

## **FORUM 2021 PLANNING CHAIR – DENVER**

The AIAS FORUM Chair has the overall responsibility for everything that the Host Committee pursues. The chair is the liaison with the national office, the school, the AIAS Board of Directors, the local chapter, and frequently also with supporting local groups like the AIA and firms.

The Chair has the ultimate authority over the committee. The chair appoints and may remove members of the committee at their discretion. The chair provides regular reports to the National Office and to the AIAS Board of Directors. The chair is the ultimate decider on every topic as it relates to the committee.

The Chair also has a speaking role at the end of each general session alongside the Executive Director. Announcing special items, highlighting specifics of the conference and representing the local chapter.

### Qualifications

- Must be a member of the AIAS at the time of appointment.
- Strong knowledge of the Chicago area through previous residence or another scenario
- Must be in attendance at FORUM 2020 in Chicago, IL
- Previous attendance to one (1) other FORUM conference
- Preferred but not required: Past AIAS leadership experience (locally or nationally)
- Preferred but not required: Demonstrated event planning experience
- Due to the significant time commitment required during the time leading up to the event, individuals potentially serving on the AIAS National Board of Directors during the fall of 2021 should not apply.

### Expectations

- Recruit and appoint the FORUM Planning Committee in consultation with the AIAS National Office.
- Guide, coordinate, and advise the FORUM Planning Committee in all matters relating to the development and execution of the event.
- Attendance on weekly conference calls and teleconference attendance with the National Office is required.
- Collaborate closely and successfully with the FORUM Planning Committee, AIAS National Office, AIAS National Executive Director, AIAS National Board of Directors, and any associated meeting planning contractors to curate content, plan events, assist in fundraising, plan marketing and promotions, and organize on-site management of the event.

- While the AIAS National Executive Director and AIAS National Board of Directors hold primary responsibility, authority, and ownership over the budget, design, and final execution of the event, the AIAS FORUM Chair is to be empowered with the authority to guide the event in any way that would ensure the most value and benefit to the AIAS membership.
- The appointed chair should plan to work with the AIAS national office to recruit a planning team, to work with that team throughout the 2020-2021 school year to develop a conference theme, and work throughout the year with the team and AIAS national staff on the development of promotions. The team and chair's first order of business is the development of a video and branding concept to be unveiled at FORUM Chicago in Chicago, IL.

#### Benefits

- A \$2,500 stipend is provided at the conclusion of the event as compensation for services rendered.
- The acquisition/refinement of skills such as event planning, fundraising, programming, marketing, and team management – all which can substantially boost a resume.
- The pride of serving the AIAS in a role that contributes directly to the membership in a way that can truly change their lives.

#### Next Steps

- Applications are due by **11:59 PM CST, Friday, May 15, 2020.**
- Please visit [aias.org](http://aias.org) to submit your application, which should consist of your resume and a letter of intent.
- Phone and/or Google Hangout interviews will be scheduled concurrently with all candidates selected as finalists.
- The preferred candidate will be notified prior to Grassroots 2020, recommended to the AIAS Board of Directors, and officially announced during the Grassroots Leadership Conference in Washington, DC (July 30- Aug 1, 2020).