



NATIONAL ASSOCIATES COMMITTEE (NAC) STATE REPRESENTATIVE POLICY

GENERAL

Following the 2021 Annual Business Meeting acceptance of Bylaws Amendment 21-A, the NAC and YAF also voted to align their committee governance structures with a state-based representative model. AIA Louisiana, in accordance with National guidelines, is to select one representative to serve on the AIA National Associates Committee working in conjunction with the Young Architects Forum focusing on the needs and emerging trends of emerging professional.

POSITION DESCRIPTION

This position will hold an ex-officio seat with the AIA Louisiana State Board of Directors serving as a liaison with NAC and/or YAF, will be requested to participate in all scheduled State Board meetings as well as the annual State Conference, will be non-voting, and will have no other specific state board requirements during service. Registration for AIA LA State Conference will be covered by the organization, and mileage will be paid for state board meetings requiring travel in accordance with IRS standard rates. In addition to the Board seat, this position will also carry an ex-officio seat with the AIA LA Associates & Emerging Professionals' Committee in the same manner. Changes in description, requirements, or provisions for NAC and YAF positions shall be treated equally.

TERM

Terms will be as directed by AIA National Board of Directors and/or National Associates Committee. Current term is two years beginning January 2022 running through end of 2023 and will alternate with that of the Young Architects Forum Representative. Selection is made by recommendation from AIA LA ExCom and official appointment by AIA LA Board of Directors.

APPOINTMENT

Call for applications (referenced below) will be issued to the full AIA Louisiana membership. Applications and any potential interviews will be conducted by the current year Executive Committee also including input from the AIA Associates and Emerging Professionals Committee. Recommendation for appointment will be sent by ExCom to the Board of Directors for discussion and appointment.

Applications to Include:

- Statement of interest from the candidate

- Resume outlining previous leadership roles and involvement in AIA at the local and/or state level
- 1-2 letters of recommendation

QUALIFICATIONS

Applicants for the National Associates Committee must be members in good standing (having paid all dues and obligations due to AIA and its components to which they are assigned and having met continuing education requirements for membership). An individual under suspension for violation of the Code of Ethics and Professional Conduct is not in good standing.

Verification of membership status should be completed during application status (Assoc. AIA status for NAC and within 10 years of initial licensure for the YAF). Although years of membership or previous leadership experience within the AIA at the local, state or national level are not prerequisites, a history of volunteering within AIA is important.

NAC Representatives are expected to:

- Understand the role of a State Representative as an innovative thinker, to be open-minded, and to have experience in ideation.
- Participate in quarterly full committee conference calls and monthly virtual work group meetings relevant to the NAC.
- NAC State Representatives are fully funded by AIA National to attend the NAC Annual committee meeting, typically held in the first quarter of the calendar year. The State Representative may attend other meetings relevant to their duties as funding from the state allows.
- State Representatives are responsible for gathering information about issues facing Associate AIA members within their state and disseminating information about national activities and resources for use at the state level. This person is a conduit of information between national level initiatives and state level initiatives.
- Possess strong communication skills and be able to engage with membership, solicit input on relevant issues before the NAC, and report back on activities and progress of NAC.