

Functions of the Board of Directors

The functions of the board of directors are to:

- Set component policies; establish rules and regulations
- Adopt the budget and authorize expenditures
- Set up the programs of the component and determine the charge of the committees
- Make certain that programs are carried out in accordance with the best interests of the members
- Receive and act on committee reports
- Make certain that the component conforms with AIA Bylaws, rules of the board, and policies that apply to the component
- Manage and be responsible for the property and finances of the component
- Engage, supervise, and direct the component executive
- Engage the financial and legal counsel
- Keep informed so as to make knowledgeable decisions and bring about effective short- and long-range planning
- Provide for a good public image
- Oversee the development and approve the implementation of public policy positions.

Secretary – Workforce Advisor

In maintaining records and keeping members informed, the secretary:

- Reviews and is familiar with the component's articles of incorporation, Institute charter, bylaws, rules and policies, minutes, and membership records and is often the custodian of same
- Reviews and is familiar with AIA Bylaws, Rules of the Board, policies, and related documents
- Assists the president in establishing and preparing the agendas for meetings
- Keeps accurate minutes of board and membership meetings
- Issues meeting notices and informs members of upcoming component events
- Communicates on behalf of the component with the AIA and other components
- Maintains permanent files of the component's correspondence
- Often edits the component newsletter
- May be responsible for the component membership process
- Prepares the annual report of the component

Secretary Roles and Responsibilities – Example Yearly Outlook

JANUARY

- Executive Committee Meeting (second Thursday morning) – *verify agenda prior to meeting, attend and take minutes*
- January Membership Meeting – *attend*
- Board Meeting (third Wednesday evening) – *verify agenda prior to meeting, attend and take minutes*
- Workforce Advisory Group Committees receive Committee Annual Budget from Advisor/Directors - *communicate budget to committee chairs*

FEBRUARY

- Executive Committee Meeting (first Thursday morning) - *verify agenda prior to meeting, attend and take minutes*
- Board Meeting (third Wednesday evening) - *verify agenda prior to meeting, attend and take minutes*

MARCH

- Executive Committee Meeting (first Thursday morning) - *verify agenda prior to meeting, attend and take minutes*
- Board Meeting (third Wednesday evening) - *verify agenda prior to meeting, attend and take minutes*

APRIL

- Executive Committee Meeting (first Thursday morning) – *verify agenda prior to meeting, attend and take minutes*
- Board Meeting (third Wednesday evening) - *verify agenda prior to meeting, attend and take minutes*
- April Membership Meeting (TBD) – *attend*
- Architecture Month Social – *attendance optional but encouraged*

MAY

- Executive Committee Meeting (first Thursday morning) - *verify agenda prior to meeting, attend and take minutes*
- Legislative Day (President-Elect coordinates, attendance by all board members encouraged) – *attendance optional but encouraged*
- Board Meeting (third Wednesday evening) - *verify agenda prior to meeting, attend and take minutes*
- May Membership Meeting – Emerging Professionals (YAF Director, Associate Director to lead) - *attend*

JUNE

- Executive Committee Meeting (first Thursday morning) – *verify agenda prior to meeting, attend and take minutes*
- June Board Meeting/Mid-Year Planning Retreat - *verify agenda prior to meeting, attend and take minutes*

JULY

- July Membership Meeting – Building Tour - *attend*

AUGUST

- Executive Committee Meeting (first Thursday morning) - *verify agenda prior to meeting, attend and take minutes*
- Board Meeting (third Wednesday evening) – *verify agenda prior to meeting, attend and take minutes*

SEPTEMBER

- Executive Committee Meeting (first Thursday morning) - *verify agenda prior to meeting, attend and take minutes; discuss incoming Slate of Officers*
- Nominations Committee Meeting (Past President – chair, President-Elect, Secretary, Executive Director) – *attend*
- Board Meeting (third Wednesday evening) – *verify agenda prior to meeting, attend and take minutes*
- Annual Joe Malamo Golf Tournament – *attendance optional but encouraged*

OCTOBER

- Executive Committee Meeting (first Thursday morning) - *verify agenda prior to meeting, attend and take minutes; determine Slate of Officers to be presented to membership 30 days prior to vote*
- Board Meeting (third Wednesday evening) – *verify agenda prior to meeting, attend and take minutes*
- October Membership Meeting – UNCC Traveling Fellowship and government election information - *attend*
- Design Awards – *attendance optional but encouraged*
- Workforce Advisor – *Oversee that committee chairs submit Annual Report to Board 1 week prior to Board Meeting; Annual Report to include, at a minimum:*
 - Committee Mission, Goals, Chair and Co Chair Information
 - Committee Rules and Regulations
 - List of Actual Expenses, Events and Activities for the current year
 - Proposed Committee Annual Budget for upcoming year

NOVEMBER

- Executive Committee Meeting (first Thursday morning) – *verify agenda prior to meeting, attend and take minutes*
- November Membership Meeting: Annual Business Meeting - *attend*
- AIA Charlotte Board Meeting and 2018 Planning Retreat (President-Elect leads, attended by full board) - *verify agenda prior to meeting, attend and take minutes*

Outreach Director

Basic Functions: Participates at component meetings as a representative of members to review, revise, and establish policies for the mutual benefit of component members. Advises and assists elected officers and staff executive in carrying out their duties and responsibilities. Works in partnership with board of directors, executive committee, staff executive, and staff. Responsibilities will vary depending on whether the component employs staff.

Duties, Responsibilities, Authority: In concert with other members of the board:

- Sets policies and establishes rules and regulations.
- Adopts budget and authorizes expenditures.
- Establishes and develops programs, priorities, and committee charges.
- Manages property and finances.
- Delegates to the executive committee and staff executive normal financial and organizational matters and urgent policy matters.
- Engages auditor and legal counsel.
- Guides development and implementation of public policy positions.
- Supports and defends all stated and adopted component policies.
- Undertakes special assignments upon request of president and/or staff executive.
- Work within assigned advisory groups and/or committees to promote the mission of the organization and enhance member value.

Relationships:

- Responsible to the members for seeing that component programs and policies reflect the needs and aspirations of the membership.
- The board of directors will consult with and advise elected officers and staff executive on all matters pertaining to component policies, programs, and finances.

Outreach Director Roles and Responsibilities – Example Yearly Outlook

JANUARY

- January Membership Meeting – *attend*
- Board Meeting (third Wednesday evening) – *attend*
- Outreach Advisory Group Committees receive Committee Annual Budget from Advisor/Directors - *communicate budget to committee chairs*

FEBRUARY

- Board Meeting (third Wednesday evening) - *attend*

MARCH

- Board Meeting (third Wednesday evening) - *attend*

APRIL

- Board Meeting (third Wednesday evening) - *attend*
- April Membership Meeting (TBD) – *attend*

- Architecture Month Social – *attendance optional but encouraged*

MAY

- Legislative Day (President-Elect coordinates, attendance by all board members encouraged) – *attendance optional but encouraged*
- Board Meeting (third Wednesday evening) - *attend*
- May Membership Meeting – Emerging Professionals (YAF Director, Associate Director to lead) - *attend*

JUNE

- June Board Meeting/Mid-Year Planning Retreat – *attend*

JULY

- July Membership Meeting – Building Tour - *attend*

AUGUST

- Board Meeting (third Wednesday evening) – *attend*

SEPTEMBER

- Board Meeting (third Wednesday evening) – *attend*
- Annual Joe Malamo Golf Tournament – *attendance optional but encouraged*

OCTOBER

- Board Meeting (third Wednesday evening) – *verify agenda prior to meeting, attend and take minutes*
- October Membership Meeting – UNCC Traveling Fellowship and government election information - *attend*
- Design Awards – *attendance optional but encouraged*

NOVEMBER

- November Membership Meeting: Annual Business Meeting - *attend*
- AIA Charlotte Board Meeting and 2018 Planning Retreat (President-Elect leads, attended by full board) - *attend*