Board of Directors handbook

2027

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Introduction to AIA

Mission

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

Vision

An empowered profession creating transformative places.

History

To promote architects and architecture, AIA was founded in 1857 by 13 architects who met in the office of Richard Upjohn in New York City. Soon after, chapters were established in Philadelphia, Chicago, and Boston. Today, AIA has over 200 components around the world.

In 1898, AIA relocated its headquarters to Washington, D.C., where it remains today. Throughout its more than 150-year history, the Institute has grown to become the largest and most influential network of architecture professionals. Our more than 96,000 members share your passion for architecture and your desire to change the world through the power of design.

Our team and member engagement philosophy

We believe that the AIA team is a partnership between our staff and our members, and it is critical to AIA's success. Our Board of Directors is committed to supporting our members' professional and personal growth when volunteering for AIA.

As an AIA volunteer, we strive to ensure that you use your time and talent to support program development and learning skills and tools to help you thrive and grow professionally.

We strive to have the right people in the right roles doing the right things at the right times. This is captured in our member engagement philosophy and depicted in the image below. We also believe that this extends to our staff partners. AIA's professional staff bring specific expertise to AIA that, when combined with that of our members, is unparalleled and propels the organization forward.

2026-2030 Strategic Plan

The AIA Board of Directors (Board) holds ultimate fiduciary responsibility for shaping and stewarding the organization's strategic direction. The Board develops and adopts the AIA Strategic Plan, translating the profession's aspirations and member priorities into a forward-looking framework that guides decision-making across the Institute.

Through stakeholder engagement, the Board defines AIA's long-term vision, sets the strategic direction for AIA, responds to emerging challenges, and positions architects at the center of solutions that strengthen communities and advance the built environment.

Once the Strategic Plan is approved, AIA staff lead its implementation, translating Board direction into measurable actions, programs, and outcomes. The Board provides ongoing oversight to ensure alignment with the plan's goals, monitors progress through regular reporting, and assesses outcomes to inform future strategic updates.

This partnership between volunteer leadership and the AIA team ensures that AIA remains both visionary and accountable, focusing on impact, measuring results, and adapting to new opportunities as the organization moves from planning to execution.

The Board and AIA team bring the Strategic Plan to life, advancing AIA's mission to inspire and empower architects to improve society and change the world.

A current version of the AIA Strategic Plan can be found at www.aia.org/aia-strategic-plan.

Strategic priorities

The plan is organized around four interconnected goals that reflect what members told us that matters most: **P**ractice, **A**dvocacy, **C**limate, **E**quity (**PACE**):

- **Activate Practice Success**. AIA will focus on strengthening the business, financial, and strategic acumen of its members and firms so they can make informed decisions that support long-term financial stability, responsible growth, and individual economic prosperity in a rapidly evolving practice environment.
- **Strengthen Our Voice as Advocates**. Architects are confident advocates and trusted civic leaders, clearly articulating the value of architecture and shaping the decisions that affect our communities.
- **Elevate Community Resilience to Address Climate**. More firms and practitioners actively use AIA tools, resources, and partnerships to advance climate action and regenerative practice.
- **Advance an Equitable and Accessible Profession**. Over time, the profession more closely reflects the diversity of the communities it serves, with more people from historically underrepresented backgrounds entering, remaining, and advancing.

Organizational capabilities—CORE

CORE is the set of organizational priorities that govern how AIA operates internally to deliver on PACE's strategic direction. Where PACE answers the question of where AIA is taking the profession, CORE outlines what AIA needs to be internally to get us there.

CORE is organized around four (4) priority areas:

- **C**ulture & People
- **O**perational Effectiveness
- **R**evenue Growth
- Membership **E**xperience & Value

CORE was developed as part of a broader set of organizational goals that were consolidated into the four priorities above as the framework matured.

Governing documents

Governing documents are the foundation of AIA's structure, authority, and credibility as a membership association. They establish how AIA operates, who holds decision-making power, and how responsibilities are carried out across members, the Board, and staff.

These documents ensure that AIA functions with clarity, transparency, and accountability while balancing stability and flexibility. There are three basic documents that define the governance structure of AIA: the Institute Bylaws, the AIA Rules of the Board, and AIA Policies.

Bylaws

The AIA Bylaws represent the official written rules for conduct for the Institute. The Bylaws are, in effect, a contract among members and must be formally adopted and/or amended. AIA's Bylaws provide rules and information regarding offices, membership, meetings and votes of members, board of directors, officers, College of Fellows, dues, components, amendments, and miscellaneous items. Please ensure you are familiar with the Bylaws.

Rules of the Board

The Rules of the Board outline the role of the Board in ensuring excellence in AIA and provide detailed operating procedures regarding the responsibilities of the Board. The Rules of the Board expand on the Bylaws to (1) clarify member requirements; and (2) outline honors and awards, the resolutions process, Board positions and code of conduct, Board Committees' responsibilities and composition. Please ensure you are familiar with and adhere to the Rules of the Board applicable during your term.

AIA policies

Candidates for the Board and elected Board members have a fiduciary obligation to support actions of the Board and ensure compliance with AIA Bylaws, Rules of the Board, and Public Policies and Position Statements.

Summary

The table below summarizes the three (3) primary governing documents—Bylaws, Rules of the Board, and policies, and highlights their distinct purposes, scope, and amendment authority within AIA.

	Bylaws	**Rules of the Board**	**Policies**
Purpose	Foundational legal framework that establishes AIA's authority and structure.	Governance rules adopted by the Board to interpret and implement the bylaws.	Documentation expressing the Board's direction, expectations, and guidance.
Scope	Membership categories, Board and officer powers, governance principles (elections, quorum, amendments).	Detailed matters of governance, such as meeting procedures, election processes, standards of conduct, and Board member responsibilities.	Guidance on internal operations, ethics, finance, awards, public positions, and member conduct.
Role	The binding on members and the organization takes precedence over all other rules and policies.	They provide flexibility: the Board can amend them without a full membership vote (unlike bylaws). This allows the Board to respond quickly to emerging governance needs while remaining consistent with the bylaws.	They guide decision making and staff implementation, ensuring consistency and accountability. Policies are subordinate to both the Bylaws and Rules of the Board.
Hierarchy	Highest authority; cannot conflict with law.	Governs board practice, subordinate to bylaws.	Subordinate to both the Bylaws and Rules of the Board.
Amendment Authority	AIA membership at Annual Business Meeting (requires a formal vote) or AIA Board, with proper notice to the AIA members.	AIA Board	AIA Board

Acknowledgment of AIA's statements, policies, and procedures

Each Board member is required to acknowledge that they have read, understand, and agree to uphold the statements, policies, and procedures located in the AIA Volunteer Leadership Agreement, including those applicable solely to the Board of Directors, during their term as an AIA Board member. These include:

- AIA's Antitrust Statement;
- Non-Discrimination, Anti-Harassment, and Complaint Policy;
- Conflict of Interest Policy;
- Working Students (aka "unpaid interns") Declaration Statement;
- Volunteer Intellectual Property Contribution Release;
- Rules of the Board;
- Elected Officer Acknowledgment; and
- Volunteer Leader Media Release.

These acknowledgments are collected via an online form and must be completed before the new Board assumes office.

Fiduciary duties

AIA is a 501(c)(6) not-for-profit corporation. As a volunteer, you are now a member of AIA's leadership community. Your responsibilities not only include those defined in the job description within this document, but you also must act in the best interest of AIA and disclose any leadership roles or responsibilities that may be considered an actual or perceived Conflict of Interest.

As a member of our non-profit organization's leadership community, please remember these three fiduciary responsibilities for leaders.

- **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, ensuring 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. If applicable, identify and discuss these at the beginning of each meeting. Ensure that committee members honor confidentiality when discussing AIA's competitive advantage or sensitive information.

AIA organizational structure

Volunteer leaders' contributions are valuable in advancing AIA's mission, vision, and strategic goals. In partnership with AIA staff, volunteer leaders shape the resources that support and grow a thriving profession.

Because our volunteers do so much to support AIA, we strive to provide the same support for all AIA volunteers to ensure a meaningful and enriching volunteer experience. The Volunteer Handbook was developed to inform current and future volunteers about AIA's governance process. This resource will provide all volunteers with the same foundation of knowledge to excel within AIA.

In accordance with the AIA bylaws, the Board has the power to appoint any committee or task force it deems necessary at any time and for any purpose, and to delegate to such committee whatever abilities such committee may require to carry out its assigned responsibilities. AIA volunteer groups must be composed of AIA members in good standing.

AIA classifies volunteer groups in the following way:

- Board of Directors;
- Strategic Council;
- Board-level committees;
- Member groups;
- Knowledge communities; and
- Components.

In addition to these volunteer groups, AIA also recognizes ArchiPAC, AIA Trust, the Architects Foundation, and the College of Fellows as volunteer bodies. These bodies operate within the AIA enterprise but as separate legal entities.

Board of Directors

The role of the Board is to ensure excellence in AIA and to serve as a link to AIA members. The Board is accountable for acting in accordance with AIA's mission and vision. Members of the Board are expected to act ethically and business-like, avoid any conflict of interest, and represent unconflicted loyalty to the interests of AIA members.

Purpose: Provide leadership, strategy, and delegation

Authority: The fiduciary body of the organization. Centralized authority rests with the Board. Enables strategy advancement by distributing decision-making to the volunteer groups.

Composition: Competency-based body composed of 16 members and supported by a senior staff administrator.

- Elected Officers:
  - President
  - President-elect
  - Secretary
  - Treasurer
- Associate Director
- Student Director
- CACE Director
- Six At-Large Directors
- Two Public Directors
- EVP/CEO (ex officio, non-voting)

Strategic Council

The Strategic Council (Council) advances the architecture profession by informing the Board and other AIA bodies about critical professional issues and opportunities. Although it is not a governing body of AIA, the Council's work is vital to AIA's ability to serve the profession.

Purpose: Inform the work of the Board and serve as a conduit to disseminate information and insight to constituencies about the priorities and activities.

Authority: Advise and monitor activity across AIA volunteer groups. Makes recommendations to the Board for consideration.

Composition: The Council is a representative body of 66 members supported by a senior staff administrator.

- Moderator (automatically succeeding for one-year term)
- Moderator-elect (elected by Council, one-year term)
- State Representatives (typically serving three-year terms)
- At-large Representatives (staggered three-year terms, elected by Council)

- Associate Representative (selected by Associate members, one-year term)
- Student Representative (selected by the American Institute of Architecture Students [AIAS], one-year term)
- Council of Architectural Component Executives (CACE) Representative (selected by CACE, one-year term)
- AIA President-elect (one-year term)
- Immediate Past President (one-year term)
- AIA EVP/Chief Executive Officer (advisory role, non-voting member)

Board-level committees

Board-level committees are volunteer groups defined by the Rules of the Board to assist the Board in doing its job and offer recommendations for Board consideration.

Purpose: Because governance is the responsibility of the whole Board, the use of committees to assist the Board in doing its job will be infrequent and the role of such committees is limited. Committee work shall align with the AIA Strategic Plan, mission, vision, values, and organizational priorities.

Authority: Delegated by the Board to advise on responsibilities defined by the Rules of the Board. Make recommendations to the Board for consideration.

- Board Knowledge Committee
- Candidate Development Committee
- Committee on Climate Action & Design Excellence
- Equity and the Future of Architecture
- Finance and Audit Committee
- Government Advocacy Committee
- National Honors and Awards Committee
- Public Awareness Committee
- Secretary’s Advisory Committee

Knowledge Communities

A Knowledge Community (often referred to as a KC) is a structured group of members organized around a specialized area of expertise, responsible for collecting, creating, and disseminating their knowledge within the organization, and serves as a vital source of AIA's specialized design thought leadership externally.

Components

AIA Bylaws refer to Institute-chartered chapters, sections, state organizations, and the International Component as “components.”

Member groups

AIA engages the interests and deepens the knowledge of its diverse members through curated membership groups focused on their stage of life, practice setting, and career stage. These member groups provide a forum for the exchange of information and deliver tailored online tools and other significant resources. They elevate AIA members' fields of practice and help advocate for the architecture profession.

AIA Leadership Exchange

The AIA Leadership Exchange brings local, state, and national leaders together year-round on an online AIA Community Hub and by Zoom calls hosted quarterly (in March, April, August, and October). The calls are intended to increase transparency and create a feedback loop from all AIA leaders to the AIA Board. The Hub is intended to provide a forum for enriching communication between leaders from all areas of the AIA. The Exchange includes:

- Chapter Presidents
- Chapter Presidents-elect
- CACE
- Strategic Councilors
- National Associates Committee Advisory Committee
- Young Architects Forum Advisory Committee
- Small Firm Exchange Executive Committee
- College of Fellows Executive Committee
- Former National Presidents
- Former Chancellors
- AIA Board Candidates
- Knowledge Community Chairs
- AIA Trustees

National Ethics Council

AIA Architect members are appointed to the National Ethics Council (NEC) by the AIA Board of Directors. The AIA Bylaws delegate to the NEC the authority to interpret and enforce the AIA Code of Ethics & Professional Conduct. AIA members are dedicated to the highest standards of professionalism, integrity, and competence and the AIA Code of Ethics & Professional Conduct guides members' conduct in fulfilling those obligations. The Code of Ethics applies to the professional activities of all AIA members, regardless of membership category.

Complaints submitted to the NEC are handled according to the NEC's Rules of Procedure. NEC decisions that result in a code violation and discipline may be appealed to the AIA Board. In cases where termination is the recommended penalty, decisions are automatically appealed to the Board.

Board role & expectations

Roles of the AIA Board

The Board is generally responsible for the following:

- Participate as a voting member of the Board of Directors as defined in the bylaws (Section 6.4);
- 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 AIA's strategic plan;
- Act in a forward-looking, strategic, and anticipatory manner to inspire the organization through the adoption of the broadest organizational values and perspective.
- Be accountable to the membership for competent and effective accomplishment of the Board's obligations.

Expectations of an AIA Board member

- Be committed to AIA's mission and vision. Ensure that AIA is committed to a diverse board and staff that reflects AIA membership.
- Actively participate in all in-person and virtual meetings of the Board throughout their term.
- Exercise due diligence and the duties and responsibilities of the Board with integrity, collegiality, and care.
- Be free from self-dealing or any conduct of private business or personal services between AIA.
- Refrain from using their leadership position for direct personal financial gain.
- Decline direct compensation for sponsorship relating to the architectural industry.
- Avoid publicly expressing 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.
- Maintain the confidentiality of all 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.

Time commitment

The time commitment varies depending on the position. The Board is scheduled to convene seven (7) times in 2027: four (4) in person and three (3) virtually. In-person meetings have been aligned with existing AIA events (AIA27 and Governance Week) to make efficient use of your time and AIA's travel resources, with the January retreat and September meeting standing alone as dedicated strategic sessions. Virtual meetings will be scheduled as focused, three (3)-hour sessions built around topic areas rather than general updates.

In addition to the official board meetings, Board members are expected to participate in quarterly leadership calls as well as being 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 and the President 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 Board members.

Board meetings

Agenda & meeting materials

Section 6.7 of the Rules of the Board provides that the President, Secretary, and EVP/CEO shall prepare the agenda for Board meetings. AIA staff will present proposed agenda items and informational reports for review and consideration by the President, Secretary, and EVP/CEO. Staff will be notified of the approved agenda items and prepare related materials in advance of the meeting. These draft materials will then be shared with the President, Secretary, and EVP/CEO for review and feedback prior to being finalized.

Electronic agenda books, which contain supporting information for agenda items and reports, are distributed to Board members and posted on the Board Community Hub approximately 15 days prior to the meetings. Members are responsible for downloading and reading the contents of the agenda books prior to each meeting.

Board meeting procedures

Consent Calendar	Agenda items for which there is a consensus of support may be placed on a Consent Calendar for approval without debate. The Secretary will read the title of each consent item, pausing slightly for oral notification from a director requesting a specific item be withdrawn. Withdrawn items are deferred for debate and vote later in the meeting. All items remaining on the consent calendar are put to a single conclusive vote. To avoid withdrawing an item unnecessarily (e.g., for clarification of information only), directors are required to review each item and to direct any questions to the Secretary before the Board meeting.
Discussion Items	Most of the Board's meeting agenda is generally devoted to policy issues for discussion and vote of the directors. An item may be prepared for Board consideration by any Board director assisted by management. The director is responsible for ensuring that the Board has sufficient information to act on the issue and is exposed to differing points of view, and that the matter is presented with alternatives for action.
Parliamentary Procedure	*Robert's Rules of Order*, Newly Revised, govern the conduct of business at AIA meetings, except to the degree they have been superseded by the AIA Rules of Procedure or other action authorized by the Board. The intent of *Robert's Rules* (i.e., to encourage orderly and meaningful debate, to minimize confusion, and to protect the rights of the minority) is to govern any specific rule of procedure. In the absence of a timely objection, any breach of the rules of procedure is excused and does not invalidate the proceedings of the assembly.

Meeting minutes

The AIA Staff Liaison to the Board of Directors is responsible for accurately recording minutes, with input from the President, Secretary, and EVP/CEO. The approved minutes are posted on the Board Community Hub.

Meeting schedule

AIA plans all meetings of the Board and other AIA events one year in advance to reduce scheduling conflicts and contracts with hotels.

- **January 25–28**—Q1 Board Meeting & Retreat (San Juan, Puerto Rico)
  Direction setting, leadership culture, and priorities for the year.
- **March 31**—Board of Directors Meeting (Virtual)
  Review of preliminary audited financials and a focused session on a single topic area (to be determined).
- **May 18**—Q2 Board of Directors Meeting (AIA27 [Philadelphia, PA])
  Assess Progress: measuring what's working against the strategic plan and adjusting course.
- **June 23**—Board of Directors Meeting (virtual)
  Focused session on a single topic area—to be confirmed.
- **September 15–16**—Q3 Board of Directors Meeting (Washington, DC)
  Align Resources: reviewing budget priorities and shaping next year's strategy.
- **October 27**—Board of Directors Meeting (Virtual)
  Focused session on a single topic area—to be confirmed.
- **December 8–10**—Q4 Board Meeting at Governance Week (Washington, DC)
  Approving final recommendations and assessing the year's performance.

Board Community Hub

The Board Community Hub site is comprised of members of the board and AIA's leadership team staff. The community is designed to share information, distribute board materials, and serve as a resource library for leadership. The Board Community Hub encourages engagement in robust discussion and cross communication.

AIA.org leadership page

Each December, AIA will update the Leadership page on AIA.org by adding the current Board members. Below are the photo guidelines we need to adhere to:

- High resolution is required for web posting.
- Uncropped.
- Neutral or plain background (photos may be edited with a grey background for consistency).

NOTE: AIA will offer leadership the opportunity to be photographed for a headshot during a Board meeting. At this time, AIA will also take a Board group photo for AIA.org.

If you don't have a biography already crafted, here are the guidelines to follow:

- Five (5) to six (6) sentences in length with a limit of 150 words.
- Pertinent background information that supports the role, including past roles at state or local AIA components or in other organizations.
- Relevant education information, membership groups, volunteer, or other board positions.

Name and designations:

- Please share exactly how you would like your name to appear on the page, including any AIA designations. On the Leadership Board of Directors page, the only designations allowed by our AIA style guide are AIA designations (AIA, AIAS, FAIA).

Travel reimbursement

Travel is expected of all members of the Board as a regular part of the duties for the Board and other AIA meeting commitments.

Reimbursement & expense reports

Expense reports for transportation, meals, and lodging related to AIA travel commitments must be submitted through SAP Concur. AIA staff will assist you with the management and submission of these expense reports. Board members are responsible for submitting all receipts and explanations of expenses exceeding twenty-five dollars ($25.00) within thirty 30 days of incurring the expense. Please familiarize yourself with the AIA Leader and Volunteer Travel Policy.

Key Takeaway

Leadership is responsible for submitting ALL receipts and explanations of expenses exceeding $25.00 within 30 days of incurring the expense.

Questions regarding allowable expenses should be referred to the Chief Finance & Administration Officer, Terri Stewart.

Additional expectations

Understand you represent AIA

As in all interactions, whether in the built or virtual environment, you represent AIA. As a representative of the Institute, your positions must align with AIA policies and positions. To ensure alignment, please review AIA's public policies and position statements and familiarize yourself with them prior to posting content.

Social media usage

Social media tools are now an integral part of everyday life. Volunteer leaders at AIA have a special responsibility for their online presence by virtue of their high-profile position within the organization, even if they do not explicitly identify themselves as being affiliated with AIA. These volunteer leaders should assume that their posts will be seen and read by AIA members, colleagues, and the media. As a result, they will presumptively associate such posts with AIA.

Please note that posts are visible to all users with online access. It may be fine to share your work with AIA as part of your participation in the online community, but you DO NOT have permission to reveal any information that compromises AIA's public policies and position statements. This means you must refrain from sharing any information that is proprietary and/or confidential to AIA. For example, it is not acceptable to share any content that requires a non-disclosure agreement or is part of confidential management or board discussions.

Keep in mind the following when considering whether to share AIA-related information:

- Use common sense. You should refrain from posting items that could reflect negatively on AIA or otherwise embarrass the organization, including comments or other posts about drug or alcohol abuse, profanity, off-color or sexual humor, and other inappropriate conduct. Don’t use ethnic slurs, personal insults, obscenity, or engage in any conduct that would violate AIA’s Non-Discrimination, Anti-Harassment, and Complaint Policy.
- Show proper respect for people’s privacy and for topics that may be considered objectionable or inflammatory, such as politics and religion.

- Respect the law, including those governing defamation, discrimination, harassment, copyright, and fair use.
- Don't use the AIA logo, unless specifically authorized to do so. On occasion, the Marketing & Communications Department will share assets with you containing the logo that you may post to promote AIA events, or you may repost items shared on AIA's social media accounts. Do not alter these items. Additionally, creating your own graphics, including the AIA logo is prohibited. AIA must be diligent in protecting the use of its logo to maintain its trademark status.
- Don't disclose AIA's (or anyone else's) confidential or other proprietary information, such as current or anticipated products, software, research, inventions, processes, techniques, designs, or other technical data. Obtain permission from the owner before sharing or publishing their intellectual property.
- Prohibited from publishing or reporting on meetings or conversations that are meant to be internal to AIA.
- Don't reference partners or vendors without staff approval.
- If you publish content to any website outside of AIA and it has something to do with your AIA position or subjects associated with AIA, use a disclaimer such as this:

  "*The postings on this site are my own and don't necessarily represent AIA's positions, strategies, or opinions*."

  If what you are publishing is, in fact, AIA official business, be sure that you are authorized to make such statements on behalf of the organization. If there is any doubt, check with your AIA Staff Liaison.

- Ensure that your social networking conduct is consistent with all policies contained in the Bylaws, Rules of the Board, and other AIA policies.
- Make sure that your online activities do not interfere with your volunteer performance.
- Respecting differences, appreciating the diversity of opinions, and speaking or conducting yourself in a professional manner is expected at all times. If you aren't completely confident about what you intend to share, you should seek input before you post.

Key Takeaway

1. *do not use the AIA logo*
2. *do not create graphics with the AIA logo or name*
3. *avoid discussing fees (antitrust violation)*
4. *ensure alignment with AIA policies and positions*
5. *refrain from sharing confidential information*

Antitrust issues concerns

AIA requires stringent compliance with antitrust laws. Antitrust laws promote vigorous competition and protect consumers from anticompetitive business practices.

AIA complies with all laws, including federal and state antitrust laws that apply to AIA operations and activities. Compliance with the letter and spirit of the antitrust laws is an important goal of AIA and is essential to maintaining the Institute's reputation for the highest standards of ethical conduct. Since you are involved in AIA's operations and activities, you are responsible for understanding and observing these policies. Refer to AIA's Antitrust compliance webpage for more details on AIA's compliance with antitrust requirements.

If you have any questions or concerns about antitrust laws or compliance, please reach out to AIA legal counsel for guidance.

Speaking engagements

AIA leaders are invited to speak around the world at events where they represent the intersection of architecture and design innovation and responsible stewardship in the built environment, among other topics. All AIA speaker and media requests can be submitted through a form accessible by a link in the footer on AIA.org.

Media requests

AIA leaders are often contacted in several ways (e.g., LinkedIn, personal email address, in-person) by the media or other groups to comment on or participate in articles. Please review all requests with AIA staff. The intake process for these items is the same as speaking engagements so our AIA Communications Team can evaluate and manage the request. AIA staff will manage the request from inception through to the resulting article or coverage should AIA opt to participate in the requested interview.

2027 Board of Directors roster

Name	Position	Pathway	Term(s)
Yiselle Santos Rivera, AIA	President	Elected (Delegate)	2027
Joyce Owens, FAIA	President-elect	Elected (Delegate)	2027
Lisa L. Kennedy, FAIA	Treasurer	Elected (Delegate)	2026-2027
Jonathan M. Taylor, AIA	Secretary	Elected (Delegate)	2027-2028
Jason Takeuchi, AIA	At-Large Director	Elected (Delegate)	2026-2028
Sarah Woynicz, AIA	At-Large Director	Elected (Delegate)	2027-2029
Matthew Toddy, AIA	At-Large Director	Elected (Delegate)	2025-2027
Graciela Carrillo, FAIA	At-Large Director	Elected (Council)	2025-2027
Jeffrey Seabold, AIA	At-Large Director	Elected (Council)	2026-2028
Jessica O'Donnell, FAIA	At-Large Director	Elected (Council)	2027-2029
Heli Shah, Assoc. AIA	Associate Director	Appointed by Board	2027
Kathleen K. Gordon, Assoc. AIA	CACE Director	Ex Officio (CACE Immed. Past Pres.)	2027
Andrew Tillman, AIA	Student Director	Ex Officio (AIAS Pres.)	2027
Renee Cummings	Public Director	President Appointed	2027
Omar Eaton-Martínez	Public Director	President Appointed	2027
Carole Wedge, FAIA	EVP/CEO	Ex Officio (Non-Voting)	2027
	Total	**16 (15 voting)**	

AIA Bylaws 6.044: Minimum Number of Architect Members. No fewer than five (5) At-large Directors at any time shall be Architect members.

AIA staff contact information

Primary Point of Contact	Primary Relationship Manager	Carole Wedge, FAIA, EVP/Chief Executive Officer	carolewedge@aia.org
Primary Points of Contact	AIA Staff Liaison/ Manager & Board of Directors Matters & Speaking Engagements + Appearances	Caitlin Couture, Vice President, Governance & Awards & Corporate Secretary	caitlincouture@aia.org 202-870-2755 (mobile)
Executive Communication	Media Requests/ Inquiries or Remarks + Talking Points	Bryan Vallejo, Senior Director, Leadership Affairs	bryanvallejo@aia.org
Executive Communication	Travel + Calendars	Jennifer Liles, Director, Leadership Communications	jenniferliles@aia.org
Administrative Contact	Reimbursement Support	Kathy Frazier, Manager, Leadership Compliance	kathyfrazier@aia.org 202-626-7311
Other Frequent Staff Points of Contact	Technology Issues	Scott Ross, Sr. Director, Cloud & Infrastructure	sross@aia.org 202-626-7501
Other Frequent Staff Points of Contact	Legal Matters	Jeff Tenenbaum, Counsel	jtenenbaum@tenenbaumlegal.com