



ELIZABETH CACCNAVANO

2020 - 2021 NORTHEAST
QUADRANT DIRECTOR

CANDIDACY PACKET

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ELIZABETH
CACCAVANO

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LETTER OF INTENT

ELIZABETH
ACCACAVANO

November 15, 2019

Amelia Rosen, AIAS, Assoc AIA, Past President
American Institute of Architecture Students
1735 New York Ave
Washington D.C. 20006

RE: Letter of Intent to Run for 2020-2021 Northeast Quadrant Director

Dear Past President Amelia Rosen,

So far in my three years of being in architecture school I have had the opportunity of being extremely involved within the American Institute of Architecture Students. I will say that I did not imagine that any organization would shape me the way that AIAS has and that is why I am honored to inform you of my intent to run for the 2020-2021 Northeast Quadrant Director of the American Institute of Architecture Students.

Throughout my time in AIAS I have been able to grow as a student, a leader, an advocate, and so much more. I have learned the importance of time management, the value of being able to advocate for myself and my peers, and have gained the knowledge to be able to teach them to advocate for themselves. I have the pleasure of currently being involved with the Equity and Diversity Task Force team where we are actively working towards creating a more inclusive space for minority groups and also advocate and support the rights of those groups of students.

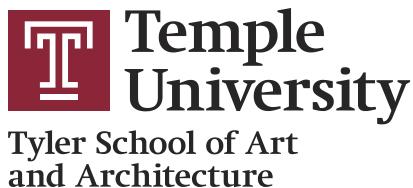
Over this past year I also had the opportunity to be co-chair for the "With Love, Philly" Northeast Quad Conference. Through this role I was able to learn an irreplaceable amount about members in our quadrant and had the chance to connect with them on an extremely personal level.

I look forward to contributing to this ever growing organization and if elected as the 2020-2021 Northeast Quadrant Director, I look forward to making an impact on AIAS members similarly to the impact that leaders prior to me have made.

Sincerely,



Elizabeth Caccavano
Temple University AIAS President
AIAS Equity and Diversity Task Force Member



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Environmental Design**
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**Tyler School of Art
and Architecture**

To: American Institute of Architecture Students
RE: Letter of Support, Elizabeth Caccavano, AIAS QUAD Director

November 12, 2019

To whom it may concern:

I enthusiastically support Elizabeth Caccavano, Temple AIAS Chapter President, in seeking the post of AIAS Northeast Quad Director. Currently in her junior year, Liz has been an active member of the Temple University AIAS since her freshman year. I have worked closely with Liz in her role as an AIAS member and officer, and have been impressed by her leadership abilities and her commitment to the AIAS.

Temple University was the host for the fall 2019 Northeast Quad conference in October. Liz and her co-chair, Kyle Taveira, worked over the year to implement the conference and rallying support and people power from their fellow AIAS members to do so. The organization was impressive. Liz and Kyle set and implemented a daunting timetable for the group, meeting their goals throughout the year. They garnered financial support, worked closely with the AIA Philadelphia to secure a venue, and organized a schedule of memorable and informative events for the conference. The shift to having some QUAD conferences in the fall semester was new this year for AIAS and the number of students who would attend was not totally clear. In the weeks leading up to the conference this fall, Liz's networking abilities with Northeast AIAS member schools proved to be a key factor in participation. With over 200 attendees, the conference was a great success. As an administrator, I was so pleased to see students from fourteen schools, connecting and having an informative and fun experience in Philadelphia.

Liz Caccavano continues to be an active leader, participating nationally and locally in AIAS activities. She is currently serving on an AIAS national task force focused on equity and diversity. In order to garner interest in architecture across a wider potential student pool, the group is working on developing lesson plans focused on architecture for K-12 schools. And here at Temple, Liz has initiated a process within AIAS to revisit and discuss our studio culture policy. After initial discussion among the student body, we plan on forming a student and faculty working group. With an accreditation coming up in 2021-22, I am delighted that the request to revisit the policy came from a student. The studio culture policy at its best is driven by students, we are fortunate to have Liz's leadership and interest so that we can address, reflect and revise the document in a proactive manner.

Liz Caccavano has initiated collaboration and peer dialog both within our school and with other groups in the city of Philadelphia. Temple's AIAS parallels other student organizations for students in architecture and related built environment design disciplines. Under Liz's leadership cross-dialog and integrated activities between AIAS, NOMAS, and Temple's Facilities Management Student Organization, TUFMA, have flourished. Additionally, collaborations of Temple AIAS with AIAS chapters at Jefferson and

Drexel Universities has been ongoing. And more recently, dialog with the Philadelphia AIA's Emerging Architects group, PEA, have created opportunities for mentoring with young architects in the city.

Temple's AIAS chapter often serves an important advocacy role as a representative voice for architecture students. This allows frank discussion initiated by the students about a range of topics, and a meaningful way to bring issues and concerns to the fore. And the role in important extra-curricular learning and networking events and volunteer events has provided an important professional and community role for the group. Liz Caccavano's leadership has provided continuity for these activities in our school. I am impressed with the expansion and vision for continuity of the AIAS activities here at Temple that has occurred under Liz's leadership.

Liz Caccavano's commitment to AIAS is clear. Her activities nationally and regionally as well as locally, and her vision of the role AIAS can play in transforming architectural education is inspiring. I know that this will translate well, serving in the role of regional director.

Please feel free to contact me if you would like more information.

Sincerely,



Kate Wingert-Playdon, Associate Dean +
Director of Architecture and Environmental Design

To: American Institute of Architecture Students
RE: Peer Letter of Support, Elizabeth Caccavano, AIAS Quad Director

November 13, 2019

To whom it may concern:

I whole heartedly support Elizabeth Caccavano for the position of Quad Director. Liz possess leadership skills, dedication, and passion unlike anyone else I have met. Being the president of Temple's AIAS chapter, Liz is constantly looking for ways to improve the organization. Liz often mentions how much AIAS has "changed her life" and it is entirely true. When talking about AIAS, it is easy to see the passion she posses towards this organization, its mission, and the people it serves. This passion Liz possess has led the Temple University AIAS Chapter to flourish tremendously; from her first year on the executive board as secretary, and most recently being one of the co-chairs that brought "With Love, Philly" Quad to Philly, to her currently serving as president, a member of the diversity task force and now a candidate for Northeast Quad Director.

It is easy to see that Liz has never settled for "just good enough." She always puts in the extra work and goes the extra mile for the betterment of our chapter. There have been countless nights where she has stayed up late to make beautiful desserts for our bake sales when the membership was too tired or unresponsive. She has also spent hours working with me to figure out email mishaps or stayed up late painting details on our laser cut pins. During the dark hours of the night, when no one else shows up to do the work, Liz has selflessly taken on the task at hand in order to craft a sturdy foundation for our chapter to continue to prosper in the future.

All of this is not to say that she does not utilize her team. The amount of trust she has in us as an E-board to meet goals and endless encouragement is unmatched. It can be difficult to hand off work for something you love so much and trust that people will get it done, but Liz delegates, with the understanding that delegation is part of what makes a good leader. She analyzes each of our strengths and weaknesses and looks for ways for us to be able to further better the organization through our strengths and interests. Her ability to see potential in people and finding ways to showcase them makes her a source of encouragement for so many people here at Temple. Her desire to help people and make the architecture education experience as meaningful for her classmates is palpable. Liz is constantly working with faculty and students to improve studio culture, advocate for representation, better communication, and education that suits the demands of our modern world.

It is for these reasons and many more that make Liz great fit for the Northeast Quadrant Director. I haven't met anyone else that has embodied the leadership, passion and dedication that it takes to lead the team the way she does. Seeing the difference she has made for Temple's AIAS chapter, studio culture, and in the students, I am excited to see what she and her team will accomplish as North East Quad Director

Please do not hesitate to reach out if you have any questions or would like more information.

Sincerely,



Emma Frecon

Temple University AIAS Secretary
Temple University AIAS Freedom by Design Director Elect

RESUME

ELIZABETH
CACCAVANO

CONTACT

elizabeth.caccavano
@temple.edu
570.766.1084
51 Sunrise Blvd.
Jefferson Twp., PA
18436

SOFTWARE

Rhinoceros
Adobe Suite
V-Ray
AutoCAD
Revit

SKILLS

Social Marketing
Event Planning
Fundraising
Collaborative Efforts
Time Management
Hand-Drafting
Model Making
Volunteer-work
Versatile

EDUCATION

Temple University, Philadelphia, PA, USA
Bachelor of Science in Architecture, May 2021 (expected graduation)

STUDENT LEADERSHIP

AIAS Freshman Representative	Sept 2017- Dec 2019
AIAS Temple University Secretary	Jan 2018 - Dec 2018
AIAS Temple University President	Jan 2019 - Present
Northeast Quad Co-Chair	Oct 2018 - Oct 2019
AIAS National Equity and Diversity Task Force Member	Aug 2019-Present
AIAS + Philadelphia Emerging Architects Liason	Jan 2019-Present
AIAS Philadelphia Liason	Jan 2019-Present
Temple University Green Council	Jan 2018-Present
Temple University Peer Mentor	Jun 2019-Present
Tyler School of Art Dean's Student Advisory Committee	Sept 2017-Present
AIAS Northeast Chapter Leader of the Month	Aug 2019

WORK EXPERIENCE

BBIX Architects and Engineers Intern	Dec 2018 - Present
- Produce designs within Revit and AutoCAD - Utilize BIM for architectural and MEP coordination - Revise drawing changes specified by colleagues	
Temple University Information Technology Center Student Worker	Aug 2018 - Present
- Monitor printing and scanning - Help students and faculty with technology issues - Service equipment within the Architecture Department	
BRIC (Building Relationships in Communities) Intern	Sept 2017 - May 2019
- Lead social media campaigns - Planned community engaging events - Volunteered with local community organizations	

CANDIDATE QUESTIONNAIRE

ELIZABETH
CACCAVANO

1. Describe your origin story as a student leader. What prompted you to get involved? What advice would you give to others who have yet to realize their potential for leadership?

I have always felt that being involved in extracurriculars adds to the learning experience, whether that be sports, clubs, professional organizations, or work. I believe that through extracurriculars we have the ability to learn from a larger group of students than those that we see on a daily basis. Being involved also allows for the possibility of learning from a more diverse group of students as well. When arriving to Temple University, I had heard of AIAS through a friend at a nearby Philadelphia school, Jefferson University, and she spoke extremely highly of the organization. Little did I know that this AIAS would change so much for me. As a freshman, I was appointed freshman class representative. Through this role, I was able to give my peers a voice to our Executive Board. Through this I gained momentum which led me to run for the position of secretary of our chapter. I learned about the nitty gritty aspects of what it means to be heavily involved in a student organization and realized that I wanted to be able to give and learn even more from this organization. It was in my sophomore year that I ran for Chapter President and after being appointed into this position, I have gained some of the most valuable knowledge about architecture without even being in a classroom. I had the opportunity to bid to host Quad at Temple University FORUM 2018 in Seattle. From here, my co-chair and I compiled a team of extremely dedicated students to organize this event.

If i were to give advice to someone who hasn't realized their potential yet, I would tell them to simply try new things. Apply for that board position, join that organization, do that thing that makes you uncomfortable, talk to new people, learn from new people, and put yourself out there. I believe that one of the most important things for people that want to realize their potential is that they must have the drive to be able to help people. By helping people and by wanting the best for the people that they are leading, that is what makes a good leader. It is not just a simple thing where you are in charge of people or are the face of an organization. It runs much deeper than that. For me, it is going and speaking individually to people about more than the events that we are putting on, it is about finding out how they are doing, making sure that they are not just barely floating along in this life, it is about offering some advice and also some inspiration to them. Finding your leadership ability comes from speaking to those around you and learning about how you can enhance their experiences not only within school but also within life.

2. Describe your leadership style. Explain how previous experiences working with teams have helped you discover your leadership style.

My leadership style has changed a bit throughout my time in AIAS as well as through college. I was originally very much wanting to be in charge of every task but I have learned over the past two years how important delegation is, not only for me, but also for my teammates. I believe that being able to delegate allows you to still be able to be involved but it also allows others to have the opportunity to learn about their own personal leadership abilities. Being a good leader in my eyes does not mean dictating, it means that you are there to help people with their larger tasks and being able to make sure that all of the tasks are being completed. It is about teaching others and also about being able to learn from others and have the understanding that you are often not right about everything. It is about learning about those who you work with and learning from their leadership styles.

Being on the AIAS board at Temple University for two years now has helped me learn about my leadership skills immensely as well as being Quad co-chair over the past year. I would say that going from secretary to president shed a lot of light on many things. I mainly learned about delega-

CANDIDATE QUESTIONNAIRE

ELIZABETH
CACCAVANO

tion and realizing that I am not able to handle everything on my own. I learned that I love to be able to help people using what I have learned as a leader. I am now much more comfortable going and speaking to students and now know that I have more advice to give them. I am able to use my knowledge and experience to be able to help more people.

3. In recent years, the AIAS has increased its efforts in advocacy for architecture students on issues including but not limited to health and wellness, equity, student loan debt, learning and teaching culture, practice experience, leadership, and technology. What one issue do you personally find the most important? How would you make progress on this issue as an elected leader on the AIAS National Board of Directors?

When we are able to advocate for ourselves rather than just complain about our issues, we give voices not only to ourselves but also to many other students that have not yet realized their ability to advocate for themselves. By advocating, we are able to give voices to those who are uncomfortable and unable to talk for themselves. I feel that often people feel that they are unable to speak up because they are not treated equally within the classroom, the workplace, or just in everyday life.

I feel very passionately about the equity for students not only within our field of study, but also on a wider spectrum. While being on the AIAS National Board of Directors I intend to learn about what students feel needs improvement on the front of equity and use their input to create a more equitable organization. I believe that our member's voices are the most important and if we do not have their voices included in our conversation, than the conversation is not complete. With member's voices we are able to ensure that we have a diverse pool of views and with this, we are not being exclusive in any way. The future of architecture is in the student's hands and if we hope for a more equitable profession, we need to start with our students.

4. The AIAS has over 250 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 on the Board 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?

With the position of Quad Director I would be able to use the already instilled Quad Pod calls to reach out to the membership on a monthly basis but there may be an opportunity to change the pod calls up a bit every now and then. With the pod calls being based on quadrant, we are able to have a great amount of diversity within our region, but I feel that if we were able to have the quadrants intermingle once or twice a semester on a pod call there would be an even larger amount of diversity in thought. Although the Forum and Grassroots conferences are places that we usually meet members from different quadrants, not all students are financially secure enough to attend these conferences. I also believe that an even amount of emphasis should be placed on the chapter mentorship program. This program serves as an initiative for the chapters to work together. One of the best ways for students to learn is to learn from the successes and mistakes of not only themselves, but also their peers. The Quad director serves as a direct link between all of the chapters in the region and I believe that social media is also key in our ever changing technological society. I think that being active on the northeast social media pages is extremely important and I think that having chapters taking over the page is a great initiative that is not always used. It is always refreshing to see different aspects of other schools as often in architecture school we get stuck in our own studios.

CANDIDATE QUESTIONNAIRE

ELIZABETH
CACCAVANO

5. Describe how you intend to fulfill the roles and responsibilities of your chosen position on the Board. Elaborate on your intended communication/action plan and the primary goals you have for your one-year term.

I want to use my position to give a voice to the membership at large in the Northeast Quad to the National Board. Through this role I have the honor to be able to speak on behalf of thousands of students and I believe that their voices deserve to be heard even more. I will be able to advocate for the issues that these students have on a larger platform. During Grassroots this year I had the opportunity to lobby for the support for the Retirement Parity for Student Loans Act on Capitol Hill and through this I realized just how much we are able to amplify the voices of architecture students.

I plan to be in contact with members of the northeast through slack and also whatever communication works best for the membership. I would like to set out more drive for volunteer initiatives throughout the chapters and grow the membership of the quad even more. I believe that we should set forth an action plan for getting more younger members engaged. At Temple, we seem to have a problem with getting new students involved and after speaking to other schools in the quadrant, it seems to be an overarching problem. I think that with a strategic plan, we will be able to gain the interest of new students in the field of architecture.

6. 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 the administrators, with the profession, with the international design community, or any other audience or venue.

Collaboration with different organizations. Through collaboration with our collaterals, we are able to get a new point of view within the field of architecture. AIAS National currently works with AIA, ACSA, NCARB, and NAAB , however, I believe that there are other organizations that we do not work with as much such as NOMAS and ASLA. These are just two examples but there are also many other organizations that we could collaborate with. Our current collaterals offer a diverse range of thought but I do not think that we should stop with them. We should tap into working with more student lead organizations which will offer more opportunities for growth for the individual members and for the organization as a whole.



AIAS

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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: Elizabeth Caccavano

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: November 13, 2019



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AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS ELECTIONS CODE OF ETHICS

Elections are a critical step by which the American Institute of Architecture Students is governed. Annual elections, as outlined in the Bylaws and the Rules of the Board, ensure that the membership of the organization participates in the selection of the best candidates to serve on the national Board of Directors.

Individuals elected to the Board of Directors represent the membership and ensure the continued success of the organization. Therefore, participants who are involved in the elections process, including candidates and Board Members, are expected to demonstrate the highest standards of professionalism, integrity, and good judgment.

Confidentiality is required of all participants in the elections process. Participants should not discuss details of the elections process to the general membership before, during or after FORUM. Elections information that is considered public knowledge, and therefore can be shared with the membership, occurs during the General Business Sessions and at the General Assemblies.

Campaigning is strictly prohibited prior to FORUM. Conversation between chapters regarding candidates should not take place. Campaigning will only begin at the first General Assembly of FORUM.

Campaigning during FORUM shall be professional. Candidates and candidate support groups should be respectful in their campaigning efforts. Disrespectful campaigning will be a violation of the Elections Code of Ethics, and will be grounds for immediate review by the Past President.

Campaigning materials should follow the Election Guidelines, and should be distributed in appropriate venues only. Appropriate venues include FORUM General Business Sessions, General Assemblies, and Quad Breakouts.

As leaders of this organization, and future leaders of this profession, we must uphold the highest ethical practice. Questionable behavior during elections will not be tolerated. Any concerns should be immediately raised with the Past President.

ELECTIONS CODE OF ETHICS AFFIRMATION

To promote the highest level of professionalism during elections, we ask that each participant in the elections process review and sign the following statement. We appreciate your participation and thank you for your support and dedication to the organization.

Name: Elizabeth Caccavano

I do hereby affirm that I have read, understand and agree to abide by the AIAS Elections Code of Ethics and the Elections Guidelines.

Signature: 

Date: November 13, 2019

Please submit this form with your confirmation for participation.



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AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS CANDIDATE CONTACT INFORMATION FORM

Candidate contact information will only be used by the Past President to communicate elections-related information. If provided, social media handles will be shared when candidates are posted publicly on AIAS website and social media.

Name (as preferred): Elizabeth Caccavano

Chapter: Temple University

Chapter Leadership Position (if any): President

Email Address: elizabeth.caccavano@temple.edu

Mobile Phone Number: 570-766-1084

Social Media Account Handles (optional):

- o Facebook:
- o Twitter: @
- o Instagram: elizabethcaccavano
- o Other:



ELIZABETH CACCNAVANO

2020- 2021 NORTHEAST QUADRANT DIRECTOR

EQUITY AND DIVERSITY TASK FORCE MEMBER

TEMPLE UNIVERSITY CHAPTER PRESIDENT