



AIA Rhode Island

Bylaws Appendix C

List of Committees and Charges

Committees of the Board of Directors:

Executive Committee (ExCom)
2018 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.5. Review potential tier structure for Allied memberships within the Corporate Affiliate member category.

Nominating Committee
2018 Charges
<ol style="list-style-type: none">1. Meet min. month before annual meeting (Bylaws req.)2. Identify slate of candidates (Bylaws req.) – Propose to Board at November meeting.3. Create Candidate biography pages (Bylaws req.)

Finance Committee
2018 Charges
<ol style="list-style-type: none">1. Assist Treasurer in preparing initial budget for following fiscal year (Nov-Dec). (Bylaws req.) – Propose to Board in November, for December approval.2. Assist Treasurer identify the requirements for, and format applications for AIA Rhode Island sponsorship of events by other organizations. (Bylaws req.)

Strategic Plan Preplanning Committee
2018 Charges
Initialize a strategic planning process to: <ol style="list-style-type: none">1. Establish a four-month schedule2. Determine methodology of gathering data to include streamlining audience for surveying and drafting initial survey questions for feedback.3. Gather and aggregate data4. Identify grant opportunities for effort5. Provide report to board monthly6. Coordinate action with the Executive Director as required

Committees of the Chapter:

Communications Committee
2018 Charges
<ol style="list-style-type: none">1. Publish AIA Rhode Island Newsletter (Bylaws req.). Publish a minimum of 2 issues of the Chapter Bulletin.2. Maintain AIA Rhode Island web site (Bylaws req.)3. Maintain all social media outlets (Facebook, Instagram, LinkedIn, Twitter). (Bylaws req.)4. Maintain AIA Rhode Island Calendar (Bylaws req.)5. Formalize a Communications Plan

Design Awards Committee
2018 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
2018 Charges
<ol style="list-style-type: none">1. Plan/Host movie event: "A Community Determines its own Destiny."2. Plan/Host 2nd Annual Billiards Night (February) as a chapter Welcome/ Open House. The focus would fun/networking only, and committee introductions, not for CEU.3. Plan/Host Green RI; coordinate activities and share-responsibilities with partner organizations.4. Plan/Host a Scavenger Hunt during Design Week (September)5. Plan/Host "The Forum," reviving a past chapter event. Provide at least one speaker on architect licensure. Coordinate with the Committee on Practice and the Emerging Professionals Committee.6. Plan/Host all chapter CEU events, unless noted otherwise in the bylaws, or this appendix.7. Plan/Host Summer Conference Expo and/or golf event, possibly reviving the former Golf Classic.

Emerging Professionals Committee
2018 Charges
<ol style="list-style-type: none">1. Engage AIAS at RISD and RWU. Coordinate with Board liaisons to RISD and RWU.2. Provide ARE 5.0 support and a study group; build and maintain an ARE study library.3. Plan/Host quarterly networking events.4. Plan/Host regular construction tours of projects designed by members.5. Provide regular articles in chapter newsletter on licensure.6. Plan/Host business development/90-minute MBA event; coordinate activities and share-responsibilities with partner organization. (April-June)

Membership Committee
2018 Charges
<ol style="list-style-type: none">1. Hold regular meetings to create a forum to discuss membership related issues.2. Welcome new members to AIA Rhode Island and introduce them to benefits of AIA Rhode Island membership. (Bylaws req.)3. Provide new (AIA) Chapter members a welcome letter, membership certificate, and a Gold AIA pin. Provide new (Assoc. AIA) Chapter members a welcome letter, membership certificate, and a Silver AIA pin.4. Generate list of Emerging Professionals in chapter. Emerging professionals include Associate Members, and Young Architects (licensed 10-years or less).5. Poll employees of member firms; inquire how can AIA can assist them for examination/licensure, and after licensure. Provide results to ExCom, Committee on Practice, and Emerging Professionals Committee.6. Plan/Host tours to member firms.7. Engage Faculty at RISD and RWU. Coordinate with Board liaisons to RISD and RWU.8. Rebrand & Engage Corporate Affiliates (Companies), and Allied members (individuals). Coordinate with Executive Director.9. Generate list of members achieving membership anniversaries. Coordinate with AIA membership database. Provide list to ExCom by November.10. Review member benefits package(s) associated with Corporate Affiliate and Allied membership categories.

Committee on Practice
2018 Charges
<ol style="list-style-type: none">1. Hold regular meetings to create a forum to discuss practice related issues.2. Create/Publish a first edition of an electronic resource document, a RI Architect's Handbook on Practice.3. Provide government affairs.

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