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## **GENERAL INFORMATION**

### **MISSION STATEMENT**

AIA Newark and Suburban Architects (AIA-NS) encourage awareness of the profession through education and fellowship.

### **STATEMENT OF PURPOSE**

The purpose of this manual is to provide guidance to the Officers, Trustees, Ex-Officios, and Committee Members in fulfilling the goal of promoting and advancing the objectives of the American Institute of Architects (AIA).

This manual is meant as a “working document” to be added to, supplemented, and amended by successive Officers and Trustees to aid new members in fulfilling their goals and objectives. Each member is encouraged to participate in the revision of this document.

It should be revisited yearly by each responsible member for relevance and completeness; as well as to ensure compliance with the current adopted Bylaws of the Section. It is not meant to be all encompassing, as a document such as that would be cumbersome and of little value as a guide.

Since each Committee is run differently and at the discretion of the Chairperson, the final authority, as well as final responsibility, rests with each Board Member or Committee Chairperson. It is hoped that more detailed information about the operations of the Board and of the events of each Committee be transmitted in a more suitable fashion from responsible person to responsible person as each new Board takes its place at the yearly reorganization meeting in December. Former members should be sought for guidance when questions arise.

In addition, the Institute has a wealth of information available in print and on its' Web Page to assist new members in becoming better acquainted with the goals and objectives of the American Institute of Architects.

### **GEOGRAPHIC AREA**

The geographic area of AIA Newark and Suburban Architects (AIA-NS) includes the counties of Essex, Morris, Union, and Warren.

### **FORM OF INCORPORATION**

AIA Newark and Suburban Architects is a 501(c) (6), a not-for-profit, trade association of architects of northern New Jersey, incorporated in 1986.

### **MAILING ADDRESS**

The current mailing address of AIA Newark and Suburban Architects is:

AIA Newark and Suburban Architects  
P.O. Box 43722  
Upper Montclair, New Jersey 07043

This address shall be printed on the Section's correspondence. Trustees of AIA-NS may include a more convenient "reply to" address in their correspondence with vendors, etc. where time is of the essence. Copies of all official correspondence shall be filed with the Secretary of the Section.

Mailing labels of all current AIA-NS regular, associate, and allied members can be attained by Officers, Trustees, and Committee Chairpersons from AIA New Jersey.

### **BASIC REQUIREMENTS OF BOARD MEMBERS AND OFFICERS**

Trustees and Officers are required to:

- Attend Board of Trustees meetings as called for by the President or the Board.
- Develop issues of policy at Board of Trustees meetings.
- Regularly review Section operating policies and the Operations Manual for compliance with the Bylaws of the Section, the Chapter, and the Institute.
- Work on special events and meetings in various Ad Hoc or Standing Committee meetings and Task Forces throughout the year, as necessary.
- Keep informed of current events concerning the architectural profession to make knowledgeable decisions that bring about effective long-term and short-term planning.
- Assist new members in participating and becoming better acquainted with the operations of the Board of Trustees and Committees.
- Provide continuity by offering to serve on Committees for more than one year.
- Provide for a good public image for Architects before the community and governmental agencies.

### **RELATIONSHIP TO THE COMMITTEES**

Additionally, Trustees are expected to:

- Serve as Chairpersons on at least one standing committee and volunteer for ad hoc committees or task forces as necessary throughout the year.
- Encourage non-board members to participate on committees and events.
- Advise and assist the President in determining the charge of the committees.
- Receive and act on committee reports at Board of Trustee meetings.
- Adopt an annual budget. The budget is developed by the Budget and Finance Committee, proposed at the reorganization meeting, and voted on prior to the first Board of Trustee meeting of the year.
- Assist the President and Program Committee in developing programs that will benefit the general membership and forward the mission of the Institute and the Section.

### **OUTSIDE PROFESSIONAL SERVICES**

The Board shall engage the services of an Accountant to assist in the review of the Section's financial records and in the filing of all necessary tax documents.

- At the least, perform an annual compilation.
- Perform a "review" for a more thorough accounting when necessary.
- Perform a full audit every three (3) years, or when circumstances warrant.

The Board may retain the services of legal counsel to:

- Assist in maintaining Section Bylaws in conformance with Institute and Chapter Bylaws and in conformance with New Jersey State Laws.
- Answer questions of a legal nature concerning the operations of AIA Newark and Suburban Architects.
- Advise in case of legal action taken against AIA Newark and Suburban Architects or its' Board of Trustees, but not to conflict with representation provided by legal counsel hired in our defense by our insurance carrier.

The Board annually reviews AIA New Jersey's policy providing each Section with "Trustees' and Officers' Insurance" and/or "General Liability Insurance", or take appropriate measures to assure such policies are maintained by the Section and in effect.

## THE OFFICERS

### THE PRESIDENT

- Coordinates overall planning, organization, motivation, and implementation of the business of the Section.
- Acts as the spokesperson of the Section and as the representative of the Section at meetings with other organizations, to the community, and to the State and National AIA organizations.
- Attends all AIA New Jersey Board of Trustees meetings and presents a written report of those meetings at the next AIANS Board of Trustees meeting.
- Represents the Section at the annual AIA Grassroots Leadership Conference, AIA New Jersey conferences or conventions, and the AIA National Convention. Adequate funding must be allocated in the budget to cover the travel, meals and lodging for the President at these events.
- Presides over all AIA-NS meetings, including regular meetings, special meetings, and Board of Trustees meetings.
- Prepares and makes, along with the Section Administrator, meeting notices for all Board of Trustees meetings. Meeting notices should contain:
  - Date and Time
  - Location
  - Phone number
  - Directions to the meeting
  - RSVP information
  - Agenda
- Prepares an agenda for each Board of Trustees meeting and distributes it, via the Section Administrator, to the Officers and Trustees at least five days prior to the meeting (see Attachment 1). Each agenda includes, but is not limited to, the following:
  - Approval of minutes
  - Treasurer's report
  - President's report
  - Committee reports
  - Follow-up items
  - Old business
  - New business
  - Adjournment

- Appoints Committee Chairpersons prior to the first meeting of his/her term, with the concurrence of the Board of Trustees.
- Appoints Delegates and Alternate Delegates to AIA New Jersey Board of Trustees prior to the first meeting of the AIA New Jersey Board of Trustees during his/her term
- Oversees the activities of the Committee Chairpersons and solicits input and reports prior to all Board of Trustees meetings.
- Collects and distributes reports or items that are to be acted on at the next meeting. Late or missing committee reports requiring Board action or other non agenda items will be placed in “New Business” and heard as time allows or tabled until the next meeting, at the discretion of the President, unless immediate action is required. A Special Meeting may also be scheduled, in accordance with the Bylaws, to conduct business requiring timely action.
- Conducts the Board of Trustees meetings according to Roberts Rules of Order (where appropriate) while providing guidance, leadership and assistance to all AIA Newark and Suburban Architects members.
- Responsible for writing a President's Message for each issue of the Rostrum.

Additionally, the President:

- May present certificates to regular members, Officers and Trustees, and other members of the community at large thanking them for their contributions to AIA Newark and Suburban Architects.
- Purchases and presents an engraved gavel to the incoming President at the December reorganization meeting. It may be purchased from John Bradshaw (908-788-4288 ) and is engraved following this example: “Bruce Brattstrom - 2005 President - AIA Newark and Suburban Architects”

### **THE PRESIDENT-ELECT**

- Shall possess all the powers of and perform all the duties of the President in the event of either a) the absence of the President or b) the President’s disability, refusal, or failure to act.
- Serves as an advisor and assistant to the President and works in partnership with the President and the Board of Trustees to carry out the goals and objectives of the Section
- Performs such other duties as are properly assigned by the Executive Committee, the Board of Trustees or the President
- Chairs the Programming Committee

- Succession: The President-Elect shall succeed to the office of the President upon expiration of the term of office of the President
- Accepts the Position of a Committee ‘Director’ as appointed by the President. The position assists & oversees all Chairpersons listed on their respective ‘Committee Structure’ list; The Director is to submit ‘One’ report for the all committees as directed by the Administrator prior to the Board meetings. The Director shall report on their respective committees at each Board Meeting.
- Is responsible for preparing the ‘Calendar’ (list of meetings) for the successive year, prior to the December Reorganization meeting
- Attends the annual Grassroots Leadership Conference as a funded (by the Section) Delegate. At this conference (and throughout the Term) the President Elect shall assist the President in covering the various leadership programs provided by the Institute including (but not limited to) a visit to Capitol Hill and to Members of Congress. Upon return from this leadership event a report to the AIANS Board is required to be submitted to the Board so that the Board can begin to understand the importance of this AIA National event and its benefits

### **THE FIRST VICE PRESIDENT**

- Shall be appointed by the Executive Committee and the Board of Trustees as Acting President in the event of a) the absence of the President and President-Elect or b) the President and President-Elect’s disability, refusal, or failure to act.
- Performs such other duties as are properly assigned by the Executive Committee, the Board of Trustees or the President.
- Succession: The First Vice President shall succeed to the office of the President-Elect upon expiration of the term of office of the President-Elect.
- Accepts the Position of a Committee ‘Director’ as appointed by the President. The position assists & oversees all Chairpersons listed on their respective ‘Committee Structure’ list; The Director is to submit ‘One’ report for the all committees as directed by the Administrator prior to the Board meetings. The Director shall report on their respective committees at each Board Meeting

### **THE SECRETARY**

- Is in charge of the Monthly Board Meeting Minutes. He/She shall record accurate “Meeting Minutes” for all Board Meetings. The “Minutes” shall be sent to the Section Administrator for his/her distribution to all Officers, Trustees, Attendees, the Accountant and to AIANJ’s Legal Counsel within one week of each Board Meeting. These minutes shall include:
  - Attendance and quorum
  - Reference to all Motions, the Outcome of all Motions

- Items that require follow-up at the next Board of Trustees meetings (tabled items, pending action items, etc.)
- Maintains all permanent files: (including Minutes) of the Sections Business in a tabbed binder and in a Computer Directory labeled as “AIANS Secretary 2010 (add the appropriate year)”. This shall include, but not be limited to (at each meeting): the Agenda, the Treasurer’s Report, Director’s & Committee Reports and the schedule of events. All Computer files shall be distributed to the Section Administrator each month. All files and the binder shall be turned over to the next Secretary after the Term of Secretary Expires; this shall occur at the December Reorganization Meeting and shall be given to the Section Historian in January for filing with the Sections Records.
- Submits the list of Motions: 2 times per year (at the Midterm Meeting and at the December Reorganization Meeting) to the Section Administrator for submittal to all involved Parties (i.e.: Officers, Trustees, AIANS Accountant and to AIANJ Legal Counsel). The Section Administrator shall submit these motions to the Rostrum Committee for inclusion in each issue of the Rostrum.
- Files the Incorporation papers for the Section: Files the Incorporation papers for the Section with the appropriate Legal Counsel in January, and sends a copy to the Historian for our files.
- All official correspondence of the Section shall be filed with the Secretary.

### **THE TREASURER**

- Exercises general supervision of the financial affairs of and keeps the records and books of account of this Section.
- Has custody and charge of all assets, receives and deposits all funds, and disburses funds all in the name of the Section with proper authorization, accounting, and documentation.
- Chairs the Budget & Finance Committee. The Treasurer, working with the committee, oversees the preparation of the Annual Budget.
- Coordinates the signing of signature cards for the bank accounts at the December reorganization meeting. The President, Secretary, Treasurer for the coming year should sign the signature cards.
- Prepares a written report to each regular meeting of the Board of Trustees and a written report to each annual meeting of this Section. Each report shall set forth the financial condition of this Section, its income and expenditures for the period of the report, a listing of bank accounts (checking and certificates of deposit) and their current balances, and the Treasurer’s recommendations on matters relating to the finances and general welfare of this Section (see Attachment 4).



- Pays all bills associated with approved expenses incurred in the course of conduct in the day-to-day business of the Section.
- Collects all event summary sheets from Committee Chairpersons. Requests for reimbursement shall be admitted to the Treasurer justifying the expenditures, which shall include the original receipts and the Financial Form (see Attachment 5).
- Then reviews the request and issues appropriate reimbursements.
- Verifies the existence and current status of the Sections federal and state income-tax exemption letters with our accountant prior to the first Board Meeting of the year.
- Contacts the accountant by March 15th to set up a meeting to transfer records for tax filing, follows up to make sure the appropriate tax forms and reports are filed.

## **THE EX OFFICIO BOARD MEMBERS**

### **THE PAST PRESIDENT**

- Attends board meetings to provide continuity from year-to-year.
- Advises the President and the Board of Trustees on matters of form and procedure, and acts as a liaison between the present Board and past members of the Board.
- Organizes and hosts the Past Presidents Banquet which takes place in January. This is an annual formal black-tie optional event with entertainment chaired by the immediate Past President. The Past President is responsible for updating the Past Presidents plaque and transporting it to the event.
- Coordinates with the Herman C. Litwack, FAIA Award Committee Chairperson concerning the award.
- Chairs the Nominations Committee and conducts the election of Officers and Trustees at the annual meeting.

### **THE HISTORIAN**

- Records and maintains all files of all events and business pertaining to the Section in order to preserve the history and achievements of the Section. This includes but is not limited to the binder, newspaper articles, pictures and correspondence.
- Records and photographs special events. Scans old photos and Section History from the former Historian for cataloging and for submittal to our website's "History of the Section."
- Delivers 'Historian Records & Items' to the AIANS Storage Unit, coordinates this with the Section Administrator

## **THE TRUSTEES**

### **GENERAL RESPONSIBILITIES**

Trustees are required to:

- Serve a three year term. Terms are staggered to insure continuity.
- Are responsible for attending ALL Board, Regular and Special meetings.
- Serve as Chairperson or Responsible Trustee/Officer of the least one Committee, and is expected to volunteer to sit on other Committees throughout the year.
- Are expected to encourage participation of non-Board members in performing Committee work and to solicit future nominees for the Board.
- Are responsible for coordinating a least one meeting/event during the year, coordinating with the Program Committee.
- Shall attend all AIA New Jersey Leadership Training, when called on.

### **DELEGATES TO AIA NEW JERSEY BOARD OF TRUSTEES**

Trustees assigned as delegates to the AIA New Jersey Board of Trustees are responsible for attending all Chapter Board meetings or, if it is not possible for the delegate to attend, for contacting and assigned alternate to ensure adequate representation of the Section at the Chapters meetings.

Delegates are to represent the best interests of the general membership of AIA Newark and Suburban Architects. When a consensus vote is taken at an AIANJ Board meeting, the delegates should vote in a manner reflecting the wishes of the entire membership.

## **THE STANDING COMMITTEES**

### **The Committees:**

### **Structure:**

1-Allied Membership.....	Outreach
2-Budget and Finance .....	Internal Affairs
3-Building Tours .....	Programs and Awards
4-By-Laws and Policies .....	Internal Affairs
5-Canstruction.....	Programs and Awards
6-Career Days.....	Outreach
7-Carleton Riker, Associate AIA Award.....	Internal Affairs
8-Continuing Education .....	Programs and Awards
9-COTE .....	Programs and Awards
10-Design Awards.....	Programs and Awards
11-Emerging Professionals/YAF .....	Outreach
12-E-Rostrum.....	Communications
13-Golf Outing.....	Programs and Awards
14-Herman C. Litwack FAIA Award.....	Internal Affairs
15-Legislative and Government Affairs .....	Governmental Affairs
16-Long Range Planning.....	Internal Affairs
17-Membership .....	Outreach
18-NJIT Liaison .....	Outreach
19-NJPAC .....	Governmental Affairs
20-Nominations .....	Internal Affairs
21-Past Presidents Banquet.....	Programs and Awards
22-Professional Practice .....	Outreach
23-Programming .....	Programs and Awards
24-Public Relations .....	Communications
25-Roundtable Discussion .....	Programs and Awards
26-Scholarship .....	Internal Affairs
27-Sponsorship Committee.....	Outreach
28-Trade Show.....	Programs and Awards
29-Web Page .....	Communications

### **GENERAL REQUIREMENTS OF ALL COMMITTEES**

Chairpersons are responsible for submitting Committee Reports to their Directors one week (7 days) prior to the meeting and as requested by the Section Administrator. The Director submits ONE report to the Section Administrator who forwards them to the Board accordingly. Reports that are not submitted will not be discussed. The Director shall discuss the important Items of each Committee at the Board meeting. 'Committee Work' shall be completed separate from the Board Meetings.

All Committee Chairpersons are responsible for presenting an event summary sheet detailing all expenses and income for the event to the Board at the next Board meeting after the event. Event summary shall be submitted to the Board of Trustees and the Budget & Finance Committee Chairperson and shall indicate "actual versus budget" income, and expenses, detailing reasons for exceeding either. The Budget & Finance

Committee will use this report in developing an appropriate line item for the following year's annual budget.

Chairpersons of all committees are responsible for staying within the year's approved budget for expense amounts, unless voted on at a Trustee meeting. Chairpersons may substantiate additional expenses by providing reasonable documentation that the event or committee function will take in a greater income than anticipated by the approved annual budget. The Budget & Finance Committee may review the approved budget oppose amendments to the budget for consideration by the Board based on the findings of the committee.

All committee shall have a Chairperson (and a responsible Trustees/Officer if the Chair person is not a Trustee or Officer) and as many committee members as deemed appropriate by the Chairperson, or as specifically directed by Board action or the President. Chairpersons shall submit a list of their Committee Members to the President at the first Trustees Meeting of the year.

### **ALLIED MEMBERSHIP**

The goal of the Allied Membership Committee is to help grow and retain the Allied Member base in the AIA-NS section; increase the perceived value Allied members receive from their membership; and increase the value Allied members contribute to the section. This will be accomplished by:

Serving as an Allied Member Ambassador, welcoming and inviting existing and potential allied members to member events, and making introductions to other members. Making recommendations to enhance programs and services offered to Allied Members, and which will build relationships with and enhance visibility among the Architect member base. Developing ideas that will increase sponsorship participation among the Allied Member base.

It is recommended that specific goals be set for each of the above described objectives, at the beginning of each calendar year.

Allied Members generally are individuals who provide goods and/or services to the architectural profession and/or the construction industry. The benefits of allied membership include:

- . Attendance at General Meetings (usually 6 annually) at no charge.
- . Networking with our 540 Architect members.
- . Listings on our website as an Allied Member.
- . Monthly e-newsletter and regular updates.
- . Access to our private Facebook page.
- . Invitations to Continuing Educations Seminars at member pricing.
- . Invitations to Golf Outing, Club Crawls, Building Tours, Past President Banquet at member pricing.

## **BUDGET & FINANCE**

The goal the Budget & Finance Committee is to provide fiduciary advice to the Board regarding the Budget and the Treasury.

The Budget and Finance Committee is chaired by the Treasurer, and shall include at a minimum the President, and the President-Elect/VP.

In October, the Committee shall prepare a preliminary annual budget for the coming year. The preliminary budget shall be reviewed at the November Board meeting, revised by the committee, if necessary and voted for approval during the December Board meeting.

## **BUILDING TOURS**

The Building Tours Committee has two goals. The primary goal is to promote access to and knowledge of architecturally significant buildings and sites. The secondary goal is to promote membership. Primarily, this is done through organized guided tours of architecturally significant buildings or sites which offer AIA Continuing Education Units. Buildings or sites chosen to tour must be architecturally significant. There should be a minimum of two and a maximum of four building tours per year. Efforts should be made to offer space adequate for all interested in attending. Tours shall be revenue neutral or revenue positive. Attendee registration pricing schedules (if any) shall take into consideration that organized Building Tours are one of the benefits of membership and should promote membership. Tours shall be open to members, students, and the public. The Building Tours Chairperson selects the tour sites and the date and time, advertises the tours, sets the attendee registration pricing schedule, and approves associated payments for provisions, services, or honorariums within the limits of the expected income. Whenever possible, The Building Tour Chairperson shall get approval from the President for logistics, pricing and payments prior to commitment.

## **BYLAWS & POLICIES**

The Bylaws & Policies Committee updates and keeps current the Bylaws and Operations Manual (see the website – [aians.org](http://aians.org) – for the current bylaws). The Committee provides a copy of these documents to the Trustees and Officers at the Reorganization Meeting, and to any interested parties throughout the year. Reproduction of the Bylaws and the Manual shall be reimbursed from the general operating expenses of the Section.

## **CANSTRUCTION**

The goal of the Canstruction Committee is to host at least one Canstruction Event per year, see the description below. AIA-NS typically holds this event in the Fall season and the aim is to increase awareness of the building industry and its commitment to charitable organizations, while donating as much as possible to the Food Bank.

The Canstruction Chair coordinates this event by selecting a venue, advertising the event, accepting the applications, coordination of the event with National Canstruction, oversees the sculpture 'builds', invites jurors, hosts the awards ceremony and coordinates the event with the selected Food Bank of NJ.

Canstruction Description: Canstruction is a unique 'design/build competition' that provides a great way to help feed the hungry. Competing teams, led by architects and engineers,

showcase their talents by designing giant sculptures made out of canned foods. Visit the national level website at [www.canstruction.org](http://www.canstruction.org). The event is open to all AIANJ members, but is orchestrated through the efforts of AIANS.

The Food Bank: Is a non-profit group that works to fight hunger and poverty by distributing food and groceries, providing education and training, and making new programs to help people with low incomes meet their basic needs. They act as the central food and aid distribution center for other non-profits that serve individuals, soup kitchens, food pantries and shelters.

### **CAREER DAYS**

The Career Days Committee intent is to educate those who are looking to learn about Architecture and the allied fields through events at universities, high schools, etc. The Career Days Committee shall reach out to educational institutions and other organizations and create a calendar of events throughout the year. The events shall be coordinated with other AIA-NS events and shall work with the university liaisons and/or other committees to create successful events. The committee shall be responsible for the budgeting, scheduling, and execution of these events.

### **CARLETON RIKER, ASSOCIATE AIA AWARD**

The goal of the Carleton Riker, Associate AIA Award Committee is to maintain continuity of this award, which may or may not be given annually for distinguished service to the Section by an Associate member.

The most recent recipient of the award shall chair the Committee. It meets in September to solicit suggestions from members regarding potential candidates via the e-Rostrum. It meets again in November to review potential candidates and decide whom, if anyone will receive the award. The award is presented at the Past Presidents Dinner in January. The award is an engraved glass obelisk, which is purchased at a cost of approximately \$200.

### **CONTINUING EDUCATION**

The goal of the Continuing Education Committee is to promote and enhance the knowledge and skills of AIA Newark and Suburban members through professional programs and to coordinate such activities with the goals and requirements of the Institute.

The Continuing Education Committee shall develop a program of continuing education events for the upcoming year during the end of the current year. These events shall be scheduled in coordination with other events throughout the coming year. The CEC shall solicit event topics from board members, regular members and the professional community and be responsible for the budgeting, scheduling and execution of these events.

The Continuing Education Committee is responsible for all necessary accounting to insure members are credited with the proper number of AIA learning units earned at Section events.

As a service to our members, Continuing Education Committee shall make available to all members in good standing information necessary to record similar credit earned for

continuing education required by State law. Details of the system will be worked out when or if pending legislation is approved and the State Board of Architects promulgates regulations.

The Chairperson of the Continuing Education Committee acts as the Section liaison to any similar AIA New Jersey Committee and as our contact with the State Board of Architects and Landscape Architects, as deemed appropriate and in accordance by the bylaws of the Institute, Chapter, and Section.

### **COTE**

The goal the Committee on the Environment (COTE) is to advance and advocate design practices that integrate built and natural systems and enhance both the design quality and environmental performance of the built environment.

The COTE Chair and committee encourage sustainable educational opportunities within the section as well as aiding in planning and implementation of the AIANJ East Coast Green (ECG).

### **DESIGN AWARDS**

There are four main goals of the Design Awards. The first is to promote, reward and recognize Section members for Design Excellence for projects designed in the preceding five year period before the event. The Design Awards also presents current developments in architecture design by having the three invited distinguished jurors speak about their work and trends in contemporary architecture. The event also serves as a showcase to promote the work of Section members to invited elected officials, potential sponsors, Allied Members, and the general public. The event should also serve as the premiere social event of the Section's calendar, where members can meet and socialize in a festive atmosphere and have the opportunity to view the work of fellow members.

The Design Awards Committee spends the year planning and promoting the event, which is typically held in mid-September. Awards are selected by a trio of invited guest architect jurors and the awarded projects are presented during the evening event.

The Design Awards Chairperson should oversee Committee members in activities required for organizing the event, which include selecting the venue and date, selecting guest jurors, publicizing the event, recruiting firms to participate, and raising funds from sponsors.

### **EMERGING PROFESSIONALS/YAF**

The goal of the Emerging Professionals Committee is to enhance the knowledge, skills and abilities of the intern and those on the verge of licensure so they may enter the profession at the highest level of competence. Another goal of this committee is to foster a closer relationship with architectural students at The New Jersey Institute of Technology | NJ School of Architecture and other academic institutions within the Newark and suburban region.

Duties include maintaining a list of Interns who are members of the Section, or potential members residing in the geographical area of the Section who is enrolled in the IDP Process, and assisting them in contacting potential sponsors and mentors within the

Section, or referring them to the Chapter.

Student members should be encouraged to attend all AIA-NS meetings and other special events. Financial arrangements for these events should reflect our desire to encourage these future architects to attend our meetings. The goal is to assist them in considering membership in AIA Newark and Suburban Architects upon graduation.

Other duties include assisting Interns in submitting ads to the "Job Bank", offering A.R.E preparation courses (at nominal costs), fostering closer alliances between Associate Members and Members licensed less than 10 years and the National AIA/Young Architects Forum. Various gatherings/networking events shall be organized throughout the year to help create these professional bonds.

The Emerging Professionals Committee shall provide a proposal at the December Reorganization Meeting to the Board for two meetings for the coming year. Typically, one meeting per year is held in conjunction with NJIT students and faculty, and is usually held somewhere in the City of Newark.

An effort should be made to include students from the local county colleges in our geographic area.

The YAF is a leadership development program of the AIA College of Fellows, FAIA. There are currently 40 chapters nationwide. The mission of the YAF is to promote the growth and leadership development of architects (licensed up to 10 years) by addressing relevant issues and providing a national communications network and collective public voice. The alliance with the College of Fellows provides a wealth of experience and mentorship for young architects.

This Committee plans activities where young architects can gather to discuss common goals, problems, experiences, and thoughts about the profession, and of course, design. Get-togethers, seminars, and community outreach programs allow participants to interact with their members to become informed about the needs and interests of Young Architects.

YAF members also have the opportunity to attend nationally sponsored events.

### **e-ROSTRUM**

The e-Rostrum is the official newsletter of the Section, currently published monthly in an e-newsletter format, and delivered to all Section members who supplied an email address. The primary purpose of the e-Rostrum is to keep in touch with the membership. The 'e'- a new format, changed from a mailed paper newsletter, to save trees and postage. The content generally includes the President's Message, an article or two written by a member (or for the benefit of the membership), a welcome to new members, member and firm news, and advertising opportunities for sponsors. A link to archived newsletters exists on the Section Web Page.



### **GOLF OUTING**

The purpose of this Committee is to promote a fellowship event, fund-raiser for local charities, and for increasing the public's awareness of a role Architects played in the Community. The chairperson of this event should work closely with the Public Relations Chairperson to insure adequate coverage of the event in local and regional media as well as Institute and Chapter newsletters. The chairperson, of this event should make arrangements for the presentation of the funds raised at the Annual meeting. Arrangements should be made to disburse any funds raised in the same fiscal year to avoid jeopardizing our not-for-profit status. Consult with our Treasurer and Accountant as necessary.

### **HERMAN C. LITWACK, FAIA AWARD**

The goal of the Herman C. Litwack, FAIA Award Committee is to maintain continuity of this award, which may or may not be given annually for distinguished service to the Section.

The most recent recipient of the award shall chair the Committee. It meets in September to solicit suggestions from members regarding potential candidates via the e-Rostrum. It meets again in November to review potential candidates and decide whom, if anyone will receive the award. The award is presented at the Past Presidents Dinner in January. The award is an engraved bronze medallion and glass obelisk, which is purchased at a cost of approximately \$400.

### **LEGISLATIVE AND GOVERNMENT AFFAIRS**

The goal of the Legislative & Government Affairs Committee is to update and inform the members of legislative issues that affect the practice of architecture and to encourage pro active participation in order to protect, preserve, and improve the laws that govern our profession.

The Legislative & Government Affairs Committee Chairperson selects two delegates to attend all AIA New Jersey Committee Meetings and an Alternate in case either delegate is unable to attend. The names of the delegates and Alternate are presented at the Reorganization Meeting.

### **LONG RANGE PLANNING**

The goal of the Long Range Planning Committee is to enable the Section to develop, review, and maintain a five year long-range plan. Through long range planning, section leaders can provide continuity and direction from year to year, evaluate and revise programs to assure relevancy and maintain member interest, and keep pace with changes in the design profession.

The Committee shall also integrate and coordinate the Section's long range plan with those of the State and National AIA.

The Long Range Planning committee is responsible for updating the 5-year long range plan and shall present it to the Board at the first Board meeting of the year, which is not associated with a regular membership meeting.

### **MEMBERSHIP**

The goal of the Membership Committee is to encourage, recruit and retain members and to promote the benefits, mission, and unique services that AIA Newark and Suburban Architects provides.

The committee is responsible for coordinating with AIA New Jersey to keep a current membership list, sending a representative to all AIA New Jersey Membership Committee meetings, and for providing the current membership list for use at the registration table for all regular membership meetings.

### **NJIT LIASON**

The goal of the NJIT Liaison committee is to uphold the relationship between AIANS members and the AIAS (Student Chapter at NJIT). Through events that are specifically geared towards the students; the committee is able to foster this connection and act as a resource for the next generation of young professionals that will be entering the industry. The Committee is in place to promote the growth and sustainability of the future of the profession.

The NJIT Liaison committee coordinates 3 events with the students each year. These events may change year to year depending on what the students are particularly focusing on. The Chairperson of this committee is in constant contact with the President and Head of Professional Relations Committee of the AIAS. The Chair is also in contact with administrative staff of NJIT CoAD.

### **NJPAC**

The New Jersey Architect's Political Action Committee (NJAPAC) was created to serve as the single voice for the New Jersey Society of Architects (AIANJ). Associations such as AIANJ are prohibited by law from making political donations to candidates. Working in a bipartisan manner and funded by AIANJ members voluntary contributions, NJAPAC is the tool that AIANJ uses to voice the organizations positions and policies to our state elected leaders on issues affecting the built environment, our profession, our communities, and our practices.

APAC is governed by an independent Executive Committee and Board of Trustees initially appointed by the leadership of AIANJ, and is administered by the AIANJ staff in accordance with New Jersey state law. Membership in APAC is not limited to AIA members. Future officers and trustees will be determined by eligible voting APAC members.

Whether the goal is to elect good candidates to political office, or to clarify a constitutional amendment proposal to a register voter, APAC is the most effective way to promote and protect the architectural profession.

## **NOMINATIONS**

The goal the Nominations Committee is to nominate a slate of officers and Trustees for the coming year, and to oversee election of these Officers and Trustees.

The past president chairs the Nominations Committee and appoints a committee including, at least, the President and the President-Elect/VP. The committee meets in September to recommend a slate of officers and Trustees in a letter to the membership, preferably in the Rostrum.

## **PAST PRESIDENT'S BANQUET**

The goal of the Past Presidents Committee is to host this honorary banquet once per year. AIANS typically holds this event in January; the date must be placed onto the AIANJ calendar to assure that it does not conflict with other AIANJ events that are held the same month. This event is in honor of all 'Past Presidents' and focuses on a special honor of the current 'Outgoing President'. At the banquet the Regional Director performs the installation of the New President, the Executive Officers and the Board of Trustees.

The PPB Chair (The Immediate Past President) coordinates this event by selecting the venue [typically a nicer, fancier venue than the general membership meetings], advertising the event, coordination of the events sponsors, writing the 'event program', arranging the tables/flower/band etc and the 'event chair; is the master of ceremony for the event.

## **PROFESSIONAL PRACTICE**

The goal of the Professional Practice committee is to research, update and inform the membership of issues that affect the practice of architecture.

This Committee should contribute articles of professional interest to the Rostrum.

The Committee is responsible for coordinating with the Programming Chairperson in providing one meeting or special event during the year.

## **PROGRAMMING**

The goal of the programming committee is to coordinate and organize programs, regular and special meetings, building courses and continuing education seminars, etc. for the calendar year.

The Programming Committee is responsible for coordinating all events and meetings for the year and for taking RSVP's for all membership meetings.

The President chairs the Programming Committee. The chair person prepares a programming committee report at the December Reorganization meeting. The report lists all scheduled programs and meetings for the year, including the date, the responsible Trustees/Officer, and member volunteer.

The Program Committee shall coordinate with the chairpersons of the Trade Show, Continuing Education, Past Presidents Banquet, and Design Awards committees as well as with the responsible Officer/Trustees for Building Tour and other special events.

## **PUBLIC RELATIONS**

The goal of the Public Relations committee is to publicize the positive role the section and its members play in the community.

Committee writes and publishes articles for the Rostrum, web site, local newspapers, and magazines emphasizing activities, including, but not limited to the Past Presidents Banquet, Design Awards, CANstruction, outreach programs, and elections.

## **ROUNDTABLE COMMITTEE**

The goals of the Roundtable Committee are to provide one 'Roundtable' discussion-event per year. The Roundtable discussion is held as a 'General Membership' meeting and is coordinated with the President and the Administrator.

- The Roundtable Committee Chair is the "Master of Ceremonies"
- The Chair selects guest speakers to talk at the roundtable.
- The Chair organizes and coordinates the event..
- The topic is architecturally related and a topic of current interest.
- The Speakers sit together at the front of the room with microphones and discuss the topic.
- The Chair organizes questions/answers/discussions related to the topic and give these questions to the speakers in advance of the event so that they arrive prepared.
- The audience also plays an important role in the roundtable by asking questions and promoting often 'open format' discussion.

## **SCHOLARSHIP**

The goal of the Scholarship Committee is to recommend contributions the AIA New Jersey Scholarship Foundation, Inc. and other institutions for the award of all scholarship funds in the budget for a given year.

The Scholarship committee should meet annually to review the selection criteria and recommend the funds for the Scholarship awards. Upon approval of the Board, it will then be transmitted to foundations.

The Scholarship Committee shall invite scholarship recipients from the foundations to an appropriate meeting of AIA/Newark and Suburban Architects for an official recognition and presentation. The Board should personally recognize the recipients of our scholarships at either the Annual Meeting. Recipients should be invited and encouraged to exhibit examples of their work at the meeting.

Upon vote by the Board or direction to the Treasurer, the Scholarship Committee authorizes disbursements from the Treasurer, to the Foundations.

## **SPONSORSHIP COMMITTEE**

The goal of the Sponsorship Committee is to work our partners in the building and construction industry to reach our membership with their products and services. Here's what our Annual Sponsorship Program has to offer:

- The opportunity for consistent year long branding of products or services.
- The chance to meet decision makers through one on one personal contact
- An opportunity to sponsor a specific event that relates to products or services.
- Ability to budget annual marketing expense for our partners.
- Flexibility to decide when, where and how many marketing dollars are spent.

### **TRADE SHOW**

The goal of the Trade Show Committee is to organize and coordinate an event where various building products representatives and allied professionals inform, demonstrate, and update the members on the latest products, technology, and services in order that they may utilize and implement this information in their architectural practices.

The Trade Show is an annual event, co-chaired with Architects League of Northern New Jersey. Plans for this event began in October of the previous year.

The Trade Show Committee should transmit a list of vendors attending to all interested Trustees and Committee Chairs for their use. (Membership Committee should use this to solicit new Allied Members, for instance.)

### **WEB PAGE**

The World Wide Web Committee is responsible for coordinating all work related to our online presence. This Committee solicits articles from all the Committees for inclusion on the web page and is responsible for ensuring that the information contained on the Web page is current and useful.



## **AIA Newark and Suburban Architects 2011 Board of Trustees Manual List of Attachments**

<b>Attachment 1</b>	<b>Sample Agenda</b>
<b>Attachment 2</b>	<b>Sample Meeting Notice, emailed</b>
<b>Attachment 2B</b>	<b>Sample Meeting Notice, on website</b>
<b>Attachment 3</b>	<b>Sample Meeting Minutes</b>
<b>Attachment 4</b>	<b>Sample Treasurer's Report</b>
<b>Attachment 5</b>	<b>Financial Form</b>

