AIA Rhode Island

Bylaws Appendix C

List of Committees and Charges

FY 2025

Committees of AIA Rhode Island:

Communications Committee (CCom)
Members: Jonathan (Chair), Anne, Lily, Linda, Tyler, Spencer, Roni
Charges: 1. Publish AIA Rhode Island Newsletter (Bylaws req.). Endeavor to issue weekly via email. 2. Maintain AIA Rhode Island web site including blog (Bylaws req.); manage independent contractor hired to redesign website. Coordinate with ExCom on design. 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. 4. Maintain AIA Rhode Island Calendar (Bylaws req.). 5. Create and maintain an AIAri Brand Guide for all types of communications and public facing material.

Membership Committee
Members: Ian (Chair), Jonathan, Noah, Spencer, Roni
Charges: 1. Hold regular meetings to create a forum to discuss member benefits, ways members may engage and participate in AIAri, and member concerns. 2. Welcome new members to AIAri and introduce them to benefits of AIA Rhode Island membership. (Bylaws req.) • 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. 3. Assist E.D. in maintaining membership lists and growing membership: • Licensure Candidates and manage dues waiver program. • Young Architects (licensed 10-years or less). • Student Affiliate members. • Allied members 4. Assist E.D. in managing the Chapter Partnership program, and in coordinating updates to event sponsor opportunities with other committees, particularly Events. 5. Propose to Board a workplan for creating a true census of the Rhode Island Architectural Profession. 6. J.E.D.I. 7. Membership surveys. 8. Provide support and mentorship to licensure candidates, including study materials.

Advocacy Committee

Members: Adam (Chair), Anne, Barbara, Frank, Jonathan, Ken, Spencer, Roni

Charges:

1. Hold regular meetings to create a forum to discuss legislative related issues.
    - Create a private forum for members to discuss legislative goals
    - Create a public forum for non-members to engage/comment on AIA legislative goals

2. Manage a comprehensive Advocacy Plan:
    - Create Legislative Hot List of Pending Bills (state house) being tracked by AIAri.
    - Create Goal List of Desired Action (state house) that AIAri would like to see implemented, including architect required construction control, and public disclosure of known demographics (gender/race/state of residence) of licensed architects.
    - Support AIA policies and position statements through engagement of elected leaders in government, members, and others willing to work with AIAri on legislative issues.

3. Competition work with public policy

Events & Programming Committee

Members: Taylor (Co-Chair), Spencer (Co-Chair), Anne, Ian, Jonathan, Lily, Paul, Rebecca, Tyler, Roni

Charges

1. Create subcommittees as required to plan and execute events requested and supported by the Board of Directors, including but not limited to:
    - Social Events
    - Networking Events
    - Convention Events
    - Golf Classic in conjunction with AIA-Forum
    - Honors & Design Awards Celebration! 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.
    - Sailing Regatta
    - Special Events

2. Propose new events that align with AIAri'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 AIAri's Strategic Plan, either planned independently or in coordination with community partners and/or local providers.

Honors and Awards Committee
Members: Rebecca (Co-Chair), Taylor (Co-Chair), Emma, Linda, Tyler, Spencer, Roni
Charges: 1. Establish Design Award categories using 2024 as baseline, and submission criteria. 2. Assist the E.D. manage any submission software and solicit submissions for Design Awards and ArchiStar. 3. Establish a Design Awards Jury of architects from more than one AIA Chapter. Identify a Jury Liaison from AIAri, who will instruct Jury on protocols and manage them through deliberations. 4. Create a Design Awards presentation. Coordinate presentation of winners at the Annual Meeting & Design Awards Celebration, with a member of the jury. 5. Assist and coordinate with E.D. and Events & Programming Committee on Design Awards Celebration event. 6. Review of People's Choice Award.

Committee on Practice
Members: Anne (Chair), Adam, Lily, Jonathan, Noah, Spencer, Roni
Charges: 1. Hold regular meetings to create a forum to discuss any and all practice related issues. Create subcommittees as needed (such as Emerging Professionals and Young Architects) to address practice issues, including small business practice and Construction Contract Administration. 2. Create/publish an electronic resource document, a RI Architect's Handbook on Practice, to include information on state codes, l28 form, and a template for Final Affidavits. 3. Plan/host construction site tours of projects designed by members. Coordinate availability of mentors for AXP credit.

Committees of the Board of Directors:

Executive Committee (ExCom)
Members: Spencer (Chair), Anne, Tyler, Adam, Hector, Roni
Charges: 1. Meet minimum of monthly through year. 2. Advise President in setting Board meeting agenda (Bylaws req.) 3. Advise President in setting Chapter meetings (Bylaws req.) 4. Provide review of Executive Director and administer contract. (Bylaws req.) 5. Propose refinement to the AIAri Strategic Plan, Committee Charges, and Public Policies/Supporting Position Statements. 6. Develop relationship, roles and responsibilities between AIA and AIA Architectural Forum. Obtain Board approval. 7. Develop relationship, roles and responsibilities between AIA and ACE Mentor Program of RI. Obtain Board approval. 8. Advance board member accountability • attending meetings and committee involvement • recruiting committee involvement of others • Identify which 1-2 committees each Board member will serve on. 9. Develop an internal procedure/operations handbook for Board review/approval.

Nominating Committee
Members: Anne, Spencer, Roni
Charges: 1. Meet minimum of 1 month before annual meeting (Bylaws req.) 2. Identify slate of candidates for Board positions (Bylaws req.) – Propose to Board at October meeting. 3. Create Candidate biography pages (Bylaws req.) 4. Plan/host Board Orientation, preferably in December. • Advance training in strategic governance

Financial Oversight Committee
Members: Adam (Chair), Jonathan, Paul, Spencer, Roni
Charges: 1. Meet minimum of monthly through year. 2. Assist Treasurer in preparing initial budget for following fiscal year . (Bylaws req.) – Propose draft to Board in September with a final in November. 3. Assist Treasurer identify the requirements for, and format applications for AIA Rhode Island sponsorship of events by other organizations. (Bylaws req.) 4. Propose am AIAri investment policy for Board approval. 5. Propose AIAri financial policies for Board approval.

Last Updated: February 6, 2025