

## **FORUM PLANNING CHAIR**

The AIAS FORUM Chair has the overall responsibility for everything that the Host Committee pursues. The chair is the liaison with the HQ office, the school, the AIAS Board of Directors, the local chapter, and frequently also with supporting local groups like the AIA and firms.

The Chair has the ultimate authority over the committee. The chair appoints and may remove members of the committee at their discretion. The chair provides regular reports to AIAS HQ and to the AIAS Board of Directors. The chair is the ultimate decider on every topic as it relates to the committee.

The Chair also has a speaking role at the end of each general session alongside the Executive Director. Announcing special items, highlighting specifics of the conference and representing the local chapter.

### Qualifications

- Must be a member of the AIAS at the time of appointment.
- Strong knowledge of the host city through previous residence or another scenario
- Previous attendance to one (1) other FORUM conference
- Preferred but not required: Past AIAS leadership experience (locally or nationally)
- Preferred but not required: Demonstrated event planning experience
- Due to the significant time commitment required during the time leading up to the event, individuals potentially serving on the AIAS National Board of Directors during the fall leading up to the conference should not apply.

### Expectations

- Recruit and appoint the FORUM Planning Committee in consultation with AIAS HQ

- Guide, coordinate, and advise the FORUM Planning Committee in all matters relating to the development and execution of the event.
- Attendance on weekly conference calls with the HQ is required.
- Collaborate closely and successfully with the FORUM Planning Committee, AIAS HQ, AIAS Executive Director, AIAS Board of Directors, and any associated meeting planning contractors to curate content, plan events, assist in fundraising, plan marketing and promotions, and organize on-site management of the event.
- While the AIAS Executive Director and AIAS Board of Directors hold primary responsibility, authority, and ownership over the budget, design, and final execution of the event, the AIAS FORUM Chair is to be empowered with the authority to guide the event in any way that would ensure the most value and benefit to the AIAS membership.
- The appointed chair should plan to work with the AIAS HQ to recruit a planning team, to work with that team throughout the school year to develop a conference theme, and work throughout the year with the team and AIAS national staff on the development of promotions.

#### Benefits

- The acquisition/refinement of skills such as event planning, fundraising, programming, marketing, and team management – all which can substantially boost a resume.
- The pride of serving the AIAS in a role that contributes directly to the membership in a way that can truly change their lives.

#### Next Steps

- Please visit [aias.org](http://aias.org) to submit your application, which should consist of your resume and a letter of intent.
- Virtual interviews will be scheduled concurrently with all candidates selected as finalists.