



AIA Triangle

Preamble

AIA Triangle appreciates its members' active volunteer engagement on behalf of the organization and its various task forces. These task forces work diligently to plan activities, facilitate the operation of the organization, provide Continuing Education opportunities, and enrich the experience of architecture for the AIA Triangle (AIAT) membership and the community as a whole. Task forces and the volunteers that comprise them are truly the backbone of AIAT.

The source of a task force's empowerment is the AIA Triangle Board, which works to ensure that the value of all task force work accrues to the entire AIAT membership. In this effort, the Board has determined that a clear, consolidated, and consistently-applied set of policies will benefit all task forces and the wider AIAT membership. The policies described herein apply to all current and future task forces of AIA Triangle.

Task Force Procedures

Creation and Dissolution of AIA Triangle Task Forces

- **Creation of a new task force:** AIA Triangle members are encouraged to start task forces that will enrich the AIA Triangle membership and the community.
 - Members wishing to found a new task force are required to complete a Task Force Application Form which can be downloaded at <http://www.aiatriangle.org/>, under the Task Forces pull-down menu, Get Involved tab.
 - The application form is to make sure that there is a need for the proposed task force with no overlap of existing task force and that the proposed task force has a strategy in place to meet clearly defined objectives and goals.
 - A Board member is necessary to sponsor the task force and this member will become the task force liaison to the Board.
- **Dissolution of an Existing Task Force:**
 - A task force may submit a written request to the Board for dissolution at any time.
 - If a task force fails to submit an Annual Report to the Board, that task force will be on probation for the following year with the potential for the loss of funding.

- If a task force fails to submit an Annual Report for two consecutive years the task force will, at the Board's discretion, be considered dissolved.

Task Force Annual Reports

- **Annual Reports:** Task forces are required to produce a document for the Board every year describing their activities over the year and proposing an agenda for the coming year. The Annual Report must:
 - Outline the rules that guide the task force's processes and activities. See "Task Force Rules," below.
 - Include a mission statement or statement of purpose for the task force.
 - Review actual task force expenses over the year in comparison to the budget provided by AIAT.
 - Request a budget with a general outline of proposed task force activities for the coming year.
 - Be submitted to the Board for review by the annual task force meeting, generally in September.
- **Task Force Annual Report Form:** The AIAT Board will provide the format to be used as the basis of each task force's Annual Report.

Coordination with the AIA Triangle Board and AIAT Staff

- **Paperless Communication:** All communication between task forces and the AIAT staff and Board should be through e-mail whenever possible.
 - Documents, scans, forms, and other materials should be attached to e-mails as standard file formats, with a particular preference for PDF files.
 - Transfer of electronic files larger than 2 Megabytes must be coordinated with the Executive Director before e-mail transfer due to file size limitations.
- **Staff Attendance of Events:** AIAT staff will not attend activities unless requested by the task force and it is mutually agreed upon. Task forces are responsible for task force activities.
- **Staff Responsibility for Task Force Events:** AIAT is a volunteer organization. AIAT staff may assist, but are not responsible for organizing, planning and staffing individual task force activities.
- **Commitment of AIAT Resources:** Task force members may not commit the organization's resources, including money or staff time, without Board approval. Work through the Board Liaisons and the Executive Director to do the initial planning and incorporate your event, program, publication or other activity into our overall budget.

- **Standard Procedure to Request to Meet with the Board:** The AIA Triangle Board of Directors meets approximately six times per year. The Board invites task forces to meet with the Board to discuss issues for the Board to consider.
 - The task force or member must contact the Executive Director in order to request to present to the Board at the next meeting and the Executive Director will see that they are put on the agenda for that meeting.
 - The task force leaders shall present to the Board at the beginning of the Board meeting.
 - Presentation time will be approximately 10 minutes. Time limits may be necessary to ensure appropriate time for other Board business.
- **What to Bring when Presenting to the Board:** Task force or members should bring the appropriate information for review by the Board so that they will be able to make an informed decision regarding the issue at hand. Advanced drafts of information or a brief synopsis of the subject of the presentation must be forwarded electronically to the Executive Director no less than 7 days prior to the Board Meeting for distribution to Board Members.

Task Force Funds & Reimbursement

- **Request and Receipt of Task Force Funding:**
 - Task Forces are required to provide a proposed budget for their events/activities to the AIA Triangle Treasurer by the October Board Meeting of each year for incorporation into the AIA Triangle Budget for the coming year.
 - This proposed budget request will be made through the Task Force Annual Report submitted to the Board.
 - If a proposed budget is not provided, the Board may, at its discretion, allocate funds for the upcoming year.
 - If additional funds are required to put on events/programs that support the mission of AIA Triangle, a request must be made to the Board for approval.
- **Task Force Budgets:**
 - Task Forces will receive their budget at the beginning of the calendar year.
 - Funding allocated to task forces by AIAT is for one calendar year only. Portions of budgeted funds not used by the end of the calendar year are not rolled over into the following year.
 - If you need a monthly report of income and expenses, please email info@aiatriangle.org at least one week prior to needing the report. Allow a full month for budget items to be processed and reflected in the budget report.
 - Reimbursement requests beyond the limits of a task force's budget require approval of the Board.

- **Task Force Members' Expense Reimbursement:** Since AIA Triangle depends on the efforts of volunteers to do work on its various task forces and programs, task force members will occasionally have to incur expenses on behalf of AIA Triangle for which they will be reimbursed. Normally, AIA Triangle will have money budgeted for all of our task forces and events and expenses can be charged to AIA Triangle directly as approved by the Board or the task force chair(s).
 - To receive reimbursement for expenses you have incurred directly, please prepare an itemized request for reimbursement using the electronic AIA Triangle reimbursement form found at <http://www.aia-triangle.org/>, under the Task Forces pull-down menu, Task Force Toolkit tab, listing expenses and their business reasons.
 - Attach electronically scanned receipts and submit as a single PDF file to the AIA Triangle Executive Director at info@aia-triangle.org **no later than 30 days** after you incur the expense.
- **Reimbursement Checks:**
 - Checks are signed and issued electronically by AIA Triangle twice a month and sent by mail to the mailing address provided on the reimbursement form.
- **Task Force Members' Cost for Attending Their Own Functions:**
 - Each task force is responsible for determining which task force members and volunteer assistants are eligible for free admission to events or functions planned by that task force.
 - The task force's budget for that event must include the lost revenue from free admission of task force members and other volunteer assistants.
 - The Board will not consider reimbursement of budget overages resulting from free admissions.

Task Force Rules

- **Task Rules and Procedures:** Each task force has the responsibility of drafting rules and procedures that guide the activities of the task force in a fair, transparent, and accountable manner.
 - The rules and procedures of each task force must, at a minimum, define and regulate the following:
 - The requirements of task force membership.
 - The leadership structure of the task force and requirements of leadership positions.
 - The process of change in task force membership or leadership.
 - The process of approval and change in task force rules and procedures.
 - Any additional rules or procedures that pertain to the activities and operations of the task force should be included.

- All task forces must submit documentation of their rules and procedures in each Task Force Annual Report to the Board; any changes from year to year should be explicitly indicated.
- Board approval of task force rules and procedures will indicate that the Board is prepared to put its full weight of power behind the enforcement of those rules and procedures.
- **Requirements of Task Force Chairs:** A task force's highest leadership position will be called "Task Force Chair" and must be filled by an AIA Triangle Member or Associate Member in good standing.
 - Task forces may have multiple Chairs of equal position, but all Co-Chairs must be AIA Triangle Members or Associate Members in good standing.
 - Any additional requirements of Chairs can be stipulated through the task force's rules and procedures. Task forces may restrict Associate Members from serving as Chairs, but must outline these restrictions in their Task Force Rules and Procedures.
- **Task Force Chair Responsibilities:** The Task Force Chair or Co-Chairs are responsible for the activities of the task force, and it is up to the Task Force Chair(s) to make sure the task force follows the policies described herein. Task forces with multiple leadership positions or Co-Chairs should designate one member of the leadership to serve as an official point of contact with the AIAT Executive Director and the assigned Board Liaison. This is to streamline communication and avoid inefficiencies and redundancies.
- **Task Force Members as Representatives:** Task forces are organized to serve the interests and needs of AIA Triangle members and the public they serve. Task force members are not on the task force solely as representatives of their firms or other private interests.
- **Task Force Mission:** Each task force is required to have a mission statement, statement of purpose, or written narrative describing its activities.
 - This mission is to be reviewed by the Board and resubmitted annually with the task force's request for funding.
 - Any changes in this statement from year to year should be explicitly indicated to the Board at each annual resubmission.

Task Force Responsibilities for Meetings and Events

- **Meeting and Event Planning:** The AIAT task force members handle meeting planning for all programs and events put on by their task force in coordination with the Executive Director. This helps assure budget control and the best outcome for the event.
 - While AIA Triangle is a not-for-profit corporation, we still must be fiscally responsible on events to have the resources for future programs.

- We have a travel policy that we ask speakers to sign, and are experienced in contract negotiations for meeting locations, catering, AV, and other services.
- Task force members provide the goals and content for the program, maintain contact with proposed speakers once the program is approved, and are encouraged to suggest suitable event locations.
- **AIAT Calendar Coordination:** AIAT keeps a master calendar, which helps coordinate the activities of AIAT task forces and availability of AIAT staff.
 - Task force leaders are responsible for informing AIAT staff of their event dates, times, and locations in a timely manner—at least a full week before the event.
 - Task force leaders should specify if an event or activity is to be announced in the weekly Friday Facts newsletter in addition to appearing on the master calendar.
 - AIAT staff is responsible for updating the calendar in a regular and timely manner, including events in Friday Facts as requested.
 - Task force leaders are responsible for checking the AIAT master calendar at https://aiatriangle.site-ym.com/events/event_list.asp to coordinate with possible conflicts.
 - Task force leaders are encouraged to coordinate their events with the AIA North Carolina event calendar at http://aianc.imiscloud.com/iCore/Events/Events_Calendar.aspx? .
- **Recognition of Sponsorship:** This policy is intended to ensure consistent and appropriate exposure for AIAT sponsors.
 - At all AIAT and task force events, AIAT sponsors should be provided suitable acknowledgement of their contributions. The emphasis should be on acknowledging the sponsor(s) versus providing on-site advertising.
 - Any banners, hand-outs, etc., that are displayed or provided prior to an event must be reviewed and approved in advance by the Executive Director.
 - Sponsors may distribute free samples of their products or promotional items at AIAT events that they sponsor. These items may be imprinted with the name of the event and recognize sponsors by name and logo. All samples and products handed out by the sponsors are to be reviewed and approved in advance by the Executive Director.
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 - An electronic slide listing the names of the sponsors is available for download. A printable version of the sponsor list is also available. Both resources can be downloaded at

<http://www.aiatriangle.org/>, under the Task Forces pull-down menu, Task Force Toolkit tab.

- **Meeting Minutes:** It is required that meeting minutes are taken at every task force administrative meeting. These notes are a record of decisions and assure that the task force is working on behalf of all members. The notes should record the date and location of the meeting, the time the meeting began and ended, and decisions made. (Refer to template.)
- **Event Documentation:** Task forces are responsible for documenting their activities and events and are required to fill out a Post Event Analysis (see template) within 5 days after the event/program.
 - Documentation is most typically done through photographs, but may also be supplemented by copies of graphic materials, videos, digital presentations, and copies of press coverage.
 - AIA Triangle has established a shared Google Drive file for task force use. Contact info@aiatriangle.org to be granted access to this folder.
 - The documentation may be used by AIAT for public relations and press materials, with proper attribution.
- **Task Force Manual**

Each Task Force is required to compose and maintain a procedure manual documenting the specific procedures utilized in the management of their particular task force. The procedure manual should include a succession plan and details regarding systems utilized in planning programs and events.

Continuing Education

- **Providing Continuing Education:** AIA Triangle is a registered Continuing Education provider. Task forces that schedule events and/or programs which provide continuing education to the membership under AIA Triangle must have the required documentation information to the Executive Director at least **60 days** prior to the event.
- **Point of Contact for Continuing Education Events:** Task forces must appoint a single contact person for each continuing education event they schedule. This contact will be responsible for providing and coordinating all the required documentation related to the event with assistance from the AIAT Executive Director. If necessary documentation is not provided either before or after the event, the contact person will bear sole responsibility.
- **Documentation Required for Providing Continuing Education:** AIA/CES Course Registration Form A is the standard document required for registering an event as a CE session, and it is available for use at <http://www.aiatriangle.org/>, under the Task Forces pull-down menu, Task

Force Toolkit tab. Task force chair(s) are required to complete this form with the assistance of the AIA Triangle Executive Director.

- **Documentation of Attendance:**
 - Task forces must submit an electronic scan of a CE session attendance form to the Executive Director within **3 days** after the session.
 - The sign-in form must include each participant's full name and AIA membership number. A standard AIA/CES Program Completion Form B for documenting attendance is available for use at <http://www.aiatriangle.org/>, under the Task Force pull-down menu, Task Force Toolkit, but any form containing the necessary information is acceptable.
 - The Task Force Chair(s) is responsible for submitting the form to the AIA Triangle Executive Director.
 - Attendance certificates are available to members upon request to the Executive Director.
- **Communications for Continuing Education Events:** Communications for CE session have requirements which define what information is given about the session, language about credits, and other items in order for members to receive credit. See the "Task Force Communications" section below.

Task Force Communications

- **AIAT E-mail "Blasts":** Email blasts to the general membership or specific task force e-mail lists may be provided by the AIA Triangle office.
 - Only one email blast per week for any one task force will be sent; only one AIAT email blast per day will be sent.
 - Content should be received by the AIAT staff at least 3 days prior to the date you would like the blast to be sent.
 - Task forces are responsible for content, providing a word document, images (600 pixels wide maximum), and links. Please share all content with your task force before submitting to the AIA Triangle office.
 - The person sending the content and contact for the task force will be given a sample email. This email must be approved within 48 hours or the blast will not be sent.
 - Individual emails are only sent if the activity is an AIA Triangle activity.
- **Task Force Websites:** Every AIAT task force has the privilege of creating and maintaining a website to facilitate their mission.
- **Friday Facts:** The AIA Triangle newsletter is sent each week on Friday.
 - Task forces interested in submitting content should have information to the AIA Triangle office by Wednesday at 8:00 pm.
 - Content should be no more than 3 small paragraphs, roughly 50-60 words.

- When possible, a link should be provided so readers may choose to learn more.
- Images are strongly recommended, with a 600 pixel width limit.
- **AIAT Logo:** All task forces need to have the AIAT logo/and or name on materials being distributed. The AIA Triangle logo must be reproduced from artwork supplied by AIA Triangle. This artwork must not be altered. The AIA Triangle logo can be downloaded from the AIAT website here: <http://www.aiatriangle.org/>, under the Task Forces pull-down menu, Task Force Toolkit tab.
- **Representing the AIAT:** Per the AIA Triangle Bylaws, only the Board may speak for the organization, and any statement on policy must be approved by the Board.
- **Communication Review:** All communications, written or graphic, intended for view by the general public or general membership are to be submitted to the Executive Director for review prior to publication and/or post.

Use of Shared AIA Triangle Storage Facility

- **Storage Facility Information:** AIAT maintains a lease on a storage unit at Ample Storage Gorman Street at 404 Gorman Street in Raleigh for the use of the organization and its task forces. The storage unit can fit items of small to medium size, for example: boxes of printed materials, surplus door prizes, signs, rolled or folded banners, and other items that can be easily lifted and carried.
- **Visiting the Facility:** Task forces that would like to utilize the storage unit must coordinate the date and time of their use with the Executive Director or other AIA Triangle Staff. The task force representatives will receive instructions on the use of the facility and secure access to the storage unit.
- **Acceptable Storage Items:** Task forces must provide a description of the items to be stored and an estimate of the space needed to the Executive Director or other AIA Triangle Staff, who will have discretion over what is an acceptable item for storage.
- **Packing of Storage Items:** Stored materials should be boxed whenever possible and labeled clearly with the name of the task force and the date the material is stored. Water leaks, pests, and over-stacking are common hazards in storage facilities; all items should be packaged to prevent damage, and labeled appropriately if fragile. AIA Triangle is not responsible for materials damaged in the storage unit.
- **Removing Storage Items:** Task force members must consult the Executive Director before removing any items that are not owned by their task force.