

# Partnering to Inform Design Administrators

Contributed by AIA Baton Rouge

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## SUMMARY

AIA Baton Rouge partnered with allied organizations to educate design firm administrators about the policies, procedures, and available programs offered to AIA members within their offices. The programs were offered to aid administrators who are often responsible for AIA membership dues, design award submissions, and other tasks that benefit from a general understanding of the AIA.

## PARTNERING WITH ALLIED ORGANIZATIONS

AIA Baton Rouge (AIABR) partnered with members of AIA Louisiana (AIALA), the Society of Design Administrators (SDA), Louisiana State University (LSU), and the Louisiana Workforce Commission to offer programs focused on the duties of design office administrators. Design administrators are responsible for a variety of tasks throughout the year. The workshops were designed to shed light on the AIA as a whole, how the organization works, and what tools the AIA offers that could potentially help administrators in their daily tasks.

AIABR and AIALA partnered to offer a workshop to administrators that covered a variety of topics such as AIA membership tiers, similarities and differences between the three levels of the AIA, and programs the AIA offers. AIABR and AIALA discussed the process of submitting proposals for state projects, selecting and registering for AIA conferences, and registering members for CEU workshops and programs.

Representatives from the Louisiana Workforce Commission and Louisiana State University Continuing Education department presented information regarding the incumbent workers reimbursement program that could be used toward AIABR and LSU courses in sustainable design and LEED preparation.

After the first series of workshops AIABR and SDA conducted a survey and asked for feedback on the topics and instruction for future workshops.

The Society of Design Administrators, AIABR, and AIALA marketed the session across the state of Louisiana. Participation showed geographic diversity and a cross-section of roles and responsibilities were represented.

## RESOURCES

### More Best Practices

The following AIA Best Practices provide additional information related to this topic:

- 21.06.07 AIA New Jersey Brings Attention to Bell Labs
- 22.06.02 AIA Kansas City: River Crown Plaza Forum Series
- 22.05.04 Increasing Membership by Focusing on the Firm

### Feedback

The AIA welcomes member feedback on Best Practice articles. To provide feedback on this article, please contact [bestpractices@aia.org](mailto:bestpractices@aia.org).

### Key Terms

- Leadership
- Associations
- Design associations
- Architectural associations
- The American Institute of Architects
- AIA components
- Continuing education