



AIA Ohio

CALL FOR NOMINATIONS FOR AIA OHIO ASSOCIATE DIRECTOR

AIA Ohio is soliciting nominations for the position of Junior Associate Director. The position is currently vacant.

Per the AIA Ohio Bylaws:

6.09 Associate Director: *There shall be two (2) Associate Directors. The Associate Directors shall be Associate Members of the AIA at the time they are elected. The Associate Directors shall be elected by the Board, based on nominations by the Chapters, with each Chapter having not more than one (1) nomination. The election shall take place at the board meeting preceding the annual meeting of the Society. The Associate Directors shall serve for a staggered term of two (2) years each, or until a successor is chosen. The Senior Associate Director shall have one (1) vote. In the absence of the Senior Associate Director, the Junior Associate Director shall carry the Associate Director vote.*

The Senior Associate Director, Rebecca Hughes, Assoc. AIA, was elected last year for a term of Jan. 1, 2020-Dec. 31, 2021. The Junior Associate Director elected this year will serve a two year term, from Jan. 1, 2021-Dec. 31, 2022. Nominations and declarations of candidacy should be made by sending a letter of intent from the candidate, a letter of support from the component, and a list of qualifications to AIA Ohio **by August 14, 2020.**

Information for each nominated or declared candidate shall be submitted via email to:
Kate Brunswick at Kate@assnoffices.com.

Nominations or declarations will be forwarded to the AIA Ohio Board for review prior to the September 11 AIA Ohio Board Meeting. Candidates should plan to be available to attend this meeting, which will be held at 10 a.m., in order to be interviewed by the Board.

Please forward the attached document called Associate Director Roles and Responsibilities to any interested candidates. Questions may be directed to me at kate@assnoffices.com, or 614.221.0338. THANKS!

AIA Ohio Associate Director Roles and Responsibilities (Goals and Aspirations)

AIA OHIO supports the following Mission and Vision statements of the National Associates Committee:



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National Associate Committee Mission Statement

The National Associates Committee is dedicated to representing and advocating for Associates, both mainstream and alternative, in the national, regional, state and local components of the AIA.

National Associate Committee Vision Statement

By promoting excellence, providing information and leadership, fostering inclusiveness, and encouraging individual, community, and professional development, the NAC will integrate the growing Associates community of the profession into a strong voice within the Institute

AIA Ohio Bylaws:

6.09 Associate Director: There shall be two (2) Associate Directors. The Associate Directors shall be Associate Members of the AIA at the time they are elected. The Associate Directors shall be elected by the Board, based on nominations by the Chapters, with each Chapter having not more than one (1) nomination. The election shall take place at the board meeting preceding the annual meeting of the Society. The Associate Directors shall serve for a staggered term of two (2) years each, or until a successor is chosen. The Senior Associate Director shall have one (1) vote. In the absence of the Senior Associate Director, the Junior Associate Director shall carry the Associate Director vote.

I. AIA Ohio Associate Director (OAD)

AIA Ohio has the privilege of electing/selecting two Associate members to represent AIA Ohio on the AIA Ohio Board as the AIA Ohio Associate Director (OAD). These individuals develop programming and policy recommendations concerning Associate and internship issues to the AIA Ohio Board of Directors.

a. Qualifications

1. The OAD must be an AIA Associate member of the AIA in good standing. The individual must be an Associate member at the commencement of their term; however, they are encouraged to pursue licensure during their term. An OAD who has obtained their license in architecture may not seek re-election for their term.
2. The OAD does NOT have to be seeking a traditional architectural career path or currently on a path to licensure. Alternative career path Associates are encouraged to participate.
3. The OAD must have a demonstrated commitment to communicating with and advocating for Associate members.

b. Position Description

1. The OAD is charged with representing Associate members within the geographic region of AIA Ohio.
2. The OAD should participate as a voting member on the AIA Ohio Board of Directors, to represent the Associate members and serve as a conduit of communication between the regional, state and local components and the AIA Ohio Board.



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c. Term of Office and Shadowing

1. Term of office shall not exceed two consecutive years of service on the AIA Ohio Board of Directors.
2. The OAD will be elected in accordance with AIA Ohio's Bylaws and Rules of the Board.
3. After one year of the two year term, the Junior Associate Director becomes the Senior Associate Director and the Junior Associate Director position is filled in accordance with AIA Ohio's Bylaws and Rules of the Board.

d. Funding

Funding of OAD will be subject to annual review and approval of the AIA Ohio Board. Each year the OAD will prepare and submit an Associates Budget to be considered for and included in AIA Ohio's annual budget for the following fiscal year. The Associates Budget should consider the following:

1. OAD funding to the AIA Ohio Convention, AIA Ohio Grassroots, and AIA Ohio Legislative Day for the Senior Associate Director.
2. Funding of activities which promote the proposed Goals Statements, communications, knowledge and relationships. This may include funding to attend AIA National Grassroots and/or AIA National Convention.
3. Alternative sources of funding.

II. AIA Ohio Associate Director's State Roles and Responsibilities

The below stated roles and responsibilities are intended as a general outline for the position. It is encouraged that the OAD develop additional opportunities and work with regional, state and local associate directors.

a. State Goal Statements

1. The OAD shall prepare prior to the start of their term, and with the assistance of their regional leadership and the past OAD, a goal statement for AIA Ohio outlining objectives and possible programs or initiatives. This may include a continuation of programs and initiatives in place as part of previous OAD's goal statement.
2. The state goals statement shall contain specific benchmarks for completing each task or module and a breakdown of each task necessary for the completion of each objective.
3. Each incoming OAD should post their state goal statement to the AIA Ohio web page for review by AIA Associate members.
4. The OAD shall encourage Associate goal setting using this process at the local levels.



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5. A review of funding sources for all Associate activities for the duration of the OAD's term shall occur at the same time as the development of the goal statement to document funding and staff support.

b. Communications

*"Reach members regularly with up-to-date information and provocative discussion on leading topics through a variety of media and channels of communication."*¹

1. Distribute regional and state information to local Associate leadership for dissemination to Associate members and other AIA leadership bodies.
2. Collect state and local contact information and set up network for information sharing throughout region.
3. Create state task forces or committees to address specific Associate issues and encourage action on the state and local levels.
4. Encourage Local Associate Directors to become a voice on their local boards and prepare documentation outlining state and local issues for review by their respective Executive Boards.
5. Facilitate communication between the regional and local components and Associate members.
6. Maintain regular contact with local and regional component Associate Directors within the region. In instances where Chapter Associate representatives do not exist, the OAD should maintain regular contact with the component executive as well as advocate for the development of those positions.
7. Disseminate news of regional/state and local chapter Associate member events and resources.
8. Prepare/submit activity reports for inclusion in appropriate AIA Ohio board meeting packets, and address boards as required.

c. Knowledge

*"Provide current market and member information, focusing on best practices of professional development, and addressing learning opportunities for Associate members."*¹

1. Maintain a resource handbook of activities, processes and contacts for use by OAD.
2. Assist in the development of state curriculum that provides an educational base to members on issues that are relevant to Emerging Professionals.

¹ From "A Strategic Plan for the National Associates Committee (NAC) FINAL REPORT, May 8, 2003



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3. Work with the AXP State and Educator Coordinators to implement programming that elevates awareness on NCARB, IDP and the paths to Licensure.
4. Establish a path by which Associate members can gain access to ARE Study materials.
5. Maintain an open dialog about changes to the ARE, AXP and NAAB Accreditation with Associate members and AIAS members and AXP Coordinators.
6. Conduct Associate Director strategic planning and leadership development sessions within the state to educate chapter membership on the structure of the AIA, and conduits to the state and national level.

d. Relationships

"Promote Associates and their interests by strengthening external relationships and advocating for the future of the architecture profession by promoting diversity in the profession and Institute membership." ¹

1. Build relationships with regional/state and local allied groups both within the AIA, associated organizations and collaterals to advance Associate member's interests.
2. Encourage Associate members within the state to seek active involvement in their local/state/regional AIA and encourage networking to increase visibility of Associate issues.
3. Encourage Associate member participation in community service activities.
4. Support a local/state/regional mentoring program.
5. Encourage members to cross-pollinate with members of the five collaterals, such as AIAS members, members of AIA Knowledge Communities, such as the Young Architect's Forum (YAF) and AXP Coordinators.

¹ From "A Strategic Plan for the National Associates Committee (NAC) FINAL REPORT, May 8, 2003