



THE AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS 2023-2024 COMMITTEES AND TASK FORCES

INFORMATIONAL PACKET • CHARGES, RELEVANCE, AND DELIVERABLES



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Charges provide direction for the committees to achieve their purpose, while deliverables are the specific tasks that accomplish those charges.

Committees can be charged with one or two high priority deliverables, and it is up to each committee to add tasks based on how they decide to answer their charges with the time they have. Each committee is encouraged to address charges that affects chapter-level engagement as well as charges that assists the National Office.

Committees and their relevancy are inspired by the **2022-2024 Strategic Plan Goals:**

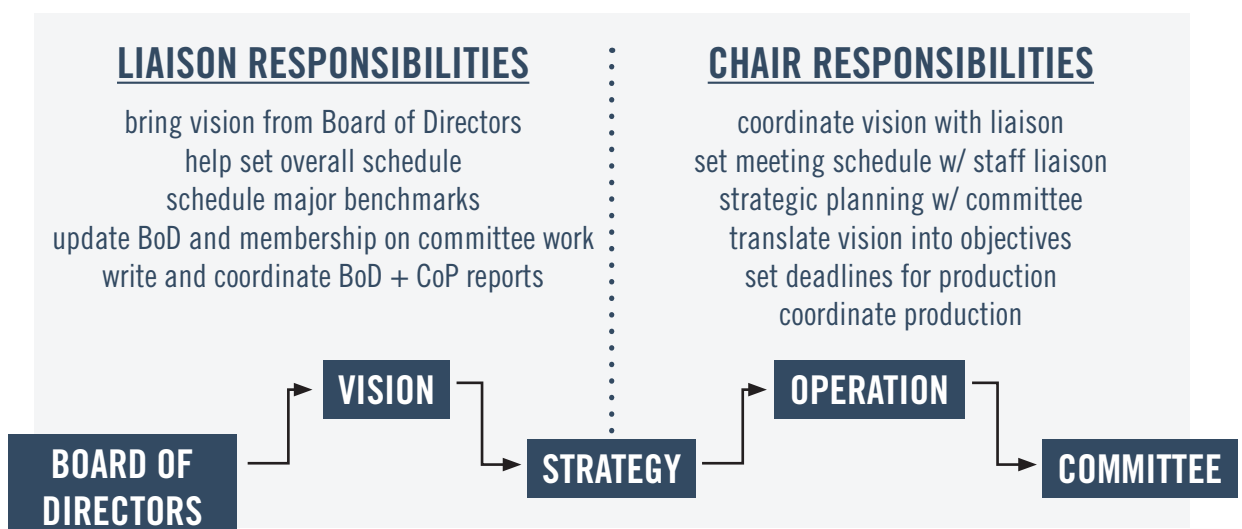
STABILIZE

The last two years have represented a period of instability for the AIAS, the architecture industry, students, and our society as a whole. The first objective of this Strategic Plan is to serve as the guide to stabilizing our organization so that fully recovers, and so that it can be as effective as possible in accomplishing its mission as the world changes.

PIVOT

This objective is both an assertion that true change cannot be made without the flexibility to change oneself, and an acknowledgement that the AIAS can and should serve students more effectively. This Strategic Plan represents the most immediate changes that must be made within our organization to reflect the recent changes of the world, and to move closer to accomplishing our mission.

Outlets for committee engagement and deliverables include, but are not limited to, Quad and National conference sessions, the AIAS blog posts, research and awareness via Quad Directors, official AIAS Instagram Accounts, CRIT Journal, physical/digital documents for distribution, and brand new initiatives.





2023-2024 NATIONAL AIAS COMMITTEES AND TASK FORCES

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GOVERNANCE COMMITTEE

STANDING COMMITTEE

COMMITTEE MEMBERS

COMMITTEE CHAIR	COOPER MOORE	2023-2024 AIAS PAST PRESIDENT
LIAISON TO THE BOARD	LIZ FRAKA	2023-2024 AIAS MIDWEST QUADRANT DIRECTOR
STAFF LIAISON	LARRY HOFFER	EXECUTIVE DIRECTOR
GENERAL MEMBERS	COLT BROCK	2023-2024 AIAS PRESIDENT
	YOUR NAME HERE	YOUR SCHOOL HERE
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The Governance Committee shall be responsible for periodically evaluating governance issues of the organization and make recommendations as appropriate to the Board. [AIAS Bylaws 5.11]

COMMITTEE CHARGES

1. Perform a thorough review of the AIAS Bylaws to ensure accurate representation of the current state of the organization. Other AIAS Governing documents will be reviewed as requested.
2. Evaluate the 2022-2024 Strategic Plan, and in collaboration with the Board and the Executive Director, finalize the 2024-2027 Strategic Plan.
3. Based on review of governing documents, provide suggestions to the Board on simplifying and ensuring the relevance of the AIAS Bylaws.
4. Provide assistance, as requested, to the Governance Task Force on any proposed bylaw changes to ensure relevancy.

RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

The 2018 and 2022 Strategic Plans were aided in their creation by the 2017-2018 Governance Committee and 2021-2022 Governance Committee, respectively. The charges for this year are structured to allow for necessary changes to the governing documents to increase the flexibility and operating capacity of the organization and plan for organizational growth and change as we approach the creation of the 2024-2027 Strategic Plan.

RELEVANT STRATEGIC PLAN OBJECTIVE

Increase the impact of leadership by restructuring roles and redefining priorities.
Promote student perspectives, research, and experiences to the wider community.

DELIVERABLES

1. Suggestions for streamlining the AIAS Bylaws
2. Finalizing the 2024-2027 Strategic Plan



FINANCE COMMITTEE

STANDING COMMITTEE

COMMITTEE MEMBERS

COMMITTEE CHAIR	JULIA ANDOR	2023-2024 AIAS VICE PRESIDENT
LIAISON TO THE BOARD	LUCY YANG	2023-2024 AIAS WEST QUADRANT DIRECTOR
STAFF LIAISON	LARRY HOFFER	EXECUTIVE DIRECTOR
GENERAL MEMBERS	YOUR NAME HERE	YOUR SCHOOL HERE
	YOUR NAME HERE	YOUR SCHOOL HERE
	YOUR NAME HERE	YOUR SCHOOL HERE
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The Finance Committee shall be responsible to act in conjunction with the Executive Director in the preparation of the annual budget for review and approval by the full Board. The Finance Committee shall be entitled to request and receive periodic reports from the outside auditor. It may also periodically evaluate the organization's financial status and make suggestions and recommendations to the national office and the Board. [AIAS Bylaws 5.12]

COMMITTEE CHARGES

1. Work with the Executive Director to ensure the AIAS's partnership and fundraising efforts are aligned with student values.
2. Serve as a resource for other Committees and Task Forces on finance-related issues, as requested.
3. Collaborate with the CoGR to assess dues structure for International chapters and members.
4. Work with the Executive Director to review the bi-annual audit of the organization and regularly review the organization's financials.
5. Encourage and facilitate networking and collaboration between chapter Treasurers.

RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

The Finance Committee performs bi-annual review of the organization each year. The 2022-2023 Finance Committee continued the work of previous committees regarding the Council of Treasurers.

RELEVANT STRATEGIC PLAN OBJECTIVE

Increase the accessibility of the organization for all students by diversifying streams of revenue.
Expand leadership opportunities and available resources for international members.

DELIVERABLES

1. Create short-form content relating to finance-related Frequently Asked Questions from chapters and members.



PERSONNEL COMMITTEE

STANDING COMMITTEE

COMMITTEE MEMBERS

COMMITTEE CHAIR	BETH LUNDELL GARVER	2021-2024 ACSA LIAISON TO THE BOARD
LIAISON TO THE BOARD	VALERIE ULLOA	2023-2024 AIAS SOUTH QUADRANT DIRECTOR
GENERAL MEMBERS	ANNE SMITH	2022-2025 NCARB LIAISON TO THE BOARD
	KOREY WHITE	2023-2026 AIA LIAISON TO THE BOARD
	CHLOE SMITH	2023-2024 NOMA/S LIAISON TO THE BOARD
	COOPER MOORE	2023-2024 AIAS PAST PRESIDENT

The Personnel Committee shall be responsible for evaluating the performance of the executive director and officers as per the outline of responsibilities defined in the executive director's and officers' employment contract, in the Bylaws and the Rules of the Board, and in any other performance guidelines and goals defined by the committee and previously agreed to by the executive director and officers. The Personnel Committee has the authority to access and retain current and past drafted versions and signed copies of employment contracts for the President, Vice President, and Executive Director of the AIAS. In addition, other documents in their scope include but are not limited to, staff contracts, operational plans, and employee handbooks. [AIAS Bylaws 5.13]

COMMITTEE CHARGES

1. Serve as a mentorship component for the Executive Director and Officers during their term of office.
2. Conduct appraisals of the Officers and Executive Director as required; update and improve the appraisal process.
3. Review the Committee's scope and purpose in the Bylaws and Rules of the Board and make recommendations for changes to the Board of Directors.
4. Evaluate salaries for AIAS National Officers and establish an appropriate compensation framework in keeping with economic changes.

RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

The Personnel Committee has always been tasked with bi-annually reviewing the Officers and Executive Director, however this year the committee is working to re-evaluate that structure. Its unique ability to provide guidance and assistance to the Executive Director and Officers was important as we welcomed in multiple staff members and have begun making changes to our governance structure! Suggestions by the 2022-2023 Committee led to an increase in the frequency of one-on-one check-ins with the Executive Team and changes in the ways personnel reviews are carried out.

RELEVANT STRATEGIC PLAN OBJECTIVE

Increase the impact of leadership by restructuring roles and redefining priorities.
Promote student perspectives, research, and experiences to the wider community.

DELIVERABLES

1. Update and improve the Appraisal Survey and evaluation process
2. Make recommendations regarding the Committee's scope and purpose to the Board of Directors



MEMBERSHIP COMMITTEE

STANDING COMMITTEE

COMMITTEE MEMBERS

COMMITTEE CHAIR	JULIA ANDOR	2023-2024 AIAS VICE PRESIDENT
LIAISON TO THE BOARD	JORDAN LUTHER	2023-2024 AIAS NORTHEAST QUADRANT DIRECTOR
STAFF LIAISON	ELIZABETH CACCAVANO	DIRECTOR OF MEMBERSHIP & MARKETING
GENERAL MEMBERS	YOUR NAME HERE	YOUR SCHOOL HERE
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The Membership Committee shall find means for advancement in the quality of membership by periodically evaluating the specific needs of the membership. [AIAS Bylaws 5.14]

COMMITTEE CHARGES

1. Communicate with the AIAS National Staff to analyze the membership benefits that the AIAS offers and ensure that they are aligned with student values.
2. Explore ways in which the AIAS can support mentorship opportunities for members at all levels.
3. In collaboration with the National Office, develop other content and programming to explain the value of AIAS membership.

RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

At the Spring 2021 Board of Directors Meeting Past Vice President Sara Taketatsu charged the 2021-2022 Membership Committee with creating a guide for new chapters. The AAMP program was first proposed by the 2018-2019 Membership Committee and has since been launched and expanded, and now needs a formalized process for resilience and consistency. In 2022-2023, the committee tackled CAMP and the creation of a guide to membership for all levels of members.

RELEVANT STRATEGIC PLAN OBJECTIVES

Promote student perspectives, research, and experiences to the wider community.
Create opportunities for all members to connect with allied organizations.
Expand leadership opportunities and available resources for international members.

DELIVERABLES

1. Finalize Membership Guide started by 2022-2023 Membership Committee
2. Propose mentorship programs/opportunities for AIAS members to the Board of Directors and National Staff



FREEDOM BY DESIGN ADVISORY COMMITTEE

STANDING COMMITTEE

COMMITTEE MEMBERS

COMMITTEE CHAIR	YOUR NAME HERE	YOUR SCHOOL HERE
LIAISON TO THE BOARD	COLT BROCK	2023-2024 AIAS PRESIDENT
STAFF LIAISON	JODY ALLEN	DIRECTOR OF PROGRAMS AND EDUCATION
GENERAL MEMBERS	YOUR NAME HERE	YOUR SCHOOL HERE
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	YOUR NAME HERE	YOUR SCHOOL HERE
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COMMITTEE CHARGES

1. Direct and/or perform training for Freedom by Design Directors at Grassroots and FORUM in collaboration with the Director of Programs and Education.
2. Work with Quad and Regional Directors to facilitate connections to new and existing FBD Programs, present and share relevant FBD information at monthly quad/regional calls, and stay up to date on active and potential projects.
3. Collect and curate content documenting completed projects in conjunction with the AIAS National Office and Quad/Regional Directors.

RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

Freedom By Design programs and projects struggled through the pandemic. Last year the FBDAC had a focus on revitalizing the program while reconsidering and redefining what Service means, and how the AIAS could best serve our schools and communities through FBD. As we welcomed in our Director of Programs and Education, we have streamlined the FBD process on the National side and are looking forward to growing and strengthening the program!

RELEVANT STRATEGIC PLAN OBJECTIVE

Create opportunities for all members to connect with allied organizations.
Emphasize design, service, and leadership equally.

DELIVERABLES

1. Conference programming and resources for FBD Directors and participants
2. Create resources for financial literacy of FBD Directors and members in general



ETHICS COMMITTEE

STANDING COMMITTEE

COMMITTEE MEMBERS

COMMITTEE CHAIR	YOUR NAME HERE	YOUR SCHOOL HERE
LIAISON TO THE BOARD	COLT BROCK	2023-2024 AIAS PRESIDENT
GENERAL MEMBERS	YOUR NAME HERE	YOUR SCHOOL HERE
	YOUR NAME HERE	YOUR SCHOOL HERE
	YOUR NAME HERE	YOUR SCHOOL HERE
	YOUR NAME HERE	YOUR SCHOOL HERE

The Ethics Committee shall be an on-call body responsible for periodically evaluating ethical issues of the organization when necessary and making recommendations as appropriate to the Board with regards to determination of violations. [AIAS Bylaws 5.16]

COMMITTEE CHARGES

1. Stand as needed in response to Ethics violations.
2. Increase the visibility and public awareness of the Code of the Ethics.
3. Work on an effective reporting strategy for any Ethics violations.

RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

The 2018-2019 Board of Directors voted to create the Ethics Committee in order to uphold the recently compiled AIAS Code of Ethics for both the membership and the AIAS as an organization. The 2020-2021 Ethics Committee defined the process for addressing violations to the Code of Ethics, and this year's committee will serve on an on-call basis as originally intended.

RELEVANT STRATEGIC PLAN OBJECTIVE

Promote student perspectives, research, and experiences to the wider community.

DELIVERABLES

1. Attend Quad/Region calls to promote the Code of Ethics and its purpose
2. Update and maintain reporting documents and create a means for Ethics violations to be more effectively and accessibly reported



COUNCIL OF GLOBAL REPRESENTATIVES

STANDING COMMITTEE

COMMITTEE MEMBERS

COMMITTEE CHAIRS	YOUR NAME HERE	YOUR SCHOOL HERE
LIAISONS TO THE BOARD	GILBERTO LOZADA MIA KARIM	2023-2024 AIAS LATIN AMERICA REGIONAL DIRECTOR 2023-2024 AIAS MIDDLE EAST REGIONAL DIRECTOR
GENERAL MEMBERS	LARRY HOFFER YOUR NAME HERE YOUR NAME HERE YOUR NAME HERE YOUR NAME HERE YOUR NAME HERE YOUR NAME HERE	EXECUTIVE DIRECTOR YOUR SCHOOL HERE YOUR SCHOOL HERE YOUR SCHOOL HERE YOUR SCHOOL HERE YOUR SCHOOL HERE YOUR SCHOOL HERE

The Council is responsible in assisting the AIAS for developing resources that support and express student values, priorities, and school culture in different regions of the international membership. [AIAS Bylaws 5.17]

COMMITTEE CHARGES

1. Work with the National Office to understand the needs and logistics of operating an international regional conference.
2. Advocate for and support the rights and needs of international students and chapters.
3. In collaboration with the Executive Director explore and propose international relationships and partnerships.
4. Review and conduct research as needed to update dues for International members in collaboration with the Finance Committee.

RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

After the creation of the AIAS Latin America and AIAS Middle East Regions, the 2018-2019 Council of Global Representatives created the International Action Plan with a 2030 deadline, to help guide future Councils and the AIAS. The 2019-2020 Council created initiatives to implement the 2030 International Action Plan. The 2020-2021 Council was established as a Standing Committee and worked to make the AIAS more accessible to International students. At the Summer Council of Presidents meeting, Regional Directors from Latin America and the Middle East were given full voting rights on the AIAS Board of Directors, enfranchising the organization's international members and chapters. The 2022-2023 Council charged the National Office with creating a plan for an International regional conference and creating greater accessibility to National programming for International members.

RELEVANT STRATEGIC PLAN OBJECTIVE

Expand leadership opportunities and available resources for international members.
Strengthen the organization's identity through cohesive and consistent marketing.

DELIVERABLES

1. Tangible ideas for an upcoming International Conference to be presented to the Board and Council
2. Review and assess the progress on the 2030 International Action Plan



JUSTICE, EQUITY, DIVERSITY & INCLUSION TASK FORCE

SPECIAL COMMITTEE

COMMITTEE MEMBERS

COMMITTEE CHAIR	YOUR NAME HERE	YOUR SCHOOL HERE
LIAISONS TO THE BOARD	LUCY YANG	2023-2024 AIAS WEST QUADRANT DIRECTOR
	JORDAN LUTHER	2023-2024 AIAS NORTHEAST QUADRANT DIRECTOR
STAFF LIAISON	LARRY HOFFER	EXECUTIVE DIRECTOR
GENERAL MEMBERS	YOUR NAME HERE	YOUR SCHOOL HERE
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	YOUR NAME HERE	YOUR SCHOOL HERE
	YOUR NAME HERE	YOUR SCHOOL HERE

The Justice, Equity, Diversity & Inclusion Task Force is tasked with critically reviewing the AIAS's, and by extension the field of architecture's, role in perpetuating systemic racism, structural inequality and inaccessibility, as well as performing research on making necessary changes. The Task Force also serves as a resource and support system for students fighting for similar changes in their schools and communities through communication, resources, and programming.

COMMITTEE CHARGES

1. Assess the AIAS at the governance, cultural, and functional levels and make recommendations to the Board of Directors to ensure an equitable and diverse organization, as well as accessibility to its resources.
2. Explore and identify potential external collaborators/partners/competitions to be presented to the Executive Director.
3. Generate programming to assess the needs of minority architecture students and explore strategies for the AIAS to meet these needs.

RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

The 2017-2018 Advocacy Task Force challenged the potential of architecture students by hosting impactful panel sessions for AIAS Advocacy Month, creating blog posts that address pertinent issues. The 2018-2019, 2019-2020, and 2020-2021 Equity and Diversity Task Forces and Social Justice Task Force discussed social issues and created content to educate students on them as they arose in current events. The 2022-2023 JEDI Task Force worked on the creation of a peer-reviewed document to cover all stages of a designers career (K-12 through Emerging Professional) to be released for free.

RELEVANT STRATEGIC PLAN OBJECTIVE

Promote student perspectives, research, and experiences to the wider community.
Emphasize design, service, and leadership equally.

DELIVERABLES

1. Complete an assessment of the organization and present the findings and recommendations to the Board of Directors
2. Generate programming that can better service minority design students and understand their needs within the AIAS



STUDENT HEALTH & WELLBEING TASK FORCE

SPECIAL COMMITTEE

COMMITTEE MEMBERS

COMMITTEE CHAIR	YOUR NAME HERE	YOUR SCHOOL HERE
LIAISONS TO THE BOARD	VALERIE ULLOA LIZ FRAKA	2023-2024 AIAS SOUTH QUADRANT DIRECTOR 2023-2024 AIAS MIDWEST QUADRANT DIRECTOR
STAFF LIAISON	LARRY HOFFER	EXECUTIVE DIRECTOR
GENERAL MEMBERS	YOUR NAME HERE YOUR NAME HERE YOUR NAME HERE YOUR NAME HERE YOUR NAME HERE YOUR NAME HERE YOUR NAME HERE	YOUR SCHOOL HERE YOUR SCHOOL HERE YOUR SCHOOL HERE YOUR SCHOOL HERE YOUR SCHOOL HERE YOUR SCHOOL HERE YOUR SCHOOL HERE

COMMITTEE CHARGES

1. Communicate and partner with similar bodies in the Alliance Organizations to better understand mental health issues within the education and profession of architecture, and to promote positive cognitive health practices for chapters, committees, and the Board.
2. Research, contribute to, and update relevant sections of the Model Learning & Teaching Culture Policy.
3. Create mental health-focused programming for the FORUM and Grassroots conferences.

RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

The 2022-2021 Learning & Teaching Culture Advisory Group held sessions on mental health at FORUM and produced posts on positive mental health. It was determined that there is a need for more programming and research into this topic for architecture students specifically by a dedicated committee. With the addition of the BetterHelp partnership during the 2022-2023 year, the AIAS continues to commit to advocating for better mental health practices in design education and practice. The 2022-2023 Student Health and Wellbeing Task Force focused on hosting town halls and webinars focused on this, as well as a resource book that can be used by all design students.

RELEVANT STRATEGIC PLAN OBJECTIVE

Promote student perspectives, research, and experiences to the wider community.

DELIVERABLES

1. Programming for the FORUM and Grassroots Conferences
2. Updated relevant Learning and Teaching Culture Policy sections



THE AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS

2023-2024 NATIONAL COMMITTEES AND TASK FORCES INFORMATIONAL PACKET