2025 AIA State/Territory Associate Representative (STAR) Position Description

The National Associates Committee (NAC) is a member group of the American Institute of Architects (AIA) national organization. The category of Associate AIA membership is open to those who have a professional degree in architecture, work under the supervision of an architect, are enrolled in AXP, or are a faculty member in a university architecture program. All Associate AIA members are automatically represented by NAC and included in communications.

NAC's mission is to inspire the profession by promoting innovation, inclusiveness, and professional development while amplifying the voice of the Associate community within the Institute. The Purpose of the NAC is to serve as a source of communication and representation on issues pertaining to Associate Members through the lens of Career Advancement.

NAC serves, supports, and advances the interests of all Associate members of the American Institute of Architects, both traditional and non-traditional. The NAC aspires to be a catalyst for progress within the Institute and the profession.

NAC / STAR Representative Composition as a Body

The body is made up of 53 associate AIA members, including representatives from each US state, Washington DC, Puerto Rico, and one international associate.

NOTE: AIA is a three-tier organization. NAC exists at the national level. Many, but not all, state and local chapters have groups and/or committees that respond to the needs of associate AIA members. These groups range in name and intent – Emerging Professionals, Emerging Architects, Young Architects Forum, etc. This is not to be confused with the national Young Architects Forum group and its 53 Young Architect Representatives (YARs), peers of the STARs.

Leadership

NAC is moderated by an Advisory Committee (AdCom). The Advisory Committee members consist of the Chair, Vice Chair, (5) At-Large Directors, the Associate Representative to the AIA Strategic Council, the Associate Representative to the AIA Board of Directors, and a CACE Representative (chapter staff person). Each summer, the Advisory Committee places a call for candidates to fill open positions for the following year, to be determined by a Selection Committee.

Demographic Conditions

- Must be an AIA member in good standing.
- Must be unlicensed (Associate AIA member) at the time of selection.
- Must be from a state not currently represented.
- Preference to women, ethnic minorities, and younger members, currently underrepresented.
- Preference to volunteers who help achieve a diversity of firm size, age, structure, and service area/project types.

Term: Two-year commitment. Option to re-up once, for a total of 4 years.

Timeline

- A STAR is selected by the state chapter's preferred method, either appointed or elected.
- Notification/updates of new STARs are sent to the AIA NAC staff liaison by October 1.
- Positions begin in January, with AIA National-paid travel to the NAC Annual Meeting in Q1.
  *For 2025, the NAC Annual Meeting is TBD.

Role of the STAR (**S**tate/**T**erritory **A**ssociate **R**epresentative)

- Be a key conduit for information and support between associate AIA members at AIA chapters within your state and the NAC.
- Provide constructive feedback on AIA national's progress in delivering value to associate AIA members.
- Serve as ambassador for associate AIA engagement within your state.

Activities of STAR

- Every month this position will require 4-5 hours of your time and participation in up to two calls.
    - STARs commit to one work group for the year, which includes varying amounts of personal time working on projects (1-4 hours estimated monthly), and attend a monthly 1-hour conference call to report on progress.
    - STARs commit to attend a quarterly full-committee 1.5-hour call. These calls range in topic but are intended to help you learn about AIA resources and network with your peers.
      (These calls will allow STARs to understand the scope of the AIA and what's currently happening. This is also when reps will be able to alert the AdCom to anything of importance from your specific state or local chapters.)
- Serve as a liaison to the state chapter, local chapters, and local NAC (or similar) groups in that area.
    - Build relationships with state and local leaders i.e., component staff, board leadership, local NAC chapter/group leaders.
    - Inform state and local leaders, as well as Associates, of AIA national activities and resources.
    - Collect and share the needs and concerns of Associates in your state with the NAC AdCom.
    - Disseminate pertinent communications to state leaders and peers.
- Provide feedback via short surveys approximately 4-5 times per year
- Complete virtual orientation materials upon acceptance.
- Participate in the NAC Annual Meeting (travel and lodging paid by AIA National) typically held in Q1.
- Participate in NAC sponsored events at the AIA Leadership Summit and AIA Conference, if possible.
- Participate in quarterly "AIA Leadership Exchange" calls with AIA National board members.

If you have any questions, please contact: kathleenmccormick@aia.org.