



Volunteer Handbook

2027

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Message from the EVP/CEO

Dear AIA volunteers,

For more than 160 years, volunteers have devoted their time and talents to advancing the architecture profession through their volunteer service at The American Institute of Architects (AIA). Because of the contributions of these countless individuals, AIA can provide members with tools, resources, and education to tackle society's most urgent issues.

Volunteers are essential to all aspects of AIA's work. By sharing their time and talent, volunteers equip AIA to provide high-quality programs, events, and research that are pivotal to our strategic goals of climate action and equity in the 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 AIA Volunteer Handbook was developed to inform current and future volunteers about AIA's governance processes and policies. This resource will provide all volunteers with a foundation of knowledge to excel within AIA and allow maximum impact during your tenure.

Because of your dedication to AIA, we can continue our steadfast commitment to excellence in education, leadership development of design professionals, and empowering architects to improve society. We encourage you to invite your peers to volunteer at AIA and further broaden the profession's impact. They will find many ways to get involved on our volunteer webpage.

Thank you, again, for your leadership and commitment to making the world better by design. We look forward to working with you in 2027.

Sincerely,

Carole Wedge, FAIA
Executive Vice President/Chief Executive Officer
The American Institute of Architects

Introduction to AIA

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 inspires and empowers architects to improve society and transform the world.

Vision

Drive positive change through the power of design and focused activism.

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.

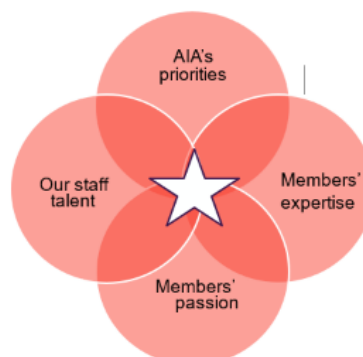
In 1898, AIA relocated its headquarters to Washington, D.C., where it remains today. Throughout its more than 150-year history, the Institute has grown to become the largest and most influential network of architecture professionals. Our more than 96,000 members share your passion for architecture and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



2026–2030 Strategic Plan

The AIA Board of Directors (Board) holds ultimate 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, setting 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 professional staff 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 staff 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 www.aia.org/aia-strategic-plan.

Strategic priorities

The plan is organized around four interconnected goals that reflect what members told us matters most: **P**actice, **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 architecture 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 where AIA is taking the profession, CORE answers what AIA needs to be, internally, to get us there.

CORE is organized around four (4) priority areas:

- Culture & People
- Operational Effectiveness
- Revenue Growth
- Membership Experience & Value

CORE was developed as part of a broader set of organizational goals that were consolidated into the four (4) 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 (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. The Rules of the Board expand on the Bylaws to clarify member requirements, outline honors and awards, 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 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

AIA volunteers have a fiduciary obligation to support the actions of the Board and ensure compliance with AIA Bylaws, Rules of the Board, and Public Policies and Position Statements. In addition to the documents listed above, each volunteer 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, which includes:

- Antitrust compliance;
- Non-Discrimination, Anti-Harassment, and Complaint Policy;
- Conflict of Interest Policy;
- Volunteer Leader Media Release;
- Working Students (aka “unpaid interns”) Declaration Statement; and
- Volunteer Intellectual Property Contribution Release.

These acknowledgments are collected via an online form and must be completed before your volunteer term starts.

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 (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.

AIA organizational structure

Volunteer leaders' contributions are valuable in advancing the 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 AIA Volunteer Handbook was developed to inform current and future volunteers about AIA's governance process. This resource will provide all committee members with the same foundation of knowledge to excel within AIA.

In accordance with the AIA Bylaws, the Board of Directors 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 (KCs), and
- Components.

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

Board of Directors

The role of the Board of Directors (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 in an ethical and businesslike manner, 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 all rests with the Board. Enables strategy advancement by distributing decision-making to the volunteer groups.

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

- Elected Officers
 - President
 - President-elect
 - Secretary
 - Treasurer
- Associate Director
- Student Director
- CACE Director
- At-Large Directors, six (6)

Strategic Council

The Strategic Council (the 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 sixty-six (66) members. Supported senior staff administrator.

- Moderator (automatically succeeding for one [1] year term)
- Moderator-elect (elected by Council, one [1] year term)
- State Representatives (typically serving three [3] year terms)
- At-large Representatives (staggered three [3] year terms, elected by Council)
- Associate Representative (selected by Associate members, one [1] year term)
- Student Representative (selected by the American Institute of Architecture Students (AIAS), one [1] year term)
- Council of Architectural Component Executives (CACE) Representative (selected by CACE, one [1] year term)
- AIA President-elect (one [1] year term)
- Immediate Past President (one [1] 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 deliberation.

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; the 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. Makes recommendations to the Board for consideration.

- Board Knowledge Committee
- Candidate Development Committee
- Committee on Climate Action & Design Excellence (CCADE)
- 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 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 the 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 stage of life, practice setting, and career stage. These member groups provide a forum for the exchange of information, deliver tailored online tools, and other significant resources. They elevate your practice field and help advocate for architecture.

AIA Leadership Exchange

The AIA Leadership Exchange brings local, state, and national leaders together year-round on an 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 AdCom;
- Young Architects Forum AdCom;
- Small Firm Exchange ExCom;
- College of Fellows ExCom;
- Former National Presidents;
- Former Chancellors;
- AIA Board Candidates;
- Knowledge Community Chairs; and
- AIA Trustees.

Volunteer group structure

As a volunteer, your contributions are invaluable to AIA's work. The partnership between members and staff propels our organization forward by shaping the profession's future. It also allows us to create impactful programs, innovative products, education opportunities, and meetings to tackle AIA's most urgent issues.

Committee Members serve in staggered terms. The President-elect annually appoints new members to Board-level committees, whereas the chair or full committee select new members for other committees.

Terms and positions

Most volunteer groups are structured as follows:

- Chair;
- Chair-elect;
- Members; and
- Staff liaison.

The chair-elect will serve a one (1) year term to allow shadowing of the chair in their final year, facilitate an easier transition of leadership, and increase opportunities to build strategic capacity within each volunteer group.

Volunteer roles

The following are general roles and responsibilities for the different committee contributors. These are intended to be general guidance for participation in AIA committees. Chairs and chair-elects are encouraged to work with their staff liaisons on operationalizing these responsibilities based on the committee's charge. Volunteer groups may work differently depending on their needs, but the following general duties apply to all volunteer groups.

Chair

- Serve as a strategic leader who understands the AIA's mission and vision and can link the committee's activities with the organization's strategic goals.
- Serve as the primary contact for AIA relating to the committee's area of interest or expertise.
- Prepare a work plan for the year to guide the committee in its actions as outlined by the strategic plan and committee charge. Additionally, submit reports to the Board to inform leadership of group activities.
- Foster effective two (2)-way communication with the staff liaison and other AIA team members regarding scheduling meetings, completing duties, etc.
- Structure the meeting agenda to ensure that relevant and timely topics of interest are addressed.
- Champion accountability and performance evaluation for the committee. Facilitate all meetings to ensure all agenda items are addressed. Delegate assignments to involve all volunteers.
- At the start of each meeting, remind volunteers and any other meeting attendees to comply with the AIA's conflict of interest and antitrust policies and request that any member disclose any new potential conflicts.
- Meet prior to and after each meeting with the staff liaison to summarize the tasks completed and discuss any actions requiring Board approval or awareness.
- Make recommendations to the President-elect for volunteer appointments and reappointments, including the appointment of a successor as chair-elect (Board-level committees).
- Ensure members abide by their duties as described and recommend action for members and consultants who do not actively participate. Treat other volunteers and staff with respect and courtesy.

Chair-elect

- Serve as strategic leader who understands the AIA's mission and vision and can link the committee's activities with the organization's strategic goals.
- Serve as the secondary contact for AIA relating to the committee's area of interest or expertise.
- Work with the chair to prepare a work plan for the year to guide the committee in its actions as outlined by the strategic plan and committee charge, as well as submit reports to the Board to keep leadership informed of group activities.
- Serve as the committee chair in the chair's absence.

Committee member

- Serve as an active participant in the committee and act in the best interests of AIA.
- Support and further the goals and objectives of AIA.
- Devote the time and effort required to accomplish the committee's objectives. Come to meetings prepared to discuss agenda items.
- Fulfill volunteer assignments on a timely basis as delegated by the chair.
- Review the meeting agenda, minutes from the previous meeting, and any supporting documents for the meeting. Volunteers will receive these materials from their staff liaison prior to the meeting.
- Attend all committee meetings unless excused by the chair. Excused absences should not exceed one (1) meeting per term. Two (2) unexcused absences are grounds for dismissal. Members will be notified of the exact time and place for their next meeting. Volunteers must notify the chair and staff liaison if not participating in an upcoming meeting.

- Agree to comply with the AIA's conflict of interest and antitrust policies and disclose any new conflicts as they arise.
- Treat other volunteers and staff with respect and courtesy.

Staff liaisons

- Serve as the intermediary between the committee and AIA.
- Assist the chair with all committee activities and in communicating with volunteers.
- Prepare and distribute meeting materials, including agendas, supporting documents, minutes, etc. in a timeline manner.
- Maintain a file containing all committee materials and save documents.
- Notify volunteers of the time and place of the next committee meeting once details have been finalized.
- Submit a draft of the meeting minutes to the chair, and/or vice chair for approval. Minutes should be approved as the first agenda topic during the next meeting.
- Treat all volunteers and other staff with respect and courtesy.

Committee roles and expectations

Participation

Volunteers serving as committee members are an important part of the effort required for the AIA to meet our strategic goals. In the interests of respecting the time and energies of these volunteers, it is important that all members can contribute fully. All volunteers (including chairs) of AIA committees must prioritize attendance at scheduled face-to-face and virtual meetings. Absence from more than one (1) meeting in any single year during an individual's term on the volunteer group will result in an inquiry from the chair about the member's ability to meet their responsibilities as a committee member and may result in a suggestion of consideration of resignation. If a satisfactory resolution is not reached through this communication, the President (in consultation with the chair) may relieve the committee member of their duties and appoint a replacement.

Committee communications

Volunteers must have electronic communication capabilities with email and web access. AIA uses Zoom as our videoconference provider. Zoom is a web-based platform that allows members to conduct business virtually. Zoom allows groups of up to one hundred (100) individuals to participate in virtual meetings.

When scheduling meetings, please ask your staff liaison to schedule and circulate a Zoom link to your attendees. Our practice is to use video conferencing as the default for these calls; however, Zoom also provides dial-in options for members with extenuating circumstances. It is the policy of AIA not to record the proceedings of video conference meetings.

Annual training requirement

AIA requires all volunteers to complete online training. This training's main objective is to equip volunteers with the necessary skills to be the most effective in their service and to highlight critical organizational policies. The on-demand training will be shared with all incoming volunteers at the time of appointment. This is in addition to discrete orientation provided by each committee.

Meeting agendas and minutes

AIA uses meeting agendas to ensure that relevant and timely topics of interest are addressed. Minutes from the previous meeting should be the first item on the agenda for approval. Staff liaisons in collaboration with the committee chair are responsible for keeping official meeting minutes. AIA prohibits recording of meetings, using transcription tools, and the use of AI note takes except in instances when it is useful or necessary and, thus, permissible. Those instances should be reviewed by legal on a case-by-case basis. AIA staff must declare when a meeting is being recorded or transcription is being used.

Meeting schedules

Each committee conducts regularly scheduled meetings throughout the year, based on the needs of that committee. The committee chair and chair-elect will work together to schedule meetings, considering known conflicts among committee members.

Expense reimbursement

Expense reports for transportation, meals, and lodging for AIA travel commitments must be submitted via SAP Concur. Committee staff liaisons will assist you with the management and submission of these expense reports. Volunteers are responsible for submitting ALL receipts and explanations of expenses over twenty-five dollars (\$25) within thirty (30) days of incurring said expense.

Media policy

AIA's policy is that the Board President and/or the EVP/CEO are the only authorized spokespersons for the Institute. All media requests should be routed through the Executive Office.

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, as a result, they will 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. Do not 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 governing defamation, discrimination, harassment, copyright, and fair use.
- Do not 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.
- Do not 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. Obtain 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.
- Do not 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 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 are not completely confident about what you intend to share, you should seek input before you post.

Dismissal

Dismissal of a volunteer. Volunteers who do not adhere to the rules and procedures of the organization or who fail to perform their volunteer assignments at a satisfactory level may be subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with organizational leadership.

Reasons for dismissal. Possible grounds for dismissal may include but are not limited to, the following: failure to abide by organization policies and procedures, conflict of interest, failure to meet conflict and disclosure policy, gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of organization equipment or materials, abuse or mistreatment of clients or co-workers, and failure to satisfactorily perform assigned duties.

Volunteer appointment process

Any AIA member in good standing can apply to be appointed to an AIA volunteer group. AIA members interested in serving on a volunteer group are encouraged to complete an online volunteer form.

Appointment authority

There are three (3) categories of appointments outlined in the Rules of the Board and Bylaws that the AIA President-elect has the authority to appoint.

1. Board Committees. Defined in Chapter 7 of the Rules of the Board.
2. AIA Honors juries. See Chapter 11 of the Rules of the Board.
3. Board of Directors members. The President may appoint up to two (2) directors for your term as President, see Chapter 6 of the Bylaws.

Standard appointment selection process

The majority of AIA committee appointments will happen in mid-August of the President-elect's 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 the President-elect for their presidential term.
- August: The President-elect reviews staff appointment recommendations and provides feedback or approval.
- September: Selected appointees are notified via email.

Signature events

- February: AIA Leadership Summit

The annual AIA Leadership Summit is designed to help AIA's premier leaders reach the fullest potential in their components and communities. The event usually lasts three (3) to four (4) days, consists of networking, chapter and community leadership training, and the sharing and exchanging of information and ideas through topical discussions. The event addresses the challenges facing the chapter, the practice, and communities.

- Board Committee Day
- May: Conference on Architecture & Design

AIA leadership team

The AIA Leadership Team is a partner to the AIA Board of Directors, overseeing the management of AIA. View the Leadership Team.

Staff liaisons by committee

AIA Staff Liaisons serve as the intermediary between the committee and AIA. A complete list of committees and staff liaisons can be found on the Volunteer Opportunities page.