



AIA Rhode Island

Bylaws Appendix C

List of Committees and Charges

Committees of the Board of Directors:

Executive Committee (ExCom)
2017 Charges
<ol style="list-style-type: none">1. Set agenda for Board meetings (Bylaws req.)2. Set agenda for Chapter meetings (Bylaws req.)3. Executive Director Review (Bylaws req.)4. Host/plan the Annual Meeting & Design Awards. Coordinate with Design Awards Committee on presentation of Awards. Coordinate with Emerging Professionals Committee on recognition of newly licensed architects.

Nominating Committee
2017 Charges
<ol style="list-style-type: none">1. Meet min. month before annual meeting (Bylaws req.)2. Identify slate of candidates (Bylaws req.)3. Create Candidate biography pages (Bylaws req.)

Finance Committee
2017 Charges
<ol style="list-style-type: none">1. Assist Treasurer in preparing initial budget for following fiscal year (Nov-Dec). (Bylaws req.)2. Assist Treasurer identify the requirements for, and format applications for AIA Rhode Island sponsorship of events by other organizations. (Bylaws req.)

2017 Committees of AIA Rhode Island:

Communications Committee
2017 Charges
<ol style="list-style-type: none">1. AIA Rhode Island Newsletter (Bylaws req.)2. AIA Rhode Island web site (Bylaws req.)3. All social media outlets (Facebook, Instagram, LinkedIn, Twitter). (Bylaws req.)4. Maintain AIA Rhode Island Calendar (Bylaws req.)5. Provide government affairs

Design Awards Committee
2017 Charges
<ol style="list-style-type: none">1. Establish the jury.2. Establish award categories.3. Solicit submissions.4. Coordinate presentation of winners at Annual Meeting & Design Awards. Coordinate with ExCom on event.

Education/ Events Committee
2017 Charges
<ol style="list-style-type: none">1. Plan/Host Green RI; coordinate activities and share-responsibilities with partner organizations.2. Plan/Host all chapter CEU events, unless noted otherwise in the bylaws, or this appendix.3. Plan/Host Summer Conference Expo and/or golf event, possibly reviving the former Golf Classic.4. Plan/Host a ferry event: Providence to Newport or Quonset (include food/bar).

Emerging Professionals Committee
2017 Charges
<ol style="list-style-type: none">1. Engage AIAS at RISD and RWU. Coordinate with Board liaisons to RISD and RWU.2. Plan/Host "The Forum," reviving a past chapter event. Provide at least one speaker on architect licensure.3. Provide ARE 5.0 support and a study group; build and maintain an ARE study library.4. Plan/Host quarterly networking events.5. Plan/Host regular construction tours of projects designed by members.6. Provide regular articles in chapter newsletter on licensure.7. Participate in Providence Parking Day, during Design Week.8. Committee to propose for a program to provide partial funding to 2018 AIA National Convention for one emerging professional. Proposal may require E.P. committee participation, and shall require a presentation to the Board.

Membership Committee
2017 Charges
<ol style="list-style-type: none">1. Welcoming new members to AIA Rhode Island, and introducing them to benefits of AIA Rhode Island membership. (Bylaws req.)2. Generate list of Emerging Professionals in chapter. Emerging professionals include Associate Members, and Young Architects (licensed 10-years or less).3. Poll employees of member firms; inquire how can AIA can assist them for examination/licensure, and after licensure. Provide results to ExCom and Emerging Professionals Committee.4. Plan/Host tours to member firms.5. Engage Faculty at RISD and RWU. Coordinate with Board liaisons to RISD and RWU.6. Rebrand & Engage Corporate Affiliates (Companies), and Allied members (individuals). Coordinate with Executive Director.7. Generate list of members achieving membership anniversaries. Coordinate with AIA membership database. Provide list to ExCom by November.8. Plan/Host Event in February: A chapter Welcome/Open House/ Pool Tournament. The focus would fun/networking only, and committee introductions, not for CEU or sponsorship.

Last Updated: JMT/ Monday, January 10, 2017