President-Elect position description

2027

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About AIA

History

Founded in 1857, AIA consistently works to create more valuable, healthy, secure, and sustainable buildings, neighborhoods, and communities. Through more than 200 international, state, and local chapters, AIA advocates for public policies that promote economic vitality and public well-being.

AIA provides members with tools and resources to assist them in their careers and businesses and engage with civic, government, and public leaders to find solutions to pressing issues facing our communities, institutions, nations, and world. Members adhere to a Code of Ethics and Professional Conduct to ensure the highest professional standards.

Mission

AIA drives positive change through the power of design and focused advocacy.

Vision

An empowered profession creating transformative places.

Roles and expectations

The roles and expectations of the AIA Board of Directors (Board) below have been created to provide an overview of roles and responsibilities for AIA members, potential candidates, and the Board. All elected or appointed members of the Board are expected to meet the following qualities and responsibilities.

The three (3) core Board member duties are:

- *Duty of Care* – Act in good faith, encourage discussion, and make decisions based on the best available information.
- *Duty of Loyalty* – Act in the organization's best interests and to enhance AIA's reputation. Ensure that AIA's interests drive discussions and decision-making.
- *Duty of Obedience* – Disclose and discuss any actual and/or perceived conflicts of interest that you or other committee members may have. Identify and discuss these (if applicable) at the beginning of each meeting. Ensure that committee members honor confidentiality when discussing AIA's competitive advantage or sensitive information.

The Board will support the work of AIA and provide mission-based leadership and strategic governance. While day-to-day operations are led by AIA's EVP/Chief Executive Officer, the Board-EVP/Chief Executive Officer relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

Specific Board member responsibilities include:

- Participate as a voting member of the Board of Directors as defined in the bylaws (Section 6.4).
- Conduct the general management of AIA affairs, maintain control of AIA property, develop its policies, authorize expenditures, and take all necessary and proper steps to carry out the purposes of the AIA and promote its best interests.
- Approve affiliations with organizations.
- Establish the location of the annual Conference on Architecture & Design.
- Sponsor resolutions as determined to be appropriate and necessary on behalf of AIA members.

- Approve the annual budget, audit reports, and material business decisions; be informed of, and meet all, legal, ethical, and fiduciary responsibilities.
- Periodically develop, review, and adopt a strategic framework that integrates a long-range plan with the AIA's strategic plan.
- Act in a forward-looking, strategic, and anticipatory manner, inspire the organization through the adoption of the broadest organizational values and perspective.
- The Board is to be accountable to the membership for competent and effective accomplishment of the Board's obligations.

The role and expectations of an AIA Board Member:

- Be committed to the AIA mission and vision, and ensure that the AIA is committed to a diverse board and staff that reflects the AIA membership.
- Actively participate in all in-person and virtual meetings of the Board of Directors throughout their term.
- Exercise due diligence and the duties and responsibilities of the Board of Directors with integrity, collegiality, and care.
- Be free from self-dealing or any conduct of private business or personal services between AIA.
- Do not use their leadership position for direct personal financial gain.
- Should not accept direct compensation for sponsorship relating to the architectural industry.
- Do not publicly express defamatory remarks about AIA.
- Ensure the integrity of the Board process, and that AIA meetings and discussions are within the confines of its authority and are carried out in a timely, fair, and orderly manner.
- Make decisions on behalf of the Board that fall within a reasonable interpretation of Board policies and the governance process.
- Protect the confidentiality of Board discussions, particularly when documents are provided under client-attorney privilege or discussions that occur during an Executive Session of the Board.
- Be free of any conflict of interest that would prevent them from serving objectively and disclose all conflicts in advance per the AIA Conflict of Interest Policy.
- Adhere to all AIA policies, procedures, and rules, including adhering to the organization's policy of strict compliance with federal and state antitrust laws.Obey all applicable laws and regulations of the relevant local, state, and national government entities while acting on behalf of AIA.
- Serve on committees or task forces and take on special assignments as assigned by the President.
- Assist the EVP/Chief Executive Officer and Board in identifying and recruiting new Board members.

Meeting cadence

The time commitment varies depending on the position. In 2027, the AIA Board of Directors is scheduled to meet six (6) times—four (4) in person and two (2) virtually. This schedule fosters ongoing dialogue among Board members throughout the year and reduces the need for unscheduled meetings. In-person meetings will align with existing AIA events, such as the Leadership Summit, AIA27, and Governance Week, to maximize your time and AIA's travel resources. The remaining two (2) in-person meetings, the Board Retreat in January and the September meeting, will serve as standalone gatherings to focus on strategic priorities. Virtual meetings will be 90-minute sessions.

In addition to the official board meetings, Board members may be invited to social events, dinners, and receptions throughout the year. Full in-person attendance is expected at all meetings. If it is necessary to miss a meeting, the Board member should advise staff as early as possible.

The role of each member of the Board varies significantly based on the responsibilities assigned in AIA's governing documents. The Rules of the Board provide an overall scope of responsibility for members of the Board of Directors.

AIA Honors and Awards

Leadership ineligibility: National Officers, Officers-elect, Directors, and Directors-elect are not eligible for any AIA Honors or Awards where they would be the recipient.

Communications restrictions:

- Nominees, sponsors, supporters, or third parties may not contact jurors, Board, or Strategic Council members to influence award decisions.
- No campaigning or distribution of materials (literature, buttons, clothing, etc.) intended to influence award outcomes is permitted.
- AIA staff, National Officers, Officers-elect, and Board or Strategic Council members are prohibited from campaigning, nominating, sponsoring, or serving as references for candidates.
- Jurors may not campaign, nominate, sponsor, or serve as references for candidates in their program until three (3) years after their jury service ends.

Board/Strategic Council ineligibility: Current members of the AIA Board and Strategic Council and their firms are not eligible for:

- Architecture Firm Award (Rules of the Board, Section 11.1)
- Gold Medal (Rules of the Board, Section 11.5)
- Edward C. Kemper Award (Rules of the Board, Section 11.7)
- Whitney M. Young Jr. Award (Rules of the Board, Section 11.11)

President-elect position description

Election and term of office

The President-elect shall succeed to the office of President upon the expiration of the President's term, or if the office of President becomes vacant, in which case the President-elect shall become President and shall complete the unexpired term and continue to serve as President the following year.

Responsibilities

The President-elect works closely with the President as a representative of the organization and attends events, programs, and meetings on behalf of the AIA at the request of the President. The President-elect also participates in the planning of the AIA Leadership Summit.

In addition, the President-elect is generally responsible for the following:

- Serve as a member of the Compensation Committee.
- Serve as a member of the AIA Strategic Council.
- Assume all the powers and duties of the President in the President's absence.
- Perform other duties properly assigned by the Board or the President.
- Appoint incoming chairs and committee members of AIA committees for their presidential year, with staff providing recommendations based on volunteer application submissions.
- Lead Board stewardship of the strategic plan.
- Review and, as necessary, update the Institute's mission statement.
- Set organizational goals, policies, and the strategic plan.
- Provide fiscal oversight and approve the annual budget.
- Ensure adequate resources are in place to fulfill the mission of the Institute.
- Ensure compliance with legal and financial reporting requirements and adherence to the Institute's Bylaws.
- Monitor and strengthen the Institute's programs to ensure consistency with the mission.
- Select volunteer leaders who reflect diversity and represent the breadth of the Institute.
- Ensure ethical integrity and set a standard of accountability for AIA member leaders and staff.
- Strengthen Board membership through self-assessment, recruitment, and training.
- Enhance the AIA's image among its membership and the public.
- Ensure the Institute understands and responds to the evolving architectural community.
- Respect the roles and responsibilities of all committees and other governing bodies throughout the Institute.

Time and travel commitment

Travel is a significant part of the President-elect's duties, shared in part with other members of the Board to meet the AIA's needs. The President-elect an account to cover the costs of representing the AIA outside of the Board and other AIA meeting commitments.

The President-elect should expect to spend a minimum of five (5) to seven (7) hours per week in support of the requirements of this position; that commitment will be greater during times of preparation for and attendance at Board meetings, conferences, and other AIA events. AIA recognizes and appreciates the amount of time and travel the President-elect dedicates during their leadership years. In recognition of the volunteer hours donated to the AIA, a stipend will be paid on a quarterly basis. (The President-elect will receive an IRS Form 1099 for this stipend.) This stipend is offered in addition to the travel reimbursement policies outlined above.

AIA policies

While a candidate for the Board of Directors, and upon election, members must support the Board's actions, including compliance with AIA Bylaws, Rules of the Board, Public Policies, and Position Statements.

Email

The President-elect will be assigned an AIA email account, which must be used for all official AIA business. That email will be connected to an AIA calendar for the purpose of maintaining an archival history of AIA business-related activities.