



2021 AIAS International Ambassador Appointment Guidelines

October 11, 2021

Dear AIAS Member,

Thank you for answering the call to leadership and considering candidacy for a 2022-2023 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 appointment cycle, the AIAS 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. Any necessary amendments to this document will be posted to the aias.org Elections Page under the About tab. Any and all questions should be directed to Erin Conti, AIAS, Assoc. AIA, President and Elections Chair, via email at pastpresident@aias.org.

The AIAS is a successful organization because of the dedication and passion of its grassroots student leadership. I can personally attest to the incredible influence this organization and this position have had in my life as a student, leader, and emerging professional. If you are interested in applying to serve as a Regional Ambassador, please contact me prior to submission of materials so I can answer questions to all applicants equally. If you have any questions, please feel free to contact me at pastpresident@aias.org, on Slack, or by text message at (603) 341-4682.

Sincerely,

Erin Conti, AIAS, Assoc. AIA
2021-2022 Past President + Elections Chair

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

Appointed Ambassadors of the Board of Directors will serve an approximately one-year term, beginning on the first day of the 2022 Grassroots Leadership Conference, and ending at the Board of Directors meeting immediately preceding the 2023 Grassroots Leadership Conference. The newly-appointed members of the Board, along with the 2021-2022 President, the six newly-elected members of the Board (President, Vice President, and four Quadrant Directors), Executive Director, and four Liaisons (Appointed by the AIA, NCARB, ACSA, and NOMA), will comprise the 2022-2023 Board of Directors. 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. 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

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.

Finally, members of the Board of Directors will be expected to serve on committees, task forces, and working groups. Appointments to these groups are at the discretion of the President, and are made in conjunction with the Grassroots Leadership Conference commencing their term.

INTERNATIONAL REGIONAL AMBASSADOR POSITION SCOPE AND REQUIREMENTS

Appointed Ambassadors of an AIAS International Region will serve a one-year term, beginning on the first day of the 2022 Grassroots Leadership Conference, and ending at the Board of Directors Meeting immediately preceding the 2023 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 four reports for the Board of Directors; for the Fall BoD Meeting, FORUM, Spring BoD Meeting, and Grassroots
- 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 of chapters in Good Standing. 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), March, and July (as part of Grassroots). 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 Board Meetings and 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 2022-2023 Council of Global Representatives Committee and must fulfill all assigned tasks therein

ADDITIONAL BOARD OF DIRECTORS REQUIREMENTS

In addition to the aforementioned requirements, elected members of the Board of Directors are expected to respect and abide by the “Ten Basic Responsibilities of Nonprofit Boards” as illustrated by the National Center for Nonprofit Boards: These responsibilities aim to clarify the roles and responsibilities of the Board as a corporate or collective entity and to summarize individual Board members’ responsibilities. The ten Board responsibilities which follow, along with the individual Board member’s responsibilities, strive to set criteria by which Boards may periodically review their performance and ensure a measure of accountability.

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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 Past President, Erin Conti, at pastpresident@aias.org, no later than 11:59pm HST (Hawaii Standard Time) on Friday, November 19th, 2021.

- Letter of Intent, addressed to Council of Global Representatives
- 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 November 19th 2021, and are registered members for the 2021-2022 AIAS year shall be eligible for review by the Council of Global Representatives. After approval of candidacy materials by the Council of Global Representatives Liaison, applicants shall be considered duly certified, and shall be so notified. 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 Liaison with questions or concerns.

2022-2023 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.

November 19th

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

- Letter of Intent addressed to the Council of Global Representatives
- 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 (2021-2022) from a chapter in Good Standing

November 20th

Confirmation of receipt of submission from Council of Global Representatives Liaison

Week of November 29th

Email from Council of Global Representatives Liaison to all certified applicants

December

The Council of Global Representatives will review all applications and provide a recommendation to the AIAS Board of Directors

AIAS FORUM Board of Directors Meeting

2021-2022 Board of Directors will review recommend applicants and vote to appoint the 2022-2023 International Ambassadors

Appointed Ambassadors will be notified and a formal announcement will be made during the final General Session of FORUM 2021

APPLICANT 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?
2. **Describe your leadership style.** Explain how previous experiences working with teams have helped you discover your leadership style.
3. 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?
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 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?
5. 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?**
6. Our International Regions are small, but mighty and continuously growing. **Describe how you intend to fulfill the roles and responsibilities of an Ambassador and help the regions continue to grow.** Elaborate on your intended communication/action plan and the primary goals you have for your one-year term.



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 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: _____

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: _____

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): _____

Chapter: _____

Chapter Leadership Position (if any): _____

Email Address: _____

Mobile Phone Number: _____

Social Media Account Handles (optional):

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