

2018 AIAS AMBASSADOR APPOINTMENT GUIDELINES

Thank you for answering the call to leadership and considering candidacy for a 2018-2019 International Regional Ambassador position. Win or lose, participating in this appointment cycle is an incredibly rewarding and fulfilling opportunity and will provide you with valuable experience. Throughout the appointment proceedings, you will be given opportunities to demonstrate your vision for the organization. The Board of Directors will in turn appoint its International Regional Ambassadors based on their views for our collective future.

In order to ensure the success of the 2018 appointment cycle, the Chair of the Council of Global Representatives puts forward the following guidelines. The following information is for applicants for the AIAS International Regional Ambassador positions, specifically the AIAS Latin America Ambassador and the AIAS Middle East Ambassador.

INTERNATIONAL REGIONS OVERVIEW

International Regions allow for facilitated communication amongst the international member chapters and between the international member chapters and the Board, thereby forwarding the objectives of the organization, unifying its efforts, and improving administration of its affairs in the various parts of its domain.

At the 2018 Grassroots Board of Directors Meeting, the 2017-2018 Board established the provision for International Regions. This was then ratified by the Council of Presidents at the 2018 Grassroots CoP Meeting. Following this, two AIAS International Regions, AIAS Latin American and AIAS Middle East, were formalized by the 2018-2019 Board of Directors. Further information regarding International Regions can be found in Chapter 2 of the AIAS Bylaws.

SERVING AS AN ADVISOR TO THE BOARD OF DIRECTORS

International Regional Ambassadors serve as voluntary advisors to the AIAS Board of Directors. In this, Ambassadors have an empowering and rewarding opportunity to both serve their peers and advance the organization from a larger platform. That said, the decision to pursue a International Regional Ambassador position should not be taken lightly, as it is a significant commitment to fulfill the obligations and duties described herein and in the governing documents of the AIAS. Failure to perform the obligations of the Ambassador position can result in disciplinary action, including removal from the position.

Information regarding the positions and respective roles of the AIAS Board of Directors can be found in Chapter 3 of the AIAS Bylaws and Chapter 5 of the Rules of the Board. The Board of Directors is comprised of 11 members; 6 elected members (President, Vice President, and four Quadrant Directors), 3 appointed Liaisons (Appointed by the AIA, NCARB and ACSA), the Past President, and the Executive Director as an ex-officio member. This group governs the strategic and operational aspects of the AIAS, as representatives of its membership and duly empowered executors of such authority. The Board collectively speaks as the leading authority on issues related to students of architecture and design, design education, and the future of the profession.

INTERNATIONAL REGIONAL AMBASSADOR POSITION SCOPE AND REQUIREMENTS

Appointed Ambassadors of an AIAS International Region will serve a one-year term, beginning on October 1st, 2018, and ending at the Board of Directors Meeting immediately preceding the 2019 Grassroots Leadership Conference.

The newly-appointed International Regional Ambassadors will serve in the following capacity:

- As advisors to the Board of Directors; they are not voting members on the Board of Directors
- As the main point of contact for chapters in their given Region to field questions, build up chapter relations, assist in membership development, and chapter transitioning
- As members of the Council of Global Representatives
- By sharing information between the members in their Region and the National Office (and vice versa)
- By staying up to date with National events and planning through Slack, email, and all other means
- By writing two reports for the Council of Presidents; one for Grassroots and one for FORUM
- By assisting their successor transition at the end of their term

Ambassadors must be registered AIAS members and be members from a chapter in their given region. They are expected to treat their role as comparable in demand to a part-time job or additional intensive course and must be capable of balancing the work inherent in their position with their educational, professional, and family obligations.

As outlined in Chapter 5 of the Bylaws, there are four meetings of the Board of Directors each year, at which attendance (whether in personal or virtual) is optional for Ambassadors. These meetings typically take place in October, December (as part of FORUM 2018 in Seattle, WA), February, and July (as part of Grassroots 2019 in Washington, D.C.). Specific dates of each meeting of the Board will be determined by the President of the Board, in conjunction with the Executive Director. Ambassadors must stay up to date with the work of the National organization and are responsible for International Regional Chapter Reports for the Council of President Meetings at FORUM and Grassroots.

In addition to invited attendance of the meetings of the AIAS Board of Directors, International Regional Ambassadors may have subsequent opportunities to participate in meetings and events of both the AIAS and its affiliate organizations.

Finally, appointed International Regional Ambassadors will serve as members of the 2018-2019 Council of Global Representatives Committee and must fulfill all assigned tasks therein.

RULES AND PROCEDURES

AIAS International Regional Ambassador Appointments will be conducted in a professional manner. Appointments will follow the AIAS Bylaws and Rules of the Board, as well as these Appointment Guidelines. All applicants are expected to thoroughly review and abide by the procedures described in these documents.

Applicant Submission Requirements

In order to apply for either of the available International Regional Ambassador positions, the following materials must be submitted to the Council of Global Representatives Chair, Brigid Callaghan, at VicePresident@aias.org, no later than 11:59pm HST (Hawaii Standard Time) on Thursday, September 13th, 2018.

- Letter of Intent, addressed to Brigid Callaghan, AIAS, Council of Global Representatives Chair
- Resume or Curriculum Vitae (limit two pages)
- Responses to Applicant Questionnaire (see below)
- Signed statement on the AIAS Policy on Intern Compensation (see below)
- Completed Contact Information Sheet (see below)

Certified Applicants

Applicants who submit their candidacy packet on or before 11:59pm HST on September 13th, 2018, and are register members for the 2018-2019 AIAS year shall be eligible for review by the Council of Global Representatives Chair. After approval of candidacy materials by the Council of Global Representatives Chair, applicants shall be considered duly certified, and shall be so notified by the Council of Global Representatives Chair. Certified applicants shall understand all procedures, policies, and expectations relating to the position for which they intend to run, and may contact the Council of Global Representatives Chair with questions or concerns.

2018 INTERNATIONAL REGIONAL AMBASSADOR APPOINTMENT TIMELINE

Deadlines are subject to change at the discretion of the Council of Global Representatives Chair. Any changes will be posted on www.aias.org and communicated via email and social media.

September 13th

Required materials to be submitted by 11:59pm HST:

- Letter of Intent addressed to Brigid Callaghan, AIAS, Council of Global Representatives Chair
- Resume or Curriculum Vitae (limit two pages)
- Responses to Applicant Questionnaire (see below)
- Signed statement on the AIAS Policy on Intern Compensation (see below)
- Completed Contact Information Sheet (see below)

Additional requirements to be completed by 11:59pm HST:

- Applicant must be a registered AIAS member in the current year (2018-2019)

September 14th

- Confirmation of receipt of submission from Council of Global Representatives Chair
- Submitted materials distributed to the National Board of Directors to begin review

September 17th

- Certified applicants notified of certification status via email

September 29th

AIAS 2018-2019 Fall Board of Directors Meeting – Board of Directors vote for both International Regional Ambassador positions.

October 1st

Applicants will be notified of the appointment results.

October 3rd

Appointment results to be announced to general membership on www.aias.org and communicated via email and social media.

APPLICANT QUESTIONNAIRE

The Applicant Questionnaire is for all International Regional Ambassador applicants. Please limit your responses to three pages total, and submit responses as a .PDF file, compiled with all other appointment materials, to the Council of Global Representatives Chair, Brigid Callaghan, at VicePresident@aias.org.

1. **Describe your origin story as a student leader.** What prompted you to get involved? What advice would you give others who have yet to realize their potential for leadership?
2. In recent years, the AIAS has increased its efforts in advocacy for architecture students on issues including but not limited to student loan debt, studio culture, intern development, leadership, technology, and diversity. **What one issue do you personally find the most important?** How would you make progress on this issue as an appointed leader on the AIAS National Board of Directors?
3. The AIAS has over 160 chapters across the U.S. and around the world, ranging in size from just a few students to hundreds. **How would you use your position as an Ambassador to better connect and engage our geographically and culturally diverse membership?** What resources would you propose to better serve Chapter leaders seeking to grow their chapters and connect to other students around the world?
4. **Describe one area in which you see an untapped opportunity for the AIAS** to engage in a new way. Either with other organizations, with school faculty and administrators, with the profession, with the international design community, or any other audience or venue.

**AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS
POLICY ON COMPENSATION FOR INTERNS**

In July 1993, the AIAS Board of Directors adopted a “Public Policy on Uncompensated Interns.” The policy has been subsequently reviewed and reaffirmed by the Board and reads as follows:

The AIAS maintains that employers must properly compensate all employees. Compensation must be in compliance with the regulations for the jurisdiction in which they are working.

In 2010, AIAS crafted a public statement on intern compensation in conjunction with the Association of Collegiate Schools of Architecture and the American Institute of Architects, which reads as follows:

The Association of Collegiate Schools of Architecture, the American Institute of Architects, and the American Institute of Architecture Students recognize that architects are bound by law and ethics to pay interns, and strongly advocate for the appropriate compensation of architectural students and interns. Because of current economic transformations, some architects have both solicited and accepted the services and labor of interns without pay. We strongly urge architectural firms and other for-profit employers to respect the law and comply with the ethical standards of our profession, and we strongly encourage interns to refuse to accept employment without pay, and to notify the Department of Labor in cases where employers propose such an arrangement. For more information on labor laws and professional ethics, please see the AIA Code of Ethics and the U.S. Labor Department standards under the Fair Labor Standards Act.

The ACSA, AIA, and AIAS further support architects, students, and recent graduate doing pro-bono work. We recognize the distinction between unpaid work for profit-making employers, and unpaid work for non-profit organizations, communities in need, and volunteer activities, which allows participants to determine their own hours and degree of involvement. The AIA has established guidelines for service that are provided on a Pro Bono basis. They can be found under the member section of the AIA website.

POLICY ON COMPENSATION FOR INTERNS AFFIRMATION

As a way of confirming that the AIAS is not promoting or being promoted by architects employing unpaid interns, we ask that each participant in an official AIAS function review and sign the following statement. We appreciate your participation in our event and thank you for your support of our position against unpaid internships. This position is supported as well by the Board of Directors of the Association of Collegiate Schools of Architecture (ACSA) and the American Institute of Architects (AIA).

Name: _____

I do hereby affirm that I understand and support the AIAS policy on the compensation for interns. If I employ interns, I further affirm that I do not use unpaid architectural interns in my professional practice when applicable by federal wage and hour laws.

Signature: _____

Date: _____



**AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS
APPLICANT CONTACT INFORMATION FORM**

Applicant contact information will only be used by the National Board of Directors to communicate appointment-related information.

Name (as preferred): _____

Chapter: _____

Chapter Leadership Position (if any): _____

Email Address: _____

Mobile Phone Number: _____

Social Media Account Handles (optional):

- Facebook: _____
- Twitter: @_____
- Instagram: _____
- Other: _____