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**BEING IN GOOD STANDING
IN AIAS**

Be in Good Standing as a Chapter

- Chapter President is a registered member
- The chapter has 11 or more registered members
- Domestic collegiate chapters have paid annual National Chapter Dues by Nov 1

For questions about Good Standing, reach out to the National Vice President at vicepresident@aiaa.org

Individual Membership

- The Membership Calendar runs from June 1 to May 31
- You can join any time to be a member!!
- High Schools and Faculty Advisors can register for **free**
- We encourage alumni to join, too!

For questions about individual or bulk membership, reach out to the Director of Membership and Marketing at elizabethcaccavano@aiaa.org



**BUT, WHY BE IN GOOD
STANDING?**

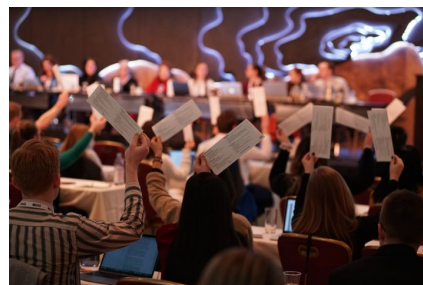
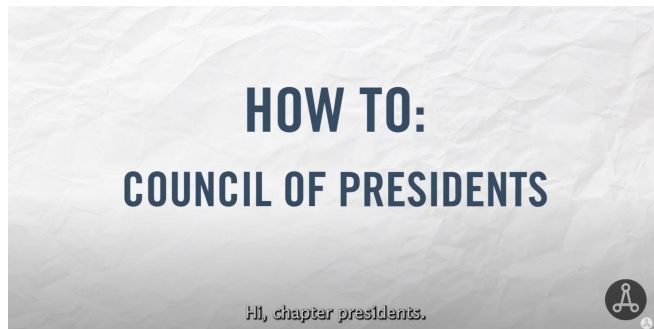
Council of Presidents

Being a representative for your chapter as Chapter President to:

- **Vote** on important motions, amendments about the organization. During the Winter CoP, chapters will vote in National Elections for the next AIAS Officers and Directors.
- If there is a scheduling conflict, you can appoint a **Delegate** from your chapter. If not, you can request another Chapter President/Delegate to be your **Proxy**.

Chat with the National Vice President about confirming yourself as your chapter representative.

Chat with the National President to talk about CoP Agendas, motions, and amendments.



CHAPTER LEADERSHIP: BRIEF TIPS & TRICKS

A Healthy Board

Board Roles and Responsibilities

- Past President
- President
- Vice President
- Secretary
- Treasurer
- Chapter Faculty Advisor

Examples of Other Positions

- Graphic Chair
- Social Media Manager
- Event Planner
- Yearly Representative
- NCARB Student Licensing Advisor
- Freedom By Design Team



Board Events

- Have Board Retreats to strategize and plan for the year as a team
- Conduct General Body Meetings with members to hear their interests and concerns about architecture and AIAS
- Host annual Chapter Elections for the Board so your chapter legacy continues on!
- Transition the Board-elect to be ready for their year and introduce them to your Quad/Regional Directors and National Officers



Freedom By Design Program

Freedom By Design Team

- FBD Director
- Project Manager
- Development Manager
- Public Relations Manager
- Design Mentor
- Construction Mentor

Check out the [Freedom By Design Manual](#) for further details on roles and responsibilities.

For questions and thoughts, message President Cooper Moore at president@aias.org

FINDING A TEAM

A Freedom By Design Team is composed of several individuals, each vital in the success of an FBD Program. Depending on the project delivery method, scale, and timeline your FBD team should identify the following roles early in the design process to ensure a successful executive of the project. You may find that adding extra team members helps your team and members achieve the goals you've set out to do. Also note that the roles listed below are not exhaustive. Chapters may adjust these roles and responsibilities as they see fit.

The FBD Director

The Director acts as the primary link between the local AIAS chapter, FBD program, and the AIAS National Office. They are responsible for general oversight of the program, attending the annual AIAS Freedom by Design track at AIAS Grassroots, leading community partner interviews, overseeing the selection process, and periodically, with support from their chapter president, updating the AIAS on the progress of the program.

The Project Manager

The Project Manager is responsible for overseeing a specific Freedom by Design project, including establishing the schedule, coordinating the building approval process, and coordinating team members.

The Development Manager

The Development Manager, or Fundraiser, is responsible for developing a fundraising strategy and locating donated materials.

The Public Relations Manager

The Public Relations Manager, or Historian, is responsible for recording the progress of the team and assembling presentations for the AIAS Office.

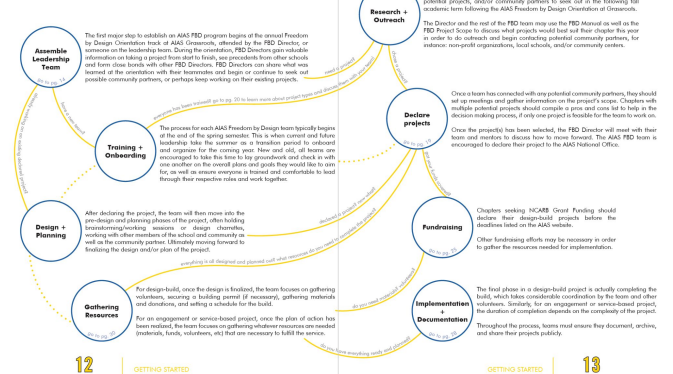
PRO TIP:

There are several approaches for assembling a team: some chapters elect their FBD board positions along with their AIAS Executive Board; some appoint these positions; and others do a combination of the two. Find the process that best suits your AIAS Chapter!



Level 1:
Harlem Crown Benches
(AIAS The City College of
New York FBD Program)

THE FBD PROCESS



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GETTING STARTED

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GETTING STARTED

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GETTING STARTED



As a Chapter: Communication

Between the Board and Faculty Advisor:

- Group chat among the Board to casually talk and set up meetings
- Have an agenda and take meeting minutes to reference in the future
- Send emails and calendar invites accordingly for official meetings

Between the members:

- Send regular emails/slacks/messages to general members
- Share events and member achievements on social media and in meetings to celebrate and inform students
- Have a group chat to send quick day-of reminders for events, meetings, and AIAS deadlines

Between administration and external organizations:

- Follow up in-person conversations with emails and cc the right people
- Make sure any requests are clear and are balanced between give and take
- Involve your Faculty Advisor so they are in the loop and can support your chapter requests



@aias_school name



schoolname@aias.org



quad.slack.com



Potential Chapter Academic Year Timeline

Local & Quad/Regional

Board Retreat and Planning
General Body Meetings
Firm Crawls/Local Events

End of Semester Celebration
Winter Break Events
Portfolio Reviews

General Body Meetings
Annual Elections
Board Transitions
Firm Crawls/Local Events

End of Semester Celebration
Board Transitions
Incoming Board Retreat and Planning
Portfolio Reviews

Monthly Quad/Regional Calls

FALL

WINTER

SPRING

SUMMER

National

National Committees & Task Forces
National Town Halls
Quad Bidding for Spring

FORUM Conference
Winter Council of Presidents
CRIT Journal Winter
National Elections

Quad Conferences
National Town Halls
Committee/Task Force Events

Grassroots Conference
Leadership Day
Summer Council of Presidents
AIAS Leadership Opportunities
CRIT Journal Summer



POTENTIAL CHAPTER EVENTS/PROGRAMMING

Hosting Chapter Events/Programming

Professional Development Events:

- Firm Crawls
- Portfolio/Resume Review
- Adobe/Rhino/CAD/Rendering Workshops
- Mentorship Programs with AIA/Firms
- Chapter Merchandise Competition
- Crit Prep

Collaboration with:

- NOMAS Chapters
- Connecting with local to international chapters
- Connecting with local high school chapters
- AIA & NOMA events/volunteering/mentorship
- NCARB Student Licensing Advisors

AIAS National Events/Programming:

- National/Quad Conferences
- Council of Presidents Meetings
- Committee/Task Force Events
 - Freedom By Design Chats
 - [Council of Treasurers Chats](#)
- National Town Halls
- THRIVE Webinars

Social Events:

- Potlucks
- Field Day
- Pumpkin Decorating
- Airplane Contest
- Napkin Sketch Auction



Levels of Chapter Engagement

01

LOCAL EVENTS

- Firm tours
- Program Workshops
- Mentorships
- Professional or Alumni Panels
- Crit Prep
- Attend local AIA Events
- Attend local NOMA/s Events
- Connect with your ACSA Faculty Counselor

02

CONNECTING W/YOUR REGION

- Monthly Calls with your Quad/Regional Directors
- Collaborate with other local AIAS chapters
- Visit other local AIAS Chapters and their events
- Co-host events with other NOMAS chapters

03

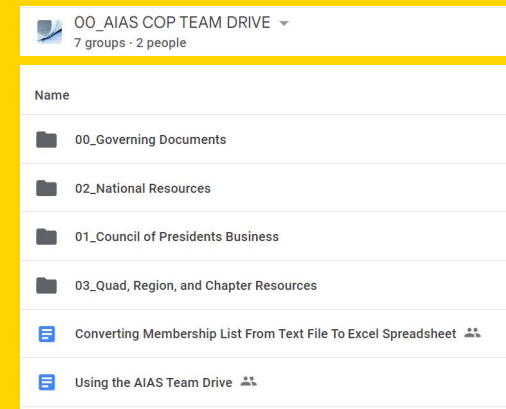
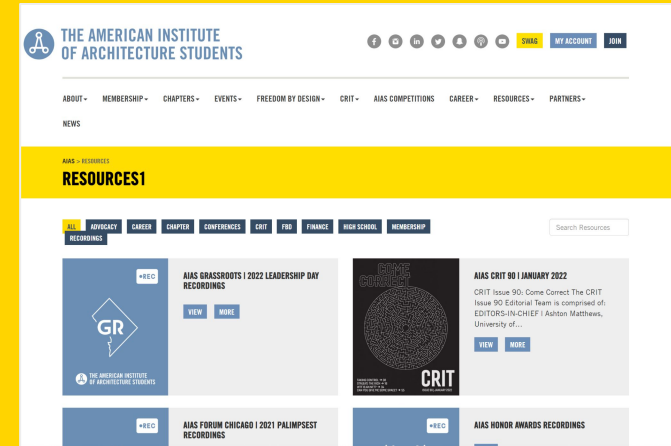
CONNECTING W/AIAS NATIONAL

- Submit resolutions & amendments in Council of Presidents
- Participate in committees and task forces
- Attend FBD Calls, THRIVE Webinars, and National Town Halls
- Apply to scholarships/competitions /grants/fellowships
- Meet with your officers - President and Vice President
- Participate in national programs like CRIT Journal, CRIT Scholar, and AIAS Activists
- Run for National Positions, NCARB Student Rep, or NAAB Visiting Team



Shortlist Resources for Chapters

- [AIAS Chapter Starter Pack!!!!](#)
- [Membership Manual](#) 2021-2022
- [How to CoP](#)
- [AIAS Leadership Day Recap](#) 2022 Sessions and Presentations
- Fundraising
 - [MICRO TO MACRO: FUNDRAISING TIPS OF ALL SIZES](#)
 - National Finance Committee email: finance@aias.org
- [AIAS Branding Standards](#)
 - [FBD Branding Standards](#)
- [Update Your Chapter Information 2022-2023](#)
- [Submit Your Chapter Event](#) to the AIAS Website



THAT WAS A LOT OF INFORMATION!

QUESTIONS?

COMMENTS?

THOUGHTS?

CONTACT:

YOUR QUAD/REGIONAL DIRECTOR

YOUR NATIONAL OFFICERS

2022-2023 National Officers & Quad/Regional Directors



National President

Cooper Moore

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National Vice President

Nicole Bass

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Latin America Regional Director

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West Quad Director

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