



# Table of Contents

## 1

### **The Team**

The E-Board Roles and Responsibilities  
Board Roles and Responsibilities  
Faculty Advisor Roles and Responsibilities

## 2

### **Tips, Tricks, and Advice**

Chapter Goals  
Long-Ranging Planning  
Delegation  
Keys to Effective Chapter Leadership  
Tips and Tricks from Your Predecessors



# 1

## The Team

The E-Board Roles and Responsibilities

Board Roles and Responsibilities

Faculty Advisor Roles and Responsibilities



# The E-Board Roles and Responsibilities

## **President**

The president is both the spokesperson and administrative head of the chapter. It is important to the growth of the chapter and the future ability of AIAS to represent architecture and design students that the president attends both Council of Presidents. In financial obligations, the president should approve the annual budget with the chapter Executive Committee, and be one of the two people who must sign each check of the chapter's bank account. Presidents should distribute information to their Executive Committee or to members directly. The president cannot do everything for the chapter so it takes a team to run the chapter. With effective delegation and mutual respect, the chapter board can accomplish a lot.

## **Vice President**

The vice president can and should be as active and involved as the president. The two must work closely as a team, and share the workings of the chapter. Like the president, the vice president should be an information source for the chapter members and an information gatherer. This person can assist in guiding the chapter and making sure projects and tasks stay on a good timeline.

## **Secretary**

The secretary is responsible for keeping the records of the chapter. This includes writing and distributing meeting minutes and involvement with all correspondence leaving the chapter. Letters to other student chapters, to local AIA components, the National Office, etc., all fall under the secretary's duties. Consistent documentation throughout the year leads to the continuity between years and makes it easy to apply for AIAS National Honor Awards. The secretary can use the official AIAS Chapter gmail and drive to properly store documents and drafts.

## **Treasurer**

The treasurer is the officer entrusted with the receipt, care, and disbursement of chapter funds. The treasurer's primary responsibility is to develop the chapter budget with the input and assistance of the chapter officers and perhaps the faculty advisor. They can attend National Council of Treasurers meetings and learn more about chapter finances and get inspiration from other treasurers.

## **EBoard-Elect**

Chapters can build continuity into their organization with an eboard-elect position. These individuals serves an overlapping term with an earlier Executive Committee. A year of overlap increases institutional memory. This also always projects that take longer than a year to continue on successfully.

## **Past President and/or Vice President**

The Past Officers can serve as advisors to the incoming board as needed. They can provide institutional knowledge on past events, programming, and topics. They can also continue to advocate and support the Chapter in school or work.



# The Board Roles and Responsibilities

## **Social Media Manager**

The Social Media Manager can spearhead the chapter's Instagram, Facebook, LinkedIn, TikTok, LinkinBio/LinkTree, and other platforms. This person should plan out social media posts and spearhead social media campaigns and recommend what should be on the accounts. Some topics can include promoting events, celebrating members, and showing off the local AIAS community. This person works closely with the Graphics Chair to have content to show off. This person can be creative and have fun in what can be on social media.

## **Graphics Chair**

The Graphics Chair generates content and visuals that the chapter can use in social media, emails, flyers, etc. They can be creative and explore different programs and ways to create content. Some examples are Adobe Creative Suite, Canva, etc.

## **Event Planner**

The Event Planner spearheads creating and executing events with the chapter. They can create event proposals with times and dates, what supplies are needed, how many volunteers are needed, and plans on promoting the event. They work closely with the whole board to send out emails to find space and supplies like food, games, music, etc.

## **Class/Yearly/Program Representatives**

Often, the best way to reach students of all levels is to associate with one or two of each group's most involved students. Whether they represent a studio or a year or students (i.e. 3rd year class rep), class representatives can offer insight into the opinions and concerns of their respective peers. Their main responsibility is to communicate the actions and desires of the Executive Committee to their delegates.

## **AIA Board Representative (AIAS to AIA)**

The AIAS and the AIA have essentially the same goals in mind: the advancement of the art and science of architecture and heightened public awareness/responsibility. Student and professional chapters can be of assistance to one another in many situations. In many cases, this representative is someone on the chapter e-board. This representative can advocate and start conversations on collaborating with AIA Components. Some events can include mentorships, mixers, portfolio reviews, and local committee events.

## **NCARB Student Licensing Advisor**

Students can volunteer to be in this position. These advisors will do trainings into completing the AXP, passing the ARE, and meeting licensure and reciprocity requirements. They can offer the first glimpse into the licensure process, lending help and advice along the way to students in their program.



# The Faculty Roles and Responsibilities

## Faculty Advisor Roles and Responsibilities

The faculty advisor can serve two key roles in the chapter. The first is to promote and support the chapter within the faculty and administration. The second major responsibility is in the role of a financial supervisor. The chapter should not be dependent on the faculty advisor for programs and decisions; however, at times this person can be very helpful to the chapter, especially with the issue of yearly continuity. Effective AIAS Faculty Advisors tend to balance the right amount of encouragement and guidance, while letting student leaders take ownership of the success of the organization and its events. In general, multi-year arrangements with a Faculty Advisor can help maintain continuity in AIAS chapters.

### Tips and Tricks to being a Faculty Advisor

- Understand the role and mission of the AIAS as a national organization.
- Become a member of AIAS, it's free for Faculty Advisors!
- Understand the role of the AIAS Chapter within your department and university.
- Meet with your organization regularly; ideally twice or more an academic year.
  - These meetings are also a great opportunity to check in with officers, remind them of responsibilities and deadlines when necessary, and to advise them on effective ways of communicating their ideas with the membership and the school administration.
- Understand chapter financial proposals: dues, fundraising, accounts, and spending money. Advise as needed.
- Help the organization to maintain its records for continuity in future members and leaders, and also help to remind officers of transition plans and elections.
- Maintain open and constant communication with student leadership.
- With a student contingent, try to attend the AIAS national events (Forum and Grassroots) and/or regional Quad Conferences.
- Learn about opportunities to align with a local AIA Chapter, for mentorship opportunities. Encourage chapters to develop relationships with local chapters and other community organizations.
- Ask questions. One of the most valuable roles of a Faculty Advisor is to help students identify areas, issues and factors that they may have overlooked or not be aware of.

### Transition for New Faculty Advisors

- Learn about the AIAS nationally through its website.
- Register as an AIAS member – it is free for Faculty Advisors.
- Learn as much as possible about your student chapter from former Faculty Advisors, from student leaders, from alumni, from other faculty and the department administration.
- Understand the parameters of Freedom by Design.
- Consider attending one of the AIAS national conferences and events in order to understand the national network and scope of AIAS.



# 2

## Tips, Tricks, and Advice

Chapter Goals

Long-Ranging Planning

Keys to Effective Chapter Leadership

Delegation

Tips and Tricks from Your Predecessors



## Chapter Goals

As a chapter leader, the most important responsibility at the beginning of your term is to evaluate and analyze your chapter's strengths and weaknesses. Once you have defined your chapter's characteristics, you should establish goals to elevate your chapter. The following are the ten main areas you should be addressing:

1. **Leadership:** The presence of a complete local Executive Committee with defined roles and responsibilities dedicated to the AIAS. Leaders also serve as mentors for the chapter - advising underclassmen and officers that will be the future of the organization. Also, work with your local AIA component to find mentors in the professional community to serve the chapter and its members in a mentorship role.
2. **Membership:** The majority of your school's students are AIAS members and value their membership.
3. **Involvement:** Members are active participants in AIAS programs and activities, within the greater university or college setting and within the larger community thereby making the chapter highly visible and well-respected. Participation earns a high level of the student body, faculty, and administrative support and interest - spawning their own involvement in events and activities.
4. **Programming:** Major events (1-3) planned for the year, involving members and non-members as well as smaller events (3+) each semester, trimester, or quarter giving the chapter valuable exposure.
5. **Communications:** Monthly membership meetings and other publications (chapter newsletter published four or more times per year with timely announcements, quality presentation, and graphics; weekly email updates to chapter members; telephone contact with less active members and nonmembers). Publications such as year-end reports and/or chapter yearbooks/slide shows, and submissions to CRIT are also a good way to promote your chapter on a large scale.
6. **Recognition:** Be assured that the active members of your chapter know their worth. This can be done very simply by an occasional "thanks" or more formally by a small gift or certificate. To go further, submit nominations for your chapter's president and/or programs, noteworthy faculty, etc., for national recognition within the AIAS Honor Awards program.
7. **Political Engagement:** Put your chapter in positions to affect change by having a strong voice in student government and curriculum reviews (have the "ear" of the department head and dean) and by attending and participating in local AIA component meetings.
8. **Regional/National Influence:** Superior level of involvement and participation in AIAS National activities; influential in setting national policy and direction; attendance and participation at Grassroots and FORUM; service on a task force or committee.
9. **Responsibility:** Maintain accurate financial records/documentation of events and meetings computerized for ease of operation, archiving, and National Honor Award submissions. Positive budget balance, strong sponsorship, and creative fundraising.
10. **Continuity:** Smooth transition of officers and continuity of programs (Achieved primarily through mentorship and communication).





## Long-Term Planning

*The mission of the American Institute of Architecture Students are advancing leadership, design, and service among architecture students*

As a chartered chapter of the AIAS, your chapter's mission is the same as that of the national organization. In preparation for your board's term, we encourage you to develop your own long-range "strategic" plan. As chapter leaders, you might not be able to do everything you have planned for in the year. Therefore, the future success of your chapter is dependent upon how much guidance and information you can pass on. Planning provides continuity and direction from year to year and administration to administration, evaluates and helps revise programs to insure relevancy, and keeps pace with the ever-changing professional and academic environments.

It is important to keep in mind that a plan is a logical set of guidelines, not a rigid document full of facts, figures, and specific timelines. The following suggestions will help you to form plans for both this year and the next three to five years. Each topic is more defined and narrower in scope than its predecessor is.

**Goals:** long-term intentions or plans that support the purpose of your chapter. All other parts of your plan will assist in making goals realities. Goals for your chapter might include:

- "To increase the quality of membership in the AIAS"
- "To become financially stable"
- "To broaden the influence of the AIAS in the community"

Note: Since many chapters rely upon activities for sources of revenue, you may be tempted to call your largest and most successful activity a "goal," (i.e., "Goal: To have a Beaux Arts Ball"). Activities are not goals or objectives; they are strategies for the realization of goals and objectives. If you simply call activities "goals," you will find that the chapter will lack real direction and thus can turn members off to AIAS's true mission.

**Objectives:** define goals by suggesting a means for achievement. Using the examples from above, the objectives might be:

- "Develop a comprehensive program package that caters to all members"
- "Develop a financial plan"
- "Develop a public-awareness package aimed at community leaders, professionals, and the public in general"



## Long-Term Planning

**Strategies:** the methods to accomplish objectives and define a particular course of action. The success and failure of strategies can be determined following implementation. Strategies might include:

- “Survey chapter members as to their desires for programs”
- “Identify new sources of revenue for the chapter”
- “Create a list of potential persons from the community, profession, and general public who may be interested in an alliance with the AIAS”

**Tactics:** specific actions that will realize strategies. Tactics should include resources and specific tasks:

- “Use directors and chapter meetings to discuss AIAS programs with membership”
- “Charge the treasurer to locate potential sponsors”
- “Charge the chapter officers to contact community leaders, public officials and professionals to meet/discuss AIAS involvement in the community.”

### Using a Planning Committee

Don't think this needs to be undertaken by an individual. Form a Planning Committee and include future chapter leaders, past leaders (if they are still in the area), your faculty advisor, etc. Set a realistic timetable for the plan to be completed. Questions like the following will define a general course of action:

- “Where are we?”
- “Where do we want to be?”
- “How will we get there?”

Review of the plan by members, the local AIA, and your school's administration will allow the chapter to be aligned with the entities with which you work regularly. This will also demonstrate that AIAS is committed to the long-term success of the school and the profession.



## Keys to Effective Chapter Leadership

While every chapter is unique, there are certain key attributes to effective chapter leadership. Below are suggestions that will help make the your chapter's year more successful and rewarding:

**Be yourself.** The chapter elects its board for a number of different reasons, but the main reason is that the people have earned the respect and confidence of their fellow students. Don't feel an obligation to be someone that you are not.

**Be informed.** Aspire to know as much as you can about what is happening around you. The e-board acts as a representative of the chapter. Be aware of all programs, projects, and activities, and be prepared to answer questions about these activities. Good decisions are made with good information.

**Delegate.** An easy trap to fall into is trying to do too much. By distributing the load with your entire board and eager members, their interest will grow. Delegating responsibility is a show of confidence in your chapter members. The president is there to guide the efforts and track progress, as well as to monitor and resolve any problems.

**Stay Organized and Communicate.** The e-board has to keep on top of things so the chapter will stay organized. This may sound simple, but it is extremely important. Be sure to use your AIAS Chapter email to create and store documents and presentations like meeting minutes, transition documents, and brainstorming notes. The natural enemy of effective leadership is poor communication. When a task is delegated, be sure to emphasize expectations, deadlines, and the point person for additional support.

**Set direction.** Every chapter has the potential to grow and improve. The e-board should seek out ways for this to happen. Encourage members to share ideas for something new, or an improvement. Share the suggestion with your officers and members. The chapter holds the wisdom and the foresight of the collective membership. Once again, communication is the key! Goals should be set for the chapter each year. Constant work towards reaching these goals will improve the chapter, even if the goal is not exactly realized.

**Depend on your board.** Just as the president is elected, so are the other chapter officers. Each will have duties and responsibilities unique to their office, but the end result is the chapter as a whole. Talk with each other often, in meetings and whenever you see them. Just as the president is an information source to the chapter, so are the other board positions. Keep everyone on the same page.

**Practice positive reinforcement.** Without your members and their efforts, the chapter wouldn't exist. Let them know that they are appreciated and that their efforts were a contribution to a successful product. A little appreciation goes a long way.



# Delegation

The role of the president is to lead the chapter and its members toward fulfillment of the goals defined in the long-range plan, as well as the implementation of programs outlined in the chapter budget. But it takes a team to make a chapter successful and in good standing. The president must be able to delegate certain assignments to the other chapter board positions with some security that the tasks will be accomplished appropriately. It is difficult to give up the “control,” and not to have a hands-on approach to everything that is going on.

With effective delegation, you can be mentoring the future leaders of the chapter, as they will have learned along the way what it takes to get a job done, and well, and want to share this knowledge with their peers. Delegation can be a form of mentoring, which will lead to chapter continuity and longevity.

## Tips on Effective Delegation

- Delegate with a balanced amount of authority to accomplish the task assigned. Be mindful of holding accountability. For example, in most cases, only the Treasurer can make financial decisions or incur debts on the chapter’s behalf.
- Specify expectations, timeline, and point person of the task/project. If there is a budget or time limitation, make sure the person is aware of that, too, so they can help you to meet your objectives. Be open to checking in about projects during meetings.
- Delegate consistently, not just when you feel overloaded or under time constraints.
- Delegate both pleasant and unpleasant tasks. Let others do the “fun” stuff, too, not just mundane work.
- Do not supervise too closely after the task has been delegated. Let the person succeed on their own. It’s okay, though, to step in and offer gentle advice when you see there’s a problem brewing.

## Advantages of Effective Delegation

- Increases your personal discretionary time, which leads to effective time management.
- Helps to develop the capabilities and knowledge of your committee members so that their own effectiveness is increased.
- Enhances the commitment of board members to the task and to the AIAS. Participation in decision-making improves morale, understanding of the work, and motivation.
- Demonstrates trust and confidence in board members.
- Improves the quality of decisions by bringing the board member more information, closer to the source of the problem, than you have alone.
- Increases the efficiency of you and your chapter by getting work done while expending fewer resources.



## Tips and Tricks from Your Predecessors

The AIAS has been around, in some way, shape or form, since 1956. Many former chapter presidents and national officers before you have chimed in with tips and hints that maybe helpful to you as you take office.

### 1. Set your Chapter Leadership for success

- a. Obtain a list of incoming and returning students from your school.
- b. Get access to your AIAS Chapter Email and get access to the AIAS drive with all chapter resources and Council of Presidents meeting minutes.
- c. Host constant board meetings and create board agendas that way everyone knows what is happening and they can plan ahead.
  - i. Encourage all chapter members to attend and observe meetings if they would like. The more the merrier, especially during “brainstorming” meetings.
- d. Establish special committee chairs as necessary.
  - i. Your chapter may offer some special programs that need to be organized by strong individuals. Target those students who have shown you they would like to be involved, even if they do not hold an elected office.
  - ii. Some positions may include lecture/reception chair, supply store coordinator, newsletter editor, social chair, student government representative, etc.

### 2. Board x Admin Relationship

- a. Utilize all of the resources you can think of within your school.
  - i. Draw on the advice of your most-respected professors.
  - ii. Develop a great relationship with various assistants in the departmental office. These individuals usually understand the pulse of the program and can usually give you any kind of advice you need.
- b. Find out opportunities for AIAS members to represent your student body on various committees within your program.
  - i. Some examples are: curriculum evaluations, student affairs, public relations, faculty evaluations, faculty searches, student government, lecture series, and any other committees where student concerns should be represented.

### 3. Board x Faculty Advisor Relationship

- a. Your faculty advisor is key in representing the AIAS to the faculty in your school.
  - i. A good working relationship with your faculty advisor is important. Your advisor may also request that you act on behalf of the student body at various times.
  - ii. Many chapters select their ACSA Faculty Councilor, while others prefer an active professional.



## Tips and Tricks from Your Predecessors

### 6. Help new students get acclimated to school

- a. A good idea is to prepare an informational packet for students entering your program.
  - i. It might have some basic orientation stuff as well as coupons for various restaurants in the area or supply dealers; important and emergency phone numbers, information application for AIAS membership, studio survival tips, faculty rosters, a list of campus services, and anything else unique to your program.
  - ii. This is also a good time to do a pre-semester supply sale offering a discount to AIAS members. The order form for materials should incorporate an opportunity to join your chapter.
    1. Many suppliers will offer competitive bids to “win” your school’s business. Shop around for the best deal. With a little fundraising for your chapter, you still should be able to offer members a substantial discount. It is probably the easiest to go through one vendor.
- b. Host an AIAS 101 presentation to all students at the beginning of the semester for new and returning students to learn the latest and greatest about the organization

### 7. Utilize and communicate with the AIAS Network

- c. Utilize your Quad/Regional Director to encourage activity among schools in your region.
  - i. This is a great way to become aware of other architectural/design programs. Quad/Regional Directors also serve as your direct link to the National Office. You can talk with them to see what issues are being discussed at the national level.
- d. Communicate with the National Officers to find out about new membership programs, competitions, FORUM, etc.
- e. Professionals are also a great resource for an AIAS chapter. Ask your Director/Officer if you have a local AIA component, and get to know its leaders and programs.

### 8. Showcase your Chapter information and members' efforts and achievements

- f. Designate display space for the Chapter to post information.
  - i. Topics may include AIAS National opportunities, local opportunities, publications, local AIA activity, competition posters, newsletters, celebrating member awards, etc.
- g. People wander around and look at this stuff - really!



# Contact Us

## Questions or Feedback

This is a living guide that can evolve and change through feedback and suggest. For any thoughts or comments, please reach out to your Quad/Regional Director and National Officers. The contact information is on the last page of this guide.



### **National President**

Cooper Moore

[president@aias.org](mailto:president@aias.org)



### **National Vice President**

Nicole Bass

[vicepresident@aias.org](mailto:vicepresident@aias.org)



### **Latin America Regional Director**

Paulina Garza Gonzalez

[latinamerica@aias.org](mailto:latinamerica@aias.org)



### **Middle East Regional Director**

Marcelle El Achkar

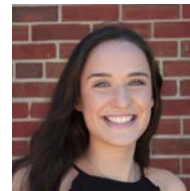
[middleeast@aias.org](mailto:middleeast@aias.org)



### **Midwest Quad Director**

Ethan Sandburg

[midwest@aias.org](mailto:midwest@aias.org)



### **Northeast Quad Director**

Julia Andor

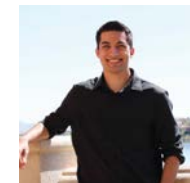
[northeast@aias.org](mailto:northeast@aias.org)



### **South Quad Director**

Colt Brock

[south@aias.org](mailto:south@aias.org)



### **West Quad Director**

Tristan Osorio

[west@aias.org](mailto:west@aias.org)

