President & President-elect handbook

Post-election through
end of Presidential term

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Term in Office & Succession

To accomplish a smooth transition in the management of AIA from year to year, the President-elect shall succeed to the role of President after completing a one (1)-year term.

Per the Bylaws, Section 6.132 the President-elect's Term of Office is as follows:

> *The term of office for the President-elect shall be one year. The President-elect may serve only one term in that office, succeeding automatically to the office of President.*

Per the Bylaws, Section 6.161 the Succession to the Office of President is as follows:

> *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. If both the offices of President and of President-elect become vacant, the Board shall appoint, from the officers serving or Elected to serve at the time the vacancy occurs, an Acting President to serve until the next annual meeting of the Institute, at which time the delegates shall directly elect the President.*

President-elect-elect succession & role

Following the AIA Conference on Architecture and Design until the adjournment of the annual Board of Directors meeting in December, which occurs in conjunction with Governance Week, the incoming President-elect will be referred to as the President-elect-elect. The President-elect-elect does not have any official responsibilities but will be invited to attend certain Board activities in a guest capacity. They may also be asked to take on speaking roles; however, their official role and duties with the AIA do not begin until they are seated on the Board following the adjournment of the annual Board of Directors meeting in December.

President-elect responsibilities

The President-elect is responsible for working with the President as a representative of the organization and shall attend events, programs, and meetings on behalf of the AIA at the President's request. In addition to the above, 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.

Per the Bylaws, Section 6.142, the Role of the President-elect is as follows:

> *The President-elect shall assume all the powers and the duties of the President in the absence, or the disability, refusal, or failure of the President to act, and shall perform other duties properly assigned by the Board or the President.*

President responsibilities

The President shall act in the best interest of the Board, the AIA, and the profession. Responsibilities include:

- Serve as the presiding officer at AIA meetings, including working with the secretary to set the agendas.
- Facilitate the board meetings and encourage strategic discussion.
- Serve as an official spokesperson for AIA, which includes speaking on behalf of the Board to members and outside parties concerning Board positions.
- Make decisions on behalf of the Board that fall within a reasonable interpretation of Board policies and the governance process.

- 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.
- Meet with members, allied organizations, and others in support of the AIA mission and vision.

In addition to the above, the President is generally responsible for the following:

- Appointment of members to serve on AIA committees or task forces and to represent the AIA with other organizations.
- Preside over the annual meeting.
- Execute documents relating to the duties of the president.
- Serve on the Compensation Committee (for the EVP/Chief Executive Officer) and shall, in cooperation with the other members, help ensure that the annual evaluation is fair, timely, and thorough.

Per the Bylaws, Section 6.141, the Role of the President is as follows:

> *The President shall perform all the duties incident to the office, those required to be performed by law and these Bylaws, and those properly delegated to the office by the Board*.

Per the Bylaws, Section 6.131, the President-elect's Term of Office is as follows:

> *The term of office for the President shall be one year. The President may serve only one term*.

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 (3) basic documents that define the governance structure of AIA, the Institute Bylaws, the AIA Rules of the Board, and the 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 (RoB) outline the role of the Board to ensure excellence in AIA and provide detailed operating procedures on the responsibilities of the Board. Please ensure you are familiar with and adhere to the Rules of the Board during your term.

AIA policies

Candidates for the Board of Directors 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 (RoB), 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.	These are governance rules adopted by the AIA Board of Directors to interpret and implement the bylaws.	Express the Board's direction, expectations, and guidance.
Scope	Membership categories, Board and officer powers, governance principles (elections, quorum, amendments).	They cover detailed matters of board governance, such as meeting procedures, election processes, standards of conduct, and board responsibilities.	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 bylaws and rules of the board.
Hierarchy	Highest authority; cannot conflict with law.	Governs board practice, subordinate to bylaws.	Subordinate to both bylaws and rules.
Amendment Authority	AIA Membership at Annual Business Meeting (requires formal vote) or AIA Board of Directors, with notice to the AIA members.	AIA Board of Directors	AIA Board of Directors

Acknowledgment of AIA's statements, policies, & 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, which include:

- AIA's Antitrust Statement;
- Conflict of Interest Policy;
- Elected Officer Acknowledgment;
- Non-Discrimination, Anti-Harassment, and Complaint Policy;

- Rules of the Board;
- Volunteer Intellectual Property Contribution Release;
- Volunteer Leader Media Release; and
- Working Students (“unpaid interns”) Declaration Statement.

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

Fiduciary duties

The American Institute of Architects (AIA) is a 501(c)(6) not-for-profit corporation. As a volunteer, you are now a member of the 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 (3) 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. 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.

Executive office

This team meets regularly to ensure that the operations and logistics related to the President and President-elect positions are managed and addressed in an efficient and effective manner. The EXO assists the Senior Director, Leadership Affairs, in facilitating speaking engagement requests, managing the volunteer leader calendar, arranging travel, and other key items essential to a successful President and President-elect term.

Travel

Travel is a regular part of both the President's and the President-elect’s duties, which are shared in part with other members of the Board to meet the organization’s needs. Both the President and President-elect have an account to cover the costs of travel to represent AIA in addition to Board and other AIA meeting commitments. The amount of funding in these accounts is dependent on a variety of factors and is determined in advance due to AIA’s budgeting cycle.

Travel logistics related to your role’s official travel commitments will be managed via the Outlook calendar associated with your AIA email address. This includes flights, hotel reservations, and other time commitments, such as meet-and-greets, speeches, etc.

KEY TAKEAWAY

All AIA-related travel must be approved in advance by the Executive Office to be considered eligible for funding.

Time commitment

AIA recognizes and appreciates the time and travel the President and President-elect dedicate during their leadership years. The President should expect to spend a minimum of five (5)-seven (7) hours per week, and the President-elect should expect to spend a minimum of two (2)-four (4) hours per week in support of the requirements for the respective positions. This time commitment will be greater during preparation for and attendance at Board meetings, conferences, and other AIA events.

Stipend

In recognition of the volunteer hours donated to the AIA, a stipend will be paid quarterly. The President and President-elect will receive an IRS Form 1099 for this stipend. This stipend is offered in addition to the travel expense coverage outlined above. In 2027, the stipend is eighty-five thousand dollars ($85,000.00 USD) for the President and fifty thousand dollars ($50,000.00 USD) for the President-elect.

Budget

AIA's annual budgeting exercise begins in July and extends to October, with a final presentation to the Board in the fall, followed by approval at Governance Week in December. Once that action occurs, your AIA staff will inform you of the annual figure allotted to your position and will keep you updated on the status of your budget with regular reports throughout your term. This budget will cover transportation, meals, and lodging for AIA travel commitments.

Funding policy

In the AIA Funding Policy for the AIA President, President-elect and EVP/CEO you will find details regarding the following:

- Responsibilities and enforcement
- Credit card
- Air travel - limit for airfare without prior approval, is seven hundred fifty dollars ($750.00 USD)
- Lodging expenses
- Per diem for meals is eight-five dollars ($85.00 USD) per day and entertainment

Other allowable expenses:

- Receipts - required for all expenditures over twenty-five dollars ($25.00 USD)
- Spouse/guest travel
- Annual discretionary fund budget
- Annual stipend

Please familiarize yourself with this document.

The main item to highlight is that Leadership is responsible for submitting all receipts and explanations of expenses exceeding twenty-five dollars ($25.00 USD) within thirty (30) days of incurring the expense.

KEY TAKEAWAY

Leadership is responsible for submitting ALL receipts and explanation of expenses in excess of twenty-five dollars ($25.00 USD) within thirty (30) days of incurring said expense.

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

Credit card

Leadership will be issued an AIA business credit card for AIA business purposes. (The card issued to the President-elect is ordered shortly after the election and is to be used throughout the President's tenure.)

The card will be closed thirty (30) days after the end of the President's term and immediately after employment ends for the EVP/CEO. The AIA credit card is a privilege that carries with it the responsibility for prudent business practices and compliance with the signed AIA Credit Card policy. Expenses must be reconciled with the monthly credit card statement and submitted through Concur for approval no later than the 5th day of the following month.

Leadership is responsible for submitting ALL receipts and explanation of expenses in excess of twenty-five dollars ($25.00 USD) within thirty (30) days of incurring said expense. Any personal expenses that may be incurred on the account (for instance, a meal expense shared with a spouse during non-business activity) must be reimbursed to AIA within thirty (30) days of said expense. AIA prohibits the use of business credit cards for personal or non-approved AIA business use.

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 USD) within thirty (30) days of incurring the expense. Please familiarize yourself with the AIA Leader and Volunteer Travel Policy.

KEY TAKEAWAY

AIA Treasurer reviews all expenses from the President, President-elect, and EVP/CEO on a quarterly basis. These are sent to the Treasurer on the 15th of the month following the close of the quarter.

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

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 to maintain an archival history of AIA business-related activities.

Calendar management

An EXO team member will assist you with the management of your AIA calendar. The EXO Team Member will be assigned as a delegate on your calendar and will be able to add, delete, and edit calendar appointments and meetings on your behalf.

You can expect to see invitations from the following calendars to your personal AIA calendar:

- Board of Directors – BOD meetings, deadlines applicable to your position, and events run or executed by members of the BOD (i.e., Leadership Exchange Calls).
- AIA Events – AIA staff will originate event invitations from this calendar they are the staff lead on adding you as an invitee. You can expect to see the following information in those calendar invites:
  - Title of overall event;
  - Link to the event website (if possible);
  - Location and address (if known);
  - Staff POC (name and cell); and
  - Link to Event Brief and relevant materials (these will be housed in your dedicated Teams channel).

Calendaring travel & associated commitments

Your calendar will serve as the primary hub for all travel commitments and related details, including flights, hotel accommodation, and the events or speaking engagements you will attend during your trip.

Calendar Nomenclature

Meeting Header	Meaning
Confirmed	This appointment/meeting is occurring, and the dates are firm.
Considering	AIA is considering participation in this activity.
Hold	Used to reserve the time while we decide on participation. These will be deleted if we decide against participation or updated with a new title header if we move forward with the intention to participate.

Microsoft Teams

We will utilize Microsoft Teams as the primary hub for collaboration between the President/President-elect and AIA team. The goal is to have a centralized, cloud-based location for these volunteer roles to access all their resources. They can use this as a personal library, easily access previous remarks/presentations, and have a one-stop for communicating with all their AIA partners (AIA team).

What to expect?

- AIA team will tag you (@[leader name]) to call your attention to items needing review and input.
- Each event you attend will have a folder in the files tab of your respective channel and it will house the necessary materials and resources for that event, for example, this may include talking points/script, event brief, deck, and photos (post-event team will upload photos for you to use on social media).

Additional expectations

Understand you represent AIA

As in all interactions whether in the built or virtual environment, you are a representative of the AIA. As a representative of the Institute, your positions must be in line with AIA policies and positions. To ensure alignment, please review the AIA public policies and position statements and familiarize yourself with them before posting content.

Social media usage

Social networking using Internet-based and other Electronic social media tools is integrated into everyday life. Volunteer leaders at AIA have special responsibility with their internet presence by virtue of their high-profile position within the organization, even if they do not explicitly identify themselves as being affiliated with the AIA. These volunteer leaders should assume that their posts will be seen and read by AIA members, colleagues, and the media and that they will presumptively associate such posts with the 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 refraining 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 the 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, or 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, like politics and religion.
- Respect the law, including those laws governing defamation, discrimination, harassment, and 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 the AIA social media accounts. Do not alter these items. Additionally, creating your own graphics, including the AIA logo, is prohibited. AIA must be diligent in its protection of the usage of our logo in order to retain its trademark status.
- Don't disclose the 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. Get permission from the owner prior to 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 the 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 the 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 AIA team.

- 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 TAKEAWAYS

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. *Do not sharing confidential information.*

Antitrust issues concerns

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

The 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 the AIA and is essential to maintaining the Institute's reputation for the highest standards of ethical conduct. Since you are involved in the AIA's operations and activities, you are responsible for understanding and observing these policies. Refer to the AIA's Antitrust compliance webpage for more details on the AIA's compliance with antitrust requirements.

If you have any questions or concerns about antitrust laws or compliance, please contact the 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 via this online form available at the footer of AIA.org. You may also receive invitations to your personal AIA email address, please loop in AIA staff liaison on all requests. AIA team will manage the request from inception through to the speaking engagement should AIA opt to participate in the speaking engagement.

Media requests

AIA leaders are often contacted in several ways (LinkedIn, personal email address, in-person, and through their personal email address) by the media or other groups to comment on or participate in articles. Please loop in AIA staff on all requests. The intake process for these items is the same as Speaking Engagements so our AIA Communications Team can evaluate and manage the request. Media Requests can be submitted via the AIA Speaker & Media Requests available at the footer of AIA.org. AIA team will manage the request from inception through to the resulting article should AIA opt to participate in the requested interview.

Digital signature

When you assume office AIA will request a digital copy of your signature. This will be used for official communications that you work with AIA team to draft, including letters. It will also be used for a variety of certificates that the President is the signatory for, including Presidential Citations. AIA team will communicate clearly when we intend to use your digital signature on any items and not proceed without your permission to affix your signature to an item.

AIA.org leadership page

In December, after you are elected, AIA will change over the Leadership page on AIA.org, adding your photo and biography when you take office as President-elect.

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 in conjunction with a Board of Directors meeting. At this time, AIA will also take a Board of Directors group photo for AIA.org.

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

- Five (5)-six (6) sentences in length.
- Pertinent background info 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.
- Limit is 150 words.

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, FAIA, AIAS).

Photos for speaking engagements/official AIA business

During your President-elect year, you're AIA team will coordinate with our Marketing & Communications Department to host a photoshoot for you. The intent of this photoshoot is to gather professional headshots and photos for usage during official AIA business during your Presidential year. The poses will vary, and the emotions displayed will, too, so that the photos chosen by our AIA team to accompany certain articles or media items correctly set the right tone. When this photoshoot is conducted you will need a variety of outfits, typically two (2)-three (3). Additional details will be discussed closer to the actual photoshoot date.

Technology equipment

When you assume your role as President-elect you will be gifted an iPad from AIA for use during your official duties. We encourage you to use this technology tool to access AIA platforms and to utilize it during your speaking engagements to reference your scripts and notes. Please note that only one (1) device will be purchased for you; if it is lost, stolen, or breaks, it will not be replaced. Also, our Technology Department will assist you with gaining access to your AIA accounts via the device but will not provide technical support beyond account access assistance.

At the end of your term, you may keep the iPad as a gift.

Board meeting preparation & planning

Meetings of the Board

The AIA Board of Directors will hold four (4) in-person Board meetings a year. The first is a Board retreat, and, if necessary, the President may add virtual meetings. 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.

Agenda and 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 team will present proposed agenda items and informational reports for review and consideration by the President, Secretary, and EVP/CEO. AIA team 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 fifteen (15) days prior to the meetings. Members are responsible for downloading and reading the contents of the agenda books prior to each meeting.

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 of Directors and other AIA events one (1) 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 confirmed.
- May 18 — Q2 Board of Directors Meeting (AIA27 – Philadelphia, PA)
  Assess Progress: measuring what is 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.

Commitments as a Board member

The Board is generally responsible for the following:

- Conducting the general management of AIA affairs, maintaining control of AIA property, developing its policies, authorizing expenditures, and taking all necessary and proper steps to carry out the purposes of the AIA and promote its best interest.
- Approving affiliations with organizations.
- Establishing the location of the annual Conference on Architecture.
- Sponsoring resolutions as determined to be appropriate and necessary on behalf of AIA members.
- Adopt an annual operating plan and budget.
- Periodically developing, reviewing, and adopting a strategic framework that integrates a long-range plan with the AIA's strategic plan.
- Acting in a manner that is forward looking, strategic, and anticipatory, inspiring the organization through the adoption of the broadest organizational values and perspective.
- The Board is to be accountable to membership for competent and effective accomplishment of the Board's obligations.

Presidential appointments

During your President-elect year, you will begin selecting your committee appointments.

Appointment authority

There are three (3) categories of appointments outlined in the Rules of the Board and Bylaws that you will appoint.

1. Board Committees. Defined in Chapter 7 of the Rules of the Board.
2. AIA Awards Juries. See Chapter 11, Section 7 of the Rules of the Board.
3. Board of Directors members. You may appoint up to two (2) director positions for your term as President, see Chapter 6 of the Bylaws.

Required committee presidential appointments

In your President-elect year, you will appoint the incoming chairs and members of the following committees for your Presidential year. AIA staff will provide recommendations for these roles based on volunteer application submissions.

1. 1735 Building Committee
2. AIA Foundation
3. AIA Trust
4. ArchiPAC Steering Committee
5. Board Government Advocacy Committee
6. Board Knowledge Committee
7. Candidate Development Committee
8. Committee on Climate Action & Design Excellence (CCADE)
9. Documents Committee
10. Equity and the Future of Architecture
11. Finance and Audit Committee
12. National Honors and Awards Committee
13. Public Awareness Committee
14. Resolutions Committee
15. Secretary's Advisory Committee

Optional member & advisory group appointments

Member and advisory groups do not require the president's active nomination; however, you can appoint additional individuals to these groups if you choose.

Knowledge Communities leadership endorsement

The President may not directly appoint members to the Knowledge Communities (KC) leadership; however, Former Presidents have endorsed this leadership group. The KCs have their own advisory and leadership structures in place, and this is why we endorse rather than appoint these groups.

Former Presidents have engaged in the following actions related to presented KC slates:

1. Added people of personal interest to a KC advisory group; and/or
2. Requested a KC group reevaluate and resubmit a full KC slate due to a lack of diversity.

Appointments timing

Appointments will occur six (6) times during your time as President-elect and President.

1. August of President-elect year
2. October of President-elect year
3. Q4 of President-elect year
4. Q2 of President year
5. Q3 of President year
6. Q4 of President year

Standard appointment selection process

The majority of appointments will happen in August of your President-elect year. The standard process for committee appointments at that time is as follows:

- May 1: Call for applications on AIA.org.
- Mid-June: Applications close.
- June-July: Staff review and recommendations, additional recruiting for positions (if necessary). Staff creates recommendation list for President-elect for their presidential term.
- August: The President-elect reviews staff recommendations for appointments and provides feedback or approval.
- September: Selected appointees are notified via email.

Timeline: Post-election through president-elect term

Post-election

The majority of these items will occur in the late Fall, ahead of you taking the President-elect office in December.

- Receive a welcome message from Carole Wedge, FAIA, EVP/CEO.
- AIA staff will coordinate a time for you to meet virtually or in person with Carole.
- AIA staff will contact you to discuss calendar logistics, ensuring we can schedule your AIA commitments and respect your existing personal and work commitments.
- Onboard essential functions and skills to be successful at AIA, including:
  - Use Okta to connect to AIA's drives and key systems
  - Use SAP Concur to make travel arrangements and process expense reports,
    - Use this form to request an account,
  - Collaborate with staff on Microsoft Teams,
    - A Teams channel will be set up specifically for your term,

    - Consistently reference AIA brand guidelines for memos, email signatures, Zoom backdrops, and more via Brandfolder,
    - Interact with the Board via AIA Community Hub.
- AIA credit card will be ordered.
- AIA email address will be setup.
- AIA business cards and notecards (for thank you notes) will be ordered.

Governance Week

- Typically, the first week in December, assume President-elect office immediately upon adjournment of the annual Board meeting taking place in December.
- Attend the Inauguration celebration for the incoming President.

Recurring meetings

- AIA staff check-in call, which begins in January when you assume President-elect office. The frequency will be determined based on your needs, schedules, and current role.
- CEO check-in call, which begins in July when you are closer to assuming the role of President. The frequency will be determined based on need, schedules, and your current role.
- Monthly meeting between Board (pres-elect) and Strategic Council (moderator) leads.
- Quarterly Leadership Exchange Calls

President-elect-elect year at a glance

The following is a sketch of what you can expect after you are elected and assume the role of President-elect-elect. Please note that all items are subject to change.

* Please note that all events listed above are optional from the time you are elected through December; the only events you are required to attend in an official capacity are Governance Week, where you will assume your President-elect duties.

Q3	**July**	**August**	**September**
		Q3 Leadership Exchange Call (virtual, invited guest)	
Q4	**October**	**November**	**December**
	Volunteer Leader Transition Meeting Fall Alliance Presidents Meeting Q4 Leadership Exchange Call (virtual, invited guest)		Governance Week* Board Meeting (Invited guest) Inauguration

* Please note that all events listed above are optional from the time you are elected through December; the only events you are required to attend in an official capacity are Governance Week, where you will assume your President-elect duties.

President-elect year at a glance

The following is a sketch of what you can expect during your term as President-elect. Please note that all items are subject to change.

Q1	**January**	**February**	**March**
	Board Retreat/Meeting AIAS Forum U.S. Conference of Mayors Winter Meeting	Leadership Summit Council Assembly (virtual)	Q1 Leadership Exchange Calls (virtual) ACSA Annual Meeting Board Meeting (virtual) Call for Volunteers Orientation
	Spring Alliance Presidents Meeting		
Q2	**April**	**May**	**June**
	AIA Townhall (virtual) Architecture Week Call for Volunteers Engagement	AIA Board of Directors Meeting Council Assembly Conference on Architecture & Design (Philadelphia, PA) Annual Business Meeting Call for Volunteers Outreach	NCARB Annual Business Meeting U.S. Conference of Mayors Summer Meeting
Q3	**July**	**August**	**September**
		Q3 Leadership Exchange Call (virtual) Call for Volunteers – Board-level Committee Appointment Selections	Board Meeting (DC) Council Assembly (virtual) Volunteer Leader Transition Meeting Fall Alliance Presidents Meeting MarCom President Onboarding Meeting Women's Leadership Summit
Q4	**October**	**November**	**December**
	AIA/ACSA Intersections Research Conference NOMA Q4 Leadership Exchange Call (virtual) Council Assembly (virtual)		Governance Week (Board Meeting, Council Meeting & Inauguration)

President year at a glance

The following is a sketch of what you can expect during your term as President. Please note that all items are subject to change.

Q1	**January**	**February**	**March**
	Board Retreat/Meeting AIAS Forum & ACSA/AIA Intersections Conference U.S. Conference of Mayors Winter Meeting Leadership Exchange Kickoff	Leadership Summit AIAU Economic Live Course (virtual) NAC/YAF Annual Meeting (guest speaker)	ACSA Annual Meeting (Topaz presentation) Board Meeting (virtual) Q1 Leadership Exchange Calls (virtual) AIA All Staff Meeting (President presents)
	Spring Alliance Presidents Meeting 1735 NY Ave Investments LLC Board of Directors Meeting		
Q2	**April**	**May**	**June**
	LFRT Round Table CEO meeting Board Meeting (virtual) Architecture Week AIA Townhall (virtual)	AIAU Economic Live Course (virtual) Board of Directors Meeting Conference on Architecture & Design (Philadelphia, PA) Annual Business Meeting	NCARB Annual Business Meeting U.S. Conference of Mayors Summer Meeting
	1735 NY Ave Investments LLC Board of Directors Meeting		
Q3	**July**	**August**	**September**
	AIAU Economic Live Course (virtual) AIAS Grassroots	Awards Jury Appointments	Board Meeting (DC) Fall Alliance Presidents Meeting Women's Leadership Summit
	NCARB Licensing Advisors Summit 1735 NY Ave Investments LLC Board of Directors Meeting		
Q4	**October**	**November**	**December**
	AIA/ACSA Intersections Research Conference Volunteer Leader Transition Meeting AIAU Economic Live Course (virtual) LFRT Round Table CEO Meeting NOMA Conference Q4 Leadership Exchange Call (virtual)	COP 32 (Addis Ababa, Ethiopia)	Governance Week (Board Meeting & Inauguration)
	1735 NY Ave Investments LLC Board of Directors Meeting AIA VIBE Event AIA International Conference		

AIA staff contact information

Primary Point of Contact	Primary Relationship Manager	Carole Wedge, FAIA, EVP/Chief Executive Officer	carolewedge@aia.org
Primary Point of Contact	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, 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