# Treasurer 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)

# Treasurer position description

## Election and term of office

The AIA Treasurer is elected by the voting member delegates and is one of the Officers of AIA. The Treasurer shall serve one (1) term of two (2) years, or until their successor is elected. The Treasurer is not eligible for re-election to a consecutive term. The Treasurer is one (1) of the four (4) elected officers for the Institute and must be an Architect member.

## Responsibilities

The Treasurer has oversight of the AIA's financial affairs, including financial resources, investments, and budgets, and shall perform the duties incident to the office of Treasurer working closely with the Chief Financial Officer. Duties of the Treasurer also include:

- Serving as Chair of the Finance & Audit Committee (FAC) and monitoring the production and review of the annual AIA financial audit.
- Oversight of overseeing the administration of the general funds, securities, properties, and assets of the Institute.
- Reviewing the annual Operating Budget prior to submitting to the Board of Directors for approval.
- Reviewing financial statements (balance sheet, income statement, and cash flow statement) with the Finance & Audit Committee and reporting this information to the Board on a quarterly basis.
- Other duties regarding AIA financial policies as assigned by the Board.
- Participation in the Compensation Committee.
- Serving as a member of the 1735 New York Avenue LLC Board.
- Working with the Chief Financial Officer and staff to review the proposed budget, and develop a timeline and schedule for FAC meetings. Provide guidance to staff about specific budget issues and present budget to the BOD.
- Present financial report at the AIA Annual Business Meeting.

## Time and travel commitment

The Treasurer should expect to spend a minimum of five (5) to ten (10) hours per week on average in support of the requirements of this position; that commitment will be greater during the budget process and times of preparation for and attendance at Board meetings, conferences, and other AIA events.

The Treasurer, as with all AIA Board members, may have some travel responsibilities in communicating the work of the Board and in seeking input from members on issues affecting the profession. The AIA will cover expenses incurred as a result of such travel.