



AIA Rhode Island Bylaws Appendix C List of Committees and Charges

Committees of the Board of Directors:

| Executive Committee (ExCom) |
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| 2019-2020 Charges |
| <ol style="list-style-type: none">1. Set agenda for Board meetings (Bylaws req.)2. Set agenda for Chapter meetings (Bylaws req.)3. Executive Director Review (Bylaws req.)4. Propose refinement to the Chapter Strategic Plan.5. Develop relationship, roles and responsibilities between AIA and AIA Architectural Forum.6. Develop an internal procedure/operations handbook for Board review/approval. |

| Nominating Committee |
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| 2019-2020 Charges |
| <ol style="list-style-type: none">1. Meet min. month before annual meeting (Bylaws req.)2. Identify slate of candidates (Bylaws req.) – Propose to Board at November meeting.3. Create Candidate biography pages (Bylaws req.)4. Plan/host Board Orientation. |

| Finance Committee |
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| 2019-2020 Charges |
| <ol style="list-style-type: none">1. Assist Treasurer in preparing initial budget for following fiscal year (Nov-Dec). (Bylaws req.) – Propose draft to Board in September with a final in November.2. Assist Treasurer identify the requirements for, and format applications for AIA Rhode Island sponsorship of events by other organizations. (Bylaws req.) |

Committees of AIA Rhode Island:

| Communications Committee |
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| 2019-2020 Charges |
| <ol style="list-style-type: none">1. Publish AIA Rhode Island Newsletter (Bylaws req.). Endeavor to issue monthly via email, with a hard copy in December at the Chapter’s Annual Meeting.2. Maintain AIA Rhode Island web site (Bylaws req.)3. Maintain all social media outlets (Facebook, Instagram, LinkedIn, Twitter). (Bylaws req.)4. Maintain AIA Rhode Island Calendar (Bylaws req.) |

| Membership Committee |
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| 2019-2020 Charges |
| <ol style="list-style-type: none">1. Welcome new members to the Chapter and introduce them to benefits of AIA Rhode Island membership. (Bylaws req.)2. Provide new (AIA) Chapter members a welcome letter, membership certificate, and a Gold AIA pin. Provide new (Assoc. AIA) Chapter members a welcome letter, membership certificate, and a Silver AIA pin.3. Generate list of Emerging Professionals in chapter. Emerging professionals include Associate Members, and Young Architects (licensed 10-years or less).4. Rebrand & Engage Corporate Affiliates (Companies), and Allied members (individuals). Review potential tier structure for Allied memberships within the Corporate Affiliate member category. Review member benefits package(s) associated with Corporate Affiliate and Allied membership categories.5. Generate list of members achieving membership anniversaries. Coordinate with AIA membership database. Provide list to ExCom by November. |

| Design Awards Committee |
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| 2019-2020 Charges |
| <ol style="list-style-type: none">1. Coordinate with another AIA Chapter to establish a Design Awards Jury.2. Establish award categories and submission criteria.3. Solicit submissions.4. Send one liaison from the Chapter to the jury deliberations.5. Host/plan the Annual Meeting & Design Awards. Coordinate with ExCom on the agenda for the business meeting. Coordinate with Communications Committee on the Chapter Bulletin.6. Coordinate presentation of Design Awards winners at Annual Meeting & Design Awards, with a member of the jury. Coordinate with ExCom on event.7. Establish 2019 Design Awards Jury composed of Chapter members for AIA Akron, Ohio.” |

| Emerging Professionals Committee |
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| 2019-2020 Charges |
| <ol style="list-style-type: none">1. Provide AXP support. Plan/host regular construction tours of projects designed by members. Coordinate availability of mentors for AXP credit.2. Provide ARE 5.0 support. Maintain a study group and an ARE study material library.3. Provide Chapter support of AIA New England EP Friendly Firm Award.4. Plan/host quarterly networking events. |

| Events Committee |
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| 2019-2020 Charges |
| <ol style="list-style-type: none">1. Propose events that align with the Chapter's Strategic Plan, for Board of Directors review, approval, and funding. Event proposals should be submitted to the Board in written form acceptable to the ExCom. 2. Plan and execute events requested and supported by the Board of Directors, including but not limited to:<ul style="list-style-type: none">• a social event that introduces attendees to chapter committees• Green RI (a sustainable product showcase)• an education-based Summer Conference 3. Plan/host CEU events that align with the Chapter's Strategic Plan, either planned independently or in coordination with community partners and/or local providers. |

| Committee on Practice |
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| 2019-2020 Charges |
| <ol style="list-style-type: none">1. Hold regular meetings to create a forum to discuss practice related issues, including legislative issues. Coordinate with Communications and Events Committees as required. 2. Create/publish a first edition of an electronic resource document, a RI Architect's Handbook on Practice. 3. Support AIA policies and positions through engagement of elected leaders in government, members, and others willing to work with the chapter on legislative issues. |

Last Updated: JMT/ Wednesday, February 6, 2019