
- CACE Director
- At-Large Directors (6)

## Strategic Council

The Strategic Council (“the Council”) advances the architecture profession by informing the Board and other AIA bodies about critical professional issues and opportunities. Although it is not a governing body of AIA, the Council’s work is vital to AIA’s ability to serve the profession.

**Purpose:** Inform the work of the Board and serve as a conduit to disseminate information and insight to constituencies about the priorities and activities.

**Authority:** Advise and monitor activity across AIA volunteer groups. Makes recommendations to the Board for consideration.

**Composition:** The council is a representative body of 66 members. Supported senior staff administrator.

- Moderator (elected by Council, one-year term)
- Vice Moderator (selected by Moderator, one (1) year term)
- State Representatives (typically serving three (3)-year terms, but as AIA transitions from regions- to a state-based model 2022-2025, this will vary)
- At-large Representatives (staggered three (3)-year terms, elected by Council)
- Associate Representative (selected by Associate members, one (1)-year term)
- Student Representative (selected by the American Institute of Architecture Students, one (1) year term)
- CACE Representative (selected by Council of Architectural Component Executives, one (1) year term)
- AIA First Vice President (one (1) year term)
- Immediate Past President (one (1) year term)
- AIA EVP/Chief Executive Officer (advisory role, non-voting member)

## Board-level committees

Board-level committees are volunteer groups defined by the Rules of the Board to assist the Board in doing its job and offer recommendations for Board deliberation.

**Purpose:** Because governance is the responsibility of the whole Board, the use of committees to assist the Board in doing its job will be infrequent and the role of such committees is limited; the committee work shall align with the AIA Strategic Plan, mission, vision, values, and organizational priorities.

**Authority:** Delegated by the Board to advise on responsibilities defined by the Rules of the Board. Makes recommendations to the Board for consideration.

- Board Government Advocacy Committee
- Board Knowledge Committee
- Candidate Development Committee
- Committee on Climate Action & Design Excellence (CCADE)
- Equity and the Future of Architecture

- Finance and Audit Committee
- Public Awareness Committee

## Knowledge Communities

A Knowledge Community is a structured group of members organized around a specialized area of expertise responsible for collecting, creating, and disseminating their knowledge within the organization and serves as a vital source of the AIA's specialized design thought leadership externally.

## Components

Institute-chartered chapters, sections, state organizations, and the International Component are referred to in the AIA Bylaws as “components.”

## Member groups

AIA engages the interests and deepens the knowledge of its diverse members through curated membership groups focused on stage of life, practice setting and career stage. These member groups provide a forum for the exchange of information, deliver tailored online tools, and other significant resources. They elevate your practice field and help advocate for architecture.

## Volunteer group structure

As a volunteer, your contributions are invaluable to AIA's work. The partnership between members and staff propels our organization forward by shaping the profession's future. It also allows us to create impactful programs, innovative products, education opportunities, and meetings to tackle AIA's most urgent issues.

Committee Members serve in staggered terms, and the President-elect annually appoints new members to committees, replacing retiring members. The length of a member's term is at the discretion of the President-elect at the time of appointment and is typically 2 years.

## Terms and positions

Most volunteer groups are structured as follows:

- Chair
- Vice chair
- Members
- Staff liaison

Chairs entering their final year of service are advised to identify a candidate for the chair position. The vice chair will serve a one-year term to allow shadowing of the chair in their final year to facilitate an easier transition of leadership, with increased opportunities to build strategic capacity within each volunteer group. Ultimately, the incoming President-elect makes the chair and vice chair appointments in collaboration with the most recently elected President-elect.

## Volunteer roles

The following are general roles and responsibilities for the different committee contributors. These are intended to be general guidance for participation in AIA committees. Chairs and vice chairs are encouraged to work with their staff liaisons on operationalizing these responsibilities

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based on the committee's charge. Volunteer groups may work differently depending on their needs, but the following general duties apply to all volunteer groups.

### Chair

- Serve as a strategic leader who understands the AIA's mission and vision and can link the committee's activities with the organization's strategic goals.
- Serve as the primary contact for AIA relating to the committee's area of interest or expertise.
- Prepare a work plan for the year to guide the committee in its actions as outlined by the strategic plan and committee charge. Additionally, submit reports to the Board to inform leadership of group activities.
- Foster effective two-way communication with the staff liaison and other AIA personnel regarding scheduling meetings, completing duties, coordinating mailings, etc.
- Structure the meeting agenda to ensure that relevant and timely topics of interest are addressed.
- Champion accountability and performance evaluation for the committee. Facilitate all meetings to ensure all agenda items are addressed. Delegate assignments to involve all volunteers.
- At the start of each meeting, remind volunteers and any other meeting attendees to comply with the AIA's conflict of interest and antitrust policies and request that any member disclose any new conflicts.
- Meet prior to and after each meeting with the staff liaison to summarize the tasks completed and discuss any actions requiring Board approval or awareness.
- Make recommendations to the President-elect for volunteer appointments and reappointments, including the appointment of a successor as vice chair.
- Ensure members abide by their duties as described and recommend action for members and consultants who do not actively participate. Treat other volunteers and staff with respect and courtesy.

### Vice Chair

- Serve as strategic leader who understands the AIA's mission and vision and can link the committee's activities with the organization's strategic goals.
- Serve as the secondary contact for AIA relating to the committee's area of interest or expertise.
- Work with the Chair to prepare a work plan for the year to guide the committee in its actions as outlined by the strategic plan and committee charge, as well as submit reports to the Board to keep leadership informed of group activities.
- Serve as the committee Chair in the Chair's absence.

### Committee member

- Serve as an active participant in the committee and act in the best interests of AIA.
  - Support and further the goals and objectives of AIA.
  - Devote the time and effort required to accomplish the committee's objectives. Come to meetings prepared to discuss agenda items.
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- Fulfill volunteer assignments on a timely basis as delegated by the chair.
  - Review the meeting agenda, minutes from the previous meeting and any supporting documents for the meeting. Volunteers will receive these materials from their staff liaison prior to the meeting.
  - Attend all committee meetings unless excused by the chair. Excused absences should not exceed one meeting per term. Two unexcused absences are grounds for dismissal. Members will be notified of the exact time and place for their next meeting. Volunteers must notify the chair and staff liaison if not participating in an upcoming meeting.
  - Agree to comply with the AIA's conflict of interest and antitrust policies and disclose any new conflicts as they arise.
  - Treat other volunteers and staff with respect and courtesy.

### Staff liaisons

- Serve as the intermediary between the committee and AIA.
- Assist the chair with all committee activities and in communicating with volunteers.
- Prepare and distribute meeting materials, including agendas, and supporting documents, minutes, etc. in a timeline manner.
- Maintain a file containing all committee materials and save documents.
- Notify volunteers of the time and place of the next committee meeting once details have been finalized.
- Submit a draft of the meeting minutes to the chair, and/or vice chair for approval. Minutes should be approved as the first agenda topic during the next meeting.
- Treat all volunteers and other staff with respect and courtesy.

## Committee roles and expectations

### **Participation**

Volunteers serving as committee members are an important part of the effort required for the AIA to meet our strategic goals. In the interests of respecting the time and energies of these volunteers, it is important that all members can contribute fully. All volunteers (including Chairs) of AIA committees must prioritize attendance at scheduled face to face and virtual meetings. Absence from more than one meeting in any single year during an individual's term on the volunteer group will result in an inquiry from the Chair about the member's ability to meet their responsibilities as a committee member and may result in a suggestion of consideration of resignation. If a satisfactory resolution is not reached through this communication, the President (in consultation with the Chair) may relieve the committee member of their duties and appoint a replacement.

### **Committee communications**

Volunteers must have electronic communication capabilities with email and web access. AIA uses Zoom as our videoconference provider. Zoom is a web-based platform that allows members to conduct business virtually. Zoom allows groups of up to 100 individuals to

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participate in virtual meetings.

When scheduling meetings, please ask your staff liaison to schedule and circulate a Zoom link to your attendees. Our practice is to use videoconference as a default during these calls, however, Zoom does provide dial-in options for members with extenuating circumstances. It is the policy of AIA to not record the proceedings of videoconference meetings.

### **Annual training requirement**

AIA offers online training for all volunteers. This training's main objective is to equip volunteers with the necessary skills to be the most effective in their service and to highlight critical organizational policies. Training schedules will be shared with all incoming volunteers at the time of appointment.

### **Meeting agendas and minutes**

AIA uses meeting agendas to ensure that relevant and timely topics of interest are addressed. Minutes from the previous meeting should be the first agenda item for approval during the meeting. Staff liaisons in collaboration with the Committee Chair are responsible for keeping official meeting minutes. AIA prohibits recording of meetings, using transcription tools, and the use of AI note takes except in instances when it is useful or necessary and, thus, permissible. Those instances should be reviewed by legal on a case-by-case basis. AIA staff must declare when a meeting is being recorded or transcription is being used.

### **Meeting schedules**

Each committee conducts four to six regularly scheduled meetings throughout the year, ranging from one to two hours each. The committee chair and vice chair will work together to schedule meetings, considering known conflicts among committee members.

### **Expense reimbursement**

Expense reports for transportation, meals, and lodging for AIA travel commitments must be submitted via Concur. Committee Staff Liaisons will assist you with the management and submission of these expense reports. Volunteers are responsible for submitting ALL receipts and explanation of expenses over \$75 within thirty (30) days of incurring said expense.

### **Media policy**

AIA's policy is for the Board President and/or the EVP/CEO to be the only authorized spokespersons for the institute. All media requests should be routed through the Executive Office.

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## Social media policy

Social networking using Internet-based and other electronic social media tools is integrated into everyday life. Use of Facebook, LinkedIn, blogging, wikis, and other online social media vehicles are commonplace. Volunteer Leaders at AIA have special responsibility with their Internet presence by virtue of their high-profile position within the organization, even if they do not explicitly identify themselves as being affiliated with the AIA. These volunteer leaders should assume that their posts will be seen and read by AIA members, colleagues, and the media, and that they will associate such posts with the AIA.

Keep in mind that posts are visible by all with online access. That means refraining from sharing anything that is proprietary and/or confidential to the AIA. For example, it is not okay to share any content that requires a non-disclosure agreement or is part of a confidential management or Board discussion.

Keep in mind the following when considering whether to share AIA-related information:

- Use common sense. You should refrain from posting items that could reflect negatively on the AIA or otherwise embarrass the organization, including comments or other posts about drug or alcohol abuse, profanity, off-color or sexual humor, and other inappropriate conduct. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would violate AIA's [Non-Discrimination, Anti-Harassment, and Complaint Policy](#).
  - Show proper respect for people's privacy and for topics that may be considered objectionable or inflammatory, like politics and religion.
  - Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.
  - Do not use the AIA logo, unless specifically authorized to do so. On occasion the Marketing & Communications Department will share assets with you containing the logo that you may post to promote AIA Events, or you may repost items shared on the AIA social media accounts. Do not alter these items. Additionally, creating your own graphics including the AIA logo is prohibited. AIA must be diligent in its protection of the usage of our logo in order to retain its trademark status.
  - Do not disclose the AIA's (or anyone else's) confidential or other proprietary information, such as current or anticipated products, software, research, inventions, processes, techniques, designs, or other technical data. Get permission from the owner prior to sharing or publishing their intellectual property.
  - Ask permission to publish or report on meetings or conversations that are meant to be internal to the AIA.
  - Do not reference partners or vendors without staff approval.
  - If you publish content to any website outside of the AIA and it has something to do with your AIA position or subjects associated with AIA, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent the AIA's positions, strategies, or opinions." If what you are publishing is, in fact, AIA official business, be sure that that you are authorized to make such statements on behalf of the organization. If there is any doubt, check with your AIA Staff Liaison.
  - Ensure that your social networking conduct is consistent with all policies contained in the Bylaws, Rules of the Board, and other AIA policies.
  - Make sure that your online activities do not interfere with your volunteer performance.
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- Respecting differences, appreciating the diversity of opinions, and speaking or conducting yourself in a professional manner is expected at all times. If you are not completely confident about what you intend to share, you should seek input before you post.

## Dismissal

**Dismissal of a volunteer.** Volunteers who do not adhere to the rules and procedures of the organization or who fail to perform their volunteer assignments at a satisfactory level may be subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with organizational leadership.

**Reasons for dismissal.** Possible grounds for dismissal may include, but are not limited to, the following: failure to abide by organization policies and procedures, conflict of interest, failure to meet conflict and disclosure policy, gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of organization equipment or materials, abuse or mistreatment of clients or co-workers, and failure to satisfactorily perform assigned duties.

## Volunteer appointment process

Any AIA member in good standing can apply to be appointed to an AIA volunteer group. AIA members interested in serving on a volunteer group are encouraged to complete an online volunteer form.

### Appointment authority

There are three categories of appointments outlined in the [Rules of the Board](#) and [Bylaws](#) that the AIA President-Elect has the authority to appoint.

1. **Board Committees.** Defined in Chapter 7 of the [Rules of the Board](#).
2. **AIA Honors juries.** See Chapter 11, Section 7 of the [Rules of the Board](#).
3. **Board of Directors members.** The President may appoint up to two (2) director positions for your term as President, see Chapter 6 of the [Bylaws](#).

### Standard appointment selection process

The majority of AIA committee appointments will happen in mid-August of President-elect year. The standard process for committee appointments at that time is as follows:

- **Mid-May:** Call for applications on AIA.org.
- **Mid-June:** Applications close.
- **July:** Staff review and recommendations, additional recruiting for positions (if necessary).
- **Early-August:** Staff creates recommendation list for President-elect for their presidential term.
- **Late-August:** President-elect reviews staff recommendations for appointments and provides feedback or approval.
- **November:** Selected appointees are notified via email.

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## Signature Events

- February: AIA Leadership Summit  
The annual AIA Leadership Summit is designed to help AIA's premier leaders reach the fullest potential in their components and communities. The event is usually three and one-half to four days of networking, chapter and community leadership training, and sharing and exchanging information and ideas through topical discussions. The event addresses the challenges facing the chapter, the practice, and communities.
- June: Conference on Architecture
  - Convention
  - Board Committee Day
- September: Women's Leadership Summit

## AIA senior leadership

AIA Senior Leadership Team serve as partners to the AIA Board of Directors to oversee the management of AIA. View the [Senior Leadership Team](#).

## Staff liaisons by committee

AIA Staff Liaisons serve as the intermediary between the committee and AIA. A complete list of committees and staff liaisons can be found on [AIA.org](#).

## Acknowledgments

AIA volunteer leaders are expected to act in accordance with AIA's mission and vision. Volunteers are expected to act in an ethical and businesslike manner, avoid any conflict of interest and represent unconflicted loyalty to the interests of AIA members.

By agreeing to serve with AIA, volunteers understand that my time and contributions to the service of AIA is vital to its mission and therefore I agree to the terms of service of the committee and/or volunteer group and will adhere to all provided assignments and timelines. I also acknowledge that it is my responsibility to communicate changes in circumstances that may impact on my ability to meet the service needs of this group.

I acknowledge that violations of AIA policies should be promptly reported to the Chair of the member group and AIA Governance staff.

I further acknowledge that AIA reserves the right to terminate my service on this committee/volunteer group should I be unable to meet or adhere to the abovementioned expectations and responsibilities.

[Please sign](#) to acknowledge that you have read and understand the AIA Volunteer Handbook and associated AIA policies.

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