



# **AIA Rhode Island Bylaws Appendix C List of Committees and Charges**

FY 2021-2022

**Committees of AIA Rhode Island:**

<b>Communications Committee</b>
2021-2022 Charges
<ol style="list-style-type: none"><li>1. Publish AIA Rhode Island Newsletter (Bylaws req.). Endeavor to issue weekly via email.</li><li>2. Maintain AIA Rhode Island web site including blog (Bylaws req.); manage independent contractor hired to redesign website. Coordinate with ExCom on design.</li><li>3. Maintain all social media outlets (Facebook, Instagram, LinkedIn, Twitter). (Bylaws req.) Create a robust team of volunteers with scheduled days and tasks on each site.</li><li>4. Maintain AIA Rhode Island Calendar (Bylaws req.)</li><li>5. Manage committee liaisons and curate news items requested for promotion from all committees.</li></ol>

<b>Membership Committee</b>
2021-2022 Charges
<ol style="list-style-type: none"><li>1. Hold regular meetings to create a forum to discuss member benefits, ways members may engage and participate in the Chapter, and member concerns.</li><li>2. Welcome new members to the Chapter and introduce them to benefits of AIA Rhode Island membership. (Bylaws req.)<ul style="list-style-type: none"><li>• 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.</li></ul></li><li>3. Assist E.D. in maintaining membership lists and growing membership:<ul style="list-style-type: none"><li>• Licensure Candidates and manage dues waiver program.</li><li>• Young Architects in Chapter (licensed 10-years or less).</li><li>• Student Affiliate members.</li><li>• Allied members</li></ul></li><li>4. Assist E.D. in managing the Chapter Partnership program, and in coordinating updates to event sponsor opportunities with other committees, particularly Events.</li><li>5. Promote Historically Black Colleges and Universities (HBCUs) for firm recruitment. Coordinate with J.E.D.I. as required.</li><li>6. Propose to Board a workplan for creating a true census of the RI Architectural Profession. Coordinate criteria and scope with J.E.D.I. and ExCom as required.</li><li>7. Identify 1 member to liaison to the communications committee.</li></ol>

<b>Committee on Practice</b>
2021-2022 Charges
<ol style="list-style-type: none"><li>1. Hold regular meetings to create a forum to discuss practice and legislative related issues. Coordinate with Communications and Events Committees as required.<ul style="list-style-type: none"><li>• Create a private forum for members to discuss legislative goals</li><li>• Create a public forum for non-members to engage/comment on AIA legislative goals</li></ul></li><li>2. Create subcommittees as needed to address:<ul style="list-style-type: none"><li>• Practice issues, including Small business practice and Construction Contract Administration</li><li>• Legislative items</li></ul></li><li>3. Create/publish an electronic resource document, a RI Architect's Handbook on Practice, to include information on state codes, I28 form, and a template for Final Affidavits.</li><li>4. Consider means of 1) reminding firm owners/deciders of projects they consider ethical implications of a project in advance of project commence, and 2) notification and engagement options for at-will employees who are assigned to projects they have an ethical conflict working on. Present findings to Board.</li><li>5. Manage a comprehensive Advocacy Plan:<ul style="list-style-type: none"><li>• Create Legislative Hot List of Pending Bills (state house) being tracked by Chapter</li><li>• Create Goal List of Desired Action (state house) the Chapter would like to see implemented, including architect required construction control, and public disclosure of known demographics (gender/race/state of residence) of licensed architects.</li><li>• Support AIA policies and position statements through engagement of elected leaders in government, members, and others willing to work with the chapter on legislative issues.</li><li>• Review opportunities to engage next NAAB accreditation review conference and next NCARB Practice Analysis. Consider expanding architectural history requirements to span the globe.</li></ul></li><li>6. Review AIA-RI's Directory of Public Policies and Position Statements. Identify to the Executive Director which existing AIA public policies and AIA supporting statements the committee would like to review in 2021 and 2022, for potential AIA-RI supplemental public policies and/or supporting statements. Commence review and submit a detailed report at quarterly intervals.<ul style="list-style-type: none"><li>• Consider policies on NAAB and NCARB education standard and opportunities to reduce financial impediments to entry into the profession.</li></ul></li><li>7. Identify 1 member to liaison to the communications committee.</li></ol>

<b>Committee on the Environment (COTE)</b>
2021-2022 Charges
<ol style="list-style-type: none"><li>1. Provide continuing education opportunities focused on incorporating sustainable design into daily practice.</li><li>2. Strengthen alliances with local organizations to increase visibility, awareness, and advocacy around sustainability and climate related issues.</li><li>3. Advocate to reduce carbon and improve racial inequity through greener design.</li><li>4. Hold monthly meetings to create a forum to discuss and champion a culture of sustainability within the Rhode Island profession of architecture and AIA-RI, in alignment with current AIA public policies and position statements.</li><li>5. Review AIA-RI's Directory of Public Policies and Position Statements. Identify to the Executive Director which existing AIA public policies and AIA supporting statements the committee would like to review in 2021 and 2022, for potential AIA-RI supplemental public policies and/or supporting statements. Commence review and submit a detailed report at quarterly intervals.</li><li>6. Identify 1 member to liaison to the communications committee.</li></ol>

<b>Justice, Equity, Diversity, Inclusion (J.E.D.I.) Committee</b>
2021-2022 Charges
<p>The Committee provides ongoing review of and response to issues of systemic racism, inequity, and justice in the AIA, the profession, and the built environment.</p> <ol style="list-style-type: none"><li>1. Review and propose amendments to Board practices, bylaws, committee charges and strategic plan to ensure equity and inclusivity within the chapter and its activities.</li><li>2. Promote and strengthen relationships between the profession and the communities that we serve.</li><li>3. Develop advocacy positions regarding just professional practices.</li><li>4. Develop advocacy positions regarding justice in the built environment.</li><li>5. Identify 1 member to liaison to the communications committee.</li></ol>

<b>Emerging Professionals Committee</b>
2021-2022 Charges
<ol style="list-style-type: none"><li>1. Hold regular meetings to create a forum for emerging professionals (Student Affiliates, Associate members, and Young Architect members) for discussion.</li><li>2. Plan/host construction site tours of projects designed by members. Coordinate availability of mentors for AXP credit.</li><li>3. Review AIA-RI's Directory of Public Policies and Position Statements. Identify to the Executive Director which existing AIA public policies and AIA supporting statements the committee would like to review in 2021 and 2022, for potential AIA-RI supplemental public policies and/or supporting statements. Commence review and submit a detailed report at quarterly intervals.</li><li>4. Identify 1 member to liaison to the communications committee.</li></ol>

<b>Honors and Awards Committee</b>
2021-2022 Charges
<ol style="list-style-type: none"><li>1. Establish Design Award categories using 2020 as baseline, and submission criteria.<ul style="list-style-type: none"><li>• Consider a student affiliate specific design award category: area of innovation.</li><li>• Consider an Associate member specific design award category.</li><li>• Consider criteria such as social impact such as effect on people and communities.</li></ul></li><li>2. Assist the E.D. manage any submission software and solicit submissions for Design Awards and Archistar.</li><li>3. Establish a Design Awards Jury of architects from 1 or more AIA Chapters. Identify a Jury Liaison from the Chapter, who will instruct Jury on protocols and manage them through deliberations.</li><li>4. Create a Design Awards presentation. Coordinate presentation of winners at the Annual Meeting &amp; Design Awards Celebration, with a member of the jury.</li><li>5. Assist and coordinate with E.D. and Events &amp; Programming Committee on Design Awards Celebration event.</li><li>6. Identify 1 member to liaison to the communications committee.</li></ol>

**Events & Programming Committee**

2021-2022 Charges

1. Create subcommittees as required to plan and execute events requested and supported by the Board of Directors, including but not limited to:
  - a social event that introduces attendees to chapter committees
  - Annual Billiards Night
  - Bi-annual Green RI sustainable product showcase
  - Education-based Summer Conference
  - Golf Classic in conjunction with AIA-Forum
  - Annual Meeting & Design Awards Celebration. Coordinate with ExCom on the agenda for the business meeting; the President will chair the business meeting. Coordinate with Honors and Awards Committee on Design Awards program; Jury Liaison and other committee members will host the Design Awards program.
  - Design showcases of member and/or student affiliate work.
2. Propose new events that align with the Chapter's Strategic Plan, for Board of Directors review, approval, and funding. Event proposals should be submitted to the Board in written form acceptable to the ExCom.
3. Assist the E.D. plan/host CEU events that align with the Chapter's Strategic Plan, either planned independently or in coordination with community partners and/or local providers.
  - Review opportunities for chapter to be a CEU provider and provide units for committee participation.
  - Plan/create/host robust webinar series on architectural history with a focus outside of Europe and Egypt (i.e. Africa, China, India, Indigenous America, Japan, Russia, etc...). Solicit RFPs from distinguished scholars, historians, and/or architectural historians to provide and lead authentic educational opportunity to members.
4. Identify 1 member to liaison to the communications committee.

**Committees of the Board of Directors:**

<b>Executive Committee (ExCom)</b>
2021-2022 Charges
<ol style="list-style-type: none"><li>1. Meet minimum of monthly through year.</li><li>2. Advise President in setting Board meeting agenda (Bylaws req.)</li><li>3. Advise President in setting Chapter meetings (Bylaws req.)</li><li>4. Provide review of Executive Director and administer contract. (Bylaws req.)</li><li>5. Propose refinement to the Chapter Strategic Plan, Committee Charges, and Public Policies/Supporting Position Statements.</li><li>6. Develop relationship, roles and responsibilities between AIA and AIA Architectural Forum. Obtain Board approval.</li><li>7. Develop relationship, roles and responsibilities between AIA and ACE Mentor Program of RI. Obtain Board approval.</li><li>8. Advance board member accountability<ul style="list-style-type: none"><li>• attending meetings and committee involvement</li><li>• recruiting committee involvement of others</li><li>• Identify which 1-2 committees each Board member will serve on.</li></ul></li><li>9. Develop an internal procedure/operations handbook for Board review/approval.</li></ol>

<b>Nominating Committee</b>
2021-2022 Charges
<ol style="list-style-type: none"><li>1. Meet minimum of 1 month before annual meeting (Bylaws req.)</li><li>2. Identify slate of candidates for Board positions (Bylaws req.) – Propose to Board at November meeting.</li><li>3. Create Candidate biography pages (Bylaws req.)</li><li>4. Plan/host Board Orientation, preferably in December.<ul style="list-style-type: none"><li>• Advance training in strategic governance</li></ul></li></ol>

<b>Finance Committee</b>
2021-2022 Charges
<ol style="list-style-type: none"><li>1. Meet minimum of monthly through year.</li><li>2. Assist Treasurer in preparing initial budget for following fiscal year (Nov-Dec). (Bylaws req.) – Propose draft to Board in September with a final in November.</li><li>3. Assist Treasurer identify the requirements for, and format applications for AIA Rhode Island sponsorship of events by other organizations. (Bylaws req.)</li><li>4. Propose a Chapter investment policy for Board approval.</li></ol>

Last Updated: JMT/ November 18, 2020