

TITLE: Executive Committee Service

SUBJECT: A general discussion of the duties and obligations associated with serving on the Executive Committee and the offices of the College of Fellows of the American Institute of Architects

PURPOSE: Outline for prospective applicants for the College of Fellows Executive Committee, the duties and obligations thereof to promote better understanding of the serious commitments of time, energy and obligatory requirements for service

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The entire process of serving on the Executive Committee is initiated by responding to the various bulletins announcing a vacancy on the Committee. The notices are usually found in the *National Fellowscope*, published by the chair of the Regional Representative program for the College of Fellows; *The Medallion*, published by the College and sent to all Fellows and *AIArchitect*. Submission dates for content and selections are featured in the announcements.

Responses to the Call

Responses are usually in the form of a brief but pertinent biography/resume; at least three references; and a letter to the chair of the Nominating Committee covering credentials, qualifications, and an explanation of the desire to serve on the Executive Committee. The nominating committee is chaired by the vice chancellor and is composed of a past AIA Board member, a regional representative, a past Fellows jury chair, and a member at large of the College of Fellows. The committee meets by conference calls after reviewing in detail the credentials of the candidates. The nominating committee then selects a candidate who is presented to the sitting Executive Committee by the chair for its comments and approval. The candidate is finally presented at the annual meeting of the College at the Fellows at the AIA national convention, in the form of a report of the nominating committee.

The Member-Elect

If and when approved by the membership of the College in attendance, the member-elect then becomes officially a member of the Executive Committee at the December meeting and inauguration of the incoming chancellor. The member-elect is most often invited to attend the summer or early fall conference as an observer without voting rights. The new member will become either the secretary or the bursar depending on the vacancy occurring that particular year. The term of office for the secretary and bursar is two years. In alternating years the secretary and bursar are nominated to the office of vice chancellor and voted on at the same annual meeting their successor is elected. Besides the obvious responsibilities of the bursar and secretary, the new member also acts as assigned liaisons with the regional representatives and the Young Architects Forum (YAF).

COF Meetings

The ensuing four years of service on the Executive Committee culminates with a year's service as chancellor after moving through the chairs. The Executive Committee officially meets four times per year:

- In December or January at the Institute, during which the new chancellor is inaugurated
- In the spring, usually for four days at a site arranged by the chancellor

- At the annual AIA convention, which includes a meeting with the AIA Executive Committee and the Chancellors Cup golf tournament, Party with the Fellows fund-raiser, investiture of the new Fellows, convocation dinner, an interim report on the Latrobe Prize winner, lectures by the honorary Fellows, and meetings with the YAF and regional representatives
- At a four-day conference at a site arranged by the chancellor which normally takes place in August

During the year, many other activities will require attendance, particularly the Latrobe Prize years, which involves a jury selection process, a review, and selection of entries for final selection.

Three additional two- or three-day meetings associated with the Latrobe Prize and the Accent on Architecture Gala, held in late January or early February during the Grassroots conference, may also occur.

There is usually a three-day meeting during the Knowledge Leadership Assembly, usually in October, attended by the chancellor and vice chancellor. Depending on the particular activities of the Executive Committee, other meetings could be required, for example, the publication of the directory and history and/or special meetings with the Institute president and president-elect, the executive vice president and the College director to outline past, present, and future activities of the College. It is a meeting of sharing and camaraderie. For the vice chancellor, there will be several visits to the site of the AIA convention during his or her year as chancellor. Those visits include selection of venues for the investiture, business meeting, the former chancellors' luncheon, and the convocation dinner, as well as planning the menus and arrangements for the events.

Fund-Raising

A constant awareness and control of the College of Fellows Fund, its management, and the general finances of the College is of great focus of the entire Executive Committee. The College is responsible for raising a significant portion of the funds available for its use through the Chancellor's Cup, Party with the Fellows fund-raiser, contributions, and endowments. A continual quest for contributions from the members is always a matter of great attention for the Executive Committee.

Outreach

It is highly desirable for the chancellor and/or the vice chancellor to attend several AIA component and regional meetings in various locations around the country, to speak or be recognized at specifically Fellows functions. There are likely to be three to five such events per year, usually requiring an overnight stay. In more recent years one of the two meetings of the Executive Committee has been arranged to meet with local contingents of Fellows while the other is designed for more long-range planning for the future. In 2007 the meeting with the Fellows was a first in reaching out to Fellows of the Royal Architectural Institute of Canada in Quebec.

Communications

In between conferences, there are several telephone conference calls, usually one a month, for coordination and for dealing with pressing issues that need discussion and votes. There are numerous correspondence and e-mails by the Executive Committee and subcommittees of the College.

The Executive Committee has made worthy progress toward a better and more serious relationship with the Young Architects Forum, encouraging mentorship and recognition of their outstanding membership. They, without doubt, will be among the future members of the College.

Qualifications

There are many avenues leading to qualifications of the individuals aspiring to membership of the College of Fellows Executive Committee. Several chancellors have served as president of the Institute. Many have been AIA Board members, Fellows Jury members, and jury chairs. A number have come from our other collateral organizations, the National Council of Architectural Registration Boards, and educational areas. The College is hopeful that the Regional Representative program will serve as a breeding ground for future Executive Committee members as well.

There is no lock on any particular candidate or his or her previous service. All members of the College are eligible; however, it is particularly and vitally important for all candidates to be aware of and understand fully that there are considerable demands for time, energy, and involvement during the four-year commitment to the College. Some, on occasion, have fallen short with the intense demands of time, energy, and resources necessary or desirable to serve. Some of the events are unable to be funded by the College and should be considered as part of the commitment to serve.

Despite the commitments of time, energy, and resources, though, it is a tremendously rewarding honor and privilege to serve the College of Fellows, the AIA, and the profession as a member of the Executive Committee and, ultimately, as chancellor of the College.