

# Functions of the Board of Directors

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## **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.

## **General Position Descriptions:**

**President.** As the principal officer of the component, the president is responsible for planning, organizing, motivating, and implementing. His or her responsibilities include the following:

- Presiding over meetings of the board and the component membership
- Representing the component in the profession and the community
- Being familiar with and conforming to the AIA's and the component's bylaws, rules, and policies
- Acting as liaison to the state, regional, and national AIA organization
- Representing the component at AIA Grassroots and convention
- Administering component business or directing the component executive
- Appointing committees and overseeing their work
- Planning programs, overseeing their implementation, and evaluating results
- Encouraging active participation by the members
- Overseeing new member recruitment and membership retention programs
- Expediting membership applications
- Advising the Institute of newly elected officers
- Filing proposed convention resolutions, component bylaw revisions, and other data with the Institute
- Forwarding nominations for Institute honors, fellowships, and national AIA committees.
- Along with the President-Elect, perform annual review for the component Executive Director

## **Specific AIA Responsibilities of the President:**

**Membership.** Membership processing may be a function of the president or the component secretary. Procedures are set forth in Chapter II of the AIA Bylaws. Membership applications and recruitment materials are available from membership programs (202) 626-7438. Questions regarding dues or processing may be addressed to AIA Member Records; Members should call 800-AIA-DUES, and components should call 800-AIA-1735.

**Nominations for national honors and offices.** Guidelines are in the AIA Bylaws and Rules of the Board. Announcements and applications are distributed regularly. The kit "Portfolio for AIA Fellowship Nomination" includes criteria, forms, and instructions for nominations. For further information on Honorary Memberships, Institute Honors (awards to individuals who have contributed to the profession), Honor Awards (awards for projects by American architects), and other related programs, call AIA Honors and Awards, (202) 626-7390.

**Grassroots.** In February of every year, the Institute holds the Grassroots leadership training conference in Washington, D.C., for component presidents, presidents-elect, executives, national AIA officers, and regional directors.

The AIA reimburses a portion of the travel expense for component presidents, presidents-elect, and CACE to attend. Information on Grassroots is mailed to components in the late fall of each year.

Grassroots provides a forum for examining component and Institute issues and concerns. It provides the opportunity for the Institute to present current initiatives; to report on Institute business, such as action stemming from convention resolutions; and to familiarize component leaders with national officers, staff, and Institute resources. The conference is also an opportunity to present national government affairs policies and programs in order to involve the components in vital government affairs activities. Most importantly, the Grassroots conference provides leadership training for officers and facilitates the exchange of information and ideas between components, thereby strengthening the AIA network.

**Convention.** Convention is the site of the AIA's annual membership meeting. Usually held in May or June, it is a forum for AIA business and a place for members and staff to meet and exchange information. The convention also offers a concentrated opportunity for professional development through exhibits, seminars, workshops, and theme sessions.

Component presidents are usually the leaders of their delegations at the convention. As such, they should be familiar with the procedures for selecting, registering, and accrediting convention delegates; for submitting convention resolutions and business items; and for debating and acting on these items. For more information, contact the assistant corporate secretary at (202) 626-7549.

Responsibilities of the component president at the convention include:

- Representing component opinion at business sessions
- Attending theme sessions and as many working and educational sessions as possible and reporting to the membership
- Gathering information on business, professional, and component matters, and reporting to the membership
- Attending regional and state caucuses to discuss convention business agenda items and resolutions
- Attending the political caucuses to see and hear candidates for Institute office.

**President-Elect.** In discharging the office's responsibilities, the president-elect:

- Presides at meetings in the absence of the president
- Often acts as the liaison between the president and the committees
- Heads the planning process for the subsequent year
- Attends the Grassroots Annual Leadership Conference
- Assumes the presidency if a vacancy occurs
- May act as the program chair
- Carries out other responsibilities as delegated by the president or the board
- Along with the President, perform annual review for the component Executive Director

**Secretary.** 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

**Treasurer.** In keeping the component's accounts, the treasurer:

- Receives and verifies any accounting from the previous treasurer and transfers the authorized signatories on the component's accounts with financial institutions
- Verifies the existence and current status of the component's federal and state income tax exemption letters
- Reviews past federal, state, and local tax returns with accountants
- Verifies that the component has made all necessary information filings with state and local revenue authorities
- Maintains the financial records
- Receives and deposits all receipts
- Bills and collects dues and remits dues to the state and regional components
- Reports regularly on the budget, income and expense, and the assets and liabilities of the component
- Prepares financial statements as required
- Often chairs the budget or finance committee
- Pays expenses of the component on receipt of proper purchase orders and invoices
- Works closely with the secretary and membership chair to maintain accurate, paid, membership records
- With the secretary, notifies national AIA of members to be terminated for failure to pay dues and assessments

## **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.

## **YAF Director.**

In addition to the responsibilities of other Directors, the YAF Director serves as the voice of registered architects licensed 10 years or less. The YAF Director works in conjunction with the YAF Committee Chair to provide a forum for the exchange of ideas and fellowship among emerging professionals who are in are at various stages of their IDP/ARE process.

## **Associate Director.**

In addition to the responsibilities of other Directors, the Associate Director serves as the voice of those who have graduated with a degree in architecture but are not yet licensed. The Associate Director works in conjunction with the Fostering the Next Generation Advisory group to provide a forum for the exchange of ideas and fellowship among architects who are in their initial years of registration and bridge with interns who are at various stages of their IDP/ARE process.

## **Committees**

Committees translate plans into action by drawing on the component's resources (financial and manpower) to implement goals. A committee will:

- Review and evaluate performance of programs under its jurisdiction
- Deliberate initiatives and develop recommendations on ways to carry out its charge
- Implement programs and activities
- Encourage member participation