



ELIZABETH CACCAVANO

2021-2022 NORTHEAST QUADRANT DIRECTOR  
CANDIDACY PACKET

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# LETTER OF INTENT

November 20, 2020

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

RE: Letter of Intent to Run for 2021-2022 Northeast Quadrant Director

Dear Past President Sarah Curry,

Thus far in my time at college, I have had the honor of being involved with the American Institute of Architecture Students. The AIAS has taught me countless lessons about how to serve and lead for others at the highest capacity and I truly hope for more of these lessons from our membership. I am honored to inform you of my intent to run for the 2021-2022 Northeast Quadrant Director of the American Institute of Architecture Students.

In my time with the AIAS, one of the most incredible things to happen has been watching the growth of our membership. By this, I do not mean the number of members, but rather the number of students who have grown to advocate for themselves and for others. This organization continues to grow and promote the creation of an inclusive space for all students to have a voice and to never silence any thought. This organization embodies so much of what I hope to be.

I look forward to contributing to this ever-growing organization and if elected as the 2021-2022 Northeast Quadrant Director, I look forward to making an impact on AIAS members similarly to the impact that leaders and members prior to me have made.

Sincerely,



Elizabeth Loren Caccavano

*Temple University Freedom by Design Project Manager  
AIAS Social Justice Task Force Member  
NAAB Student Director*



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and Architecture**

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

November 19, 2020

To whom it may concern:

I enthusiastically support Elizabeth Caccavano, Temple AIAS Chapter Past-President, in seeking the post of AIAS Northeast Quad Director. Here at the Tyler School of Art and Architecture, Temple University, we are aware of Elizabeth Caccavano's desire to seek a seat on the AIAS National Board of Directors and the implications of this role. Given her current and prior service engagement, I am certain that she can fulfill this role excellently. Currently in her senior year, Liz has been an active member of the Temple University AIAS and other student-serving organizations and has participated in AIAS activities at the national level.

At Temple, we are very supportive of Elizabeth Caccavano's work with AIAS at the national level. Liz is currently serving the important role of student director on the NAAB Board of Directors. The student director's responsibilities at NAAB including having a clear understanding of the roles of all of architecture's collateral organizations. In recent correspondence with Liz, I am impressed by the insights she is gaining from this experience and pleased that she understands the need to work with other students, locally and nationally, to build a culture of engagement in the architecture community.

In addition to her role at the NAAB, Liz is chairing the AIAS National Social Justice Task Force, a role that fits well with other work she has carried out here at Temple, including work she carried out between 2017-19 as part of the student group, Building Relationships in Communities (BRIC), and current work with Freedom by Design. The work is aligned with other activities of the Temple AIAS chapter. Liz has also been active in our multi-year discussions around the Studio Culture Policy which has especially important in the current teaching and learning context.

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 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,

A handwritten signature in black ink that reads "Kate Wingert-Playdon". The signature is written in a cursive, flowing style.

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 18, 2020

To whom it may concern:

I wholeheartedly support Elizabeth Caccavano for the position of Quad Director. Liz has been a part of AIAS here at Temple since her freshman year and has been the face of the organization for the past couple years. I have had the pleasure of working with Liz throughout my transition to AIAS chapter president. She made the process seamless, ensuring people were prepared and informed of their new roles.

Together with her co-chair, they organized the "With Love, Philly" QUAD conference in Philadelphia. Throughout the planning of this event, she showed her excellent leadership and event planning skills, working with the necessary cross functional partners which led to the event's success. She took charge in organizing many of the events that happened throughout the week and worked with sponsors to help make them happen. She was very supportive of ideas presented to the group and was always willing to pick up the slack if people were falling behind.


During her time as the AIAS President, her sophomore year, she worked hard to support and collaborate with different organizations here at Temple such as NOMAS and Temple's Facilities Management Student Organization, TUFMA. In addition, she often sought out ways to improve the organization. Despite her busy schedule, she always made sure to prioritize AIAS, it's members and their concerns. Even during her time abroad last semester in Rome, she was involved in important conversations such as the studio culture policy and the overall relationship between professors and their students. It was clear, even during her time away, that the organization was still important if not more important.

Currently, Liz serves as NCARB representative for Temple University, taking time out of her day to answer questions about architecture licensure. This shows she cares for others and their goals in addition to pursuing her own.

Overall, Liz is a very good listener. Even when others share a different viewpoint, she is open to hearing their ideas and coming to a compromise. She advocates for others who might feel underrepresented in a larger group, again making sure everyone is heard. It's important to have a leader who values each member of the organization and Liz does just that.

I believe Liz has the necessary skills and qualifications to serve as the director for North East QUAD. Through her strong organization skills, initiative, attention to detail and approachability, anyone would be lucky to have her as a part of their organization.

Sincerely,



Thomas Lantz  
Temple University AIAS President

# RESUME

## CONTACT

elizabeth.caccavano  
@temple.edu  
570.766.1084  
2029 N. 15th  
Philadelphia, PA  
19121

## SKILLS

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

## SOFTWARE

Rhinoceros  
Adobe Suite  
V-Ray  
AutoCAD  
Revit

## EDUCATION

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

## STUDENT LEADERSHIP

AIAS Freshman Representative	Sep 2017 - Dec 2019
AIAS Temple University Secretary	Jan 2018 - Dec 2018
AIAS Temple University President	Jan 2019 - Dec 2019
Northeast Quad Co-Chair	Oct 2018 - Oct 2019
AIAS National Equity and Diversity Task Force Member	Aug 2019 - Aug 2020
AIAS + Philadelphia Emerging Architects Liason	Jan 2019 - Dec 2019
AIAS Philadelphia Liason	Jan 2019 - Dec 2019
Temple University Green Council	Jan 2018 - Dec 2019
Temple University Peer Mentor	Jun 2019 - Jun 2020
Tyler School of Art and Architecture Dean's Student Advisory Comm.	Sep 2017 - Pres. Aug 2019
AIAS Chapter Leader of the Month	Sep 2020 - Pres.
AIAS National Social Justice Task Force Chair	Jul 2020 - Pres.
Temple University Crossfit Club Treasurer	Oct 2020 - Pres.
NAAB Director	Aug 2020 - Pres.
Temple NCARB Student Licensing Advisor	Aug 2020 - Pres.
Temple Freedom by Design Project Manager	Aug 2020 - Pres.

## WORK EXPERIENCE

Northeast Infrastructure <i>CAD Draftsperson</i>	Nov 2020 - Pres.
BBIX Architects and Engineers <i>Intern</i>	Dec 2018 - Jul 2020
Temple University Information Technology Center <i>Student Worker</i>	Aug 2018 - Pres.
BRIC (Building Relationships in Communities) <i>Intern</i>	Sept 2017 - May 2019

# CANDIDATE QUESTIONNAIRE

## **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?**

Learning from your books and professors is extremely important, however, learning from your peers seems to be one of the most important things about your time in school. I arrived at Temple University in the fall of 2017 and I had a friend at a nearby university, Jefferson University, introduce me to the AIAS. She spoke extremely highly about the organization so I decided to inquire at the Temple chapter. All it took was one conversation with some of the members and board of directors about the ways that the AIAS helped students and I was hooked. Soon after, I was appointed as freshman class representative and this was one of my first steps in college towards advocating for others (and myself). I loved that I was able to give a voice to students who did not necessarily feel heard. I then decided to apply for the position of secretary in the spring of my freshman year and was able to experience what it meant to be heavily involved in a student organization. It was my sophomore year when I decided to run for chapter president. After being appointed this position, I learned so much about what it was that students truly felt they needed from their education and their peers. During that year, along with a team of incredible student leaders, we were able to bring the Northeast QUAD conference "With Love, Philly", to Philadelphia. I am currently working with Freedom by Design for the first time and love how there is such a large emphasis on community engagement and caring for those around you through service.

My advice to anyone who has yet to reach their potential for leadership yet is to not be afraid of failure and to always try new opportunities. I think that the lessons we learn while trying new things (and even failing at them) are unparalleled. Getting out of your comfort zone allows you to grow immensely, and you may even inspire others along the way. I also believe that if you want to be a good leader, you have to have a fire inside of you to help others. This could be something as simple as a conversation with someone and trying to see if there is anything you can do to make their day better but it of course does not stop there.

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

Throughout my time in college, I have noticed my leadership style begin to evolve more and more each year. I would say that leadership has to be versatile and that there is no one right way to lead. Leadership truly depends on the circumstances. Each person from your chapter, from your quad, or from your organization, may need something different, so it is super important to me that if I am in a position of leadership that I have to be able to adapt, given the circumstances that are put in front of me and or my team.

Being involved with the AIAS as well as other organizations has shown me how to lead for others. I have learned about compassion and communication through leading as well as delegation and organization. Currently, in my time as chair on the Social Justice Task Force, I have seen just how important collaboration is if we truly want to implement change and



# CANDIDATE QUESTIONNAIRE

advocate for others successfully. Being on teams and committees has pushed me towards getting out of my comfort zone and has also taught me how to use my resources and experience to advocate for others.

**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?**

Advocacy begins with realizing that speaking up for yourself can also mean speaking up for other students who do not yet know how to advocate for themselves. By using our voices in advocating, we are able to give voices to those who are uncomfortable and unable to talk for themselves. More often than we realize, people don't feel comfortable speaking up because they have not been treated equitably within the space that they are silenced in.

I feel very passionately about equity for all students and frankly, all people. Not everyone has the same need for everything and I believe that in advocating for more equity in our organization, we will then be able to create a more diverse and inclusive AIAS. As a leader on the AIAS National Board of Directors, I intend to listen to and assess what our members need in terms of equity. After hearing what the members need, I will be able to use my voice on the board to speak up for them concerning these and other issues. By having these conversations with students, and by educating each other, we will work towards a more equitable future.

**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?**

In my time on the Board of Directors, I plan to be very vocal with communication between the board and our membership. I believe that having an open line of communication and transparency is integral to the success of the AIAS. I will use Quad calls, as well as teaming up with the other quad directors for national calls, to ensure that all voices are heard and that we continue to stay connected as best as we can. Since the Quad Director is a direct link between other chapters in the region and internationally, staying active via slack and social media is going to be very important and also getting more people to interact with these accounts. Also, with in-person conferences being up in the air for the foreseeable future, I also understand that people may lose a certain type of connection that being in person brings. I plan to work with the board and membership to continue finding refreshing ways to keep us all engaged.

# CANDIDATE QUESTIONNAIRE

**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 intend to use my position as Northeast Quad Director to give a voice to the membership to the Board of Directors. I believe that each member's voice is important and deserves to be heard and listened to. I plan to keep an open line of communication with our membership in any way that I can but plan to use Slack, Instagram, and email the most. I also believe that we can have really wonderful conversations in the hub hangouts and other web-based events where hopefully the most amount of people will be able to be involved.

There is room to create an action plan to get younger students (high school and middle school) involved with some of the events we create on a chapter by chapter basis. I think that getting younger people involved, could serve as a mentorship initiative, help drive our membership for the future, as well as see what the future of the AIAS may need. I also believe that we can continue to work with the collaterals to ensure that students are having a say in what they get from their education. Through this collaboration we can also continue to ensure that we are having a consistent conversation about studio culture and how to continue pushing architecture programs and the profession into a healthier future.

**6. We all love the AIAS for different reasons, but it takes a critical and constructive analysis of the institutions we appreciate most to continue to evolve them into entities that can support each new generation of membership. What facet of the AIAS would you most enjoy innovating or improving to help the organization remain relevant to architecture and design students around the world? What are your ideas for that kind of growth?**

The world evolving at a rapid pace, and I believe that the AIAS will follow with the world and evolve at a similar speed. That being said, I would most enjoy innovating and improving on how we plan to continue creating an extremely diverse membership base. By creating a diverse body of minds we will be able to ensure that all voices are heard and given a spot at the table. I also believe that we can continue improving our relationships with other organizations by having more joint events, and also more dialogue shared with them. We can also continue promoting events, such as events at our international chapters, to engage students all over the world. Students can learn so much from other schools and I believe that is something that we don't always take advantage of.

## **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: *Elizabeth Caccavano*

Date: November 20, 2020

## **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: *Elizabeth Caccavano*

Date: November 20, 2020

Please submit this form with your confirmation for participation.



## 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): Freedom by Design Project Manager

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: \_\_\_\_\_