MEMORANDUM

DATE: August 21, 2013

TO: AIACC Executive Committee
   AIACC Board of Directors
   AIACC Regional Directors
   AIACC Academy for Emerging Professionals, Council of Advisors
   AIACC Advocacy Advisory Committee
   AIA Component Executives in California
   AIA Component Presidents in California
   AIA Component Associate Directors in California

FROM: Bruce Monighan, AIA, AIACC Secretary/Treasurer

REGARDING: 2014 AIACC Officers & AIA Regional Directors Call for Nominations

This memorandum serves as the Call for Nominations for the open office positions of the AIACC.

The elections will be held on Friday, November 8, 2013 at the California Club in Los Angeles, CA during the AIACC Annual Board of Directors meeting. The California Club is located at 538 S. Flower St., Los Angeles, CA 90071.

Open Positions: Term:

• 1st Vice President/President Elect 2014
• Secretary/Treasurer 2014-2015
• Vice President of Legislative Affairs 2014-2015
• Vice President of Professional Practice 2014-2015
• Vice President of the Academy for Emerging Professionals 2014-2015
• AIA Regional Director, California 2014-2016
• Associate Director, North 2014-2015
• Young Architects Forum (YAF) Director, South 2014-2015
• Student Director, North 2014-2015
• Regional Associate Director 2014-2015
2014 AIACC Open Elected Positions
(Available positions and the position descriptions)

1st Vice President/President Elect
Term: One year; automatically succeeding to the office of president
Current Officer: Brian Dougherty, FAIA
Staff liaison: Paul W. Welch Jr., Hon. AIA, Executive Vice President, or his designee
Responsibilities:
1. Perform all of the duties of the president in his/her absence.
2. Have primary responsibility for the AIACC policy book.
3. Have primary responsibility for monitoring the annual operating plan.
4. Co-chair the Planning and Finance Committee with the Secretary/Treasurer.
5. Serve as liaison to the California Architectural Foundation.
6. Serve as liaison to the long-range Planning Committee.
7. Participate in annual review of the strategic plan.
8. Serve as member of the Capitol Forum Board.
9. Monitor the progress of the 2014 operating plan.
10. Hold three regional leadership training sessions for local elected leaders on public policy issues.

Secretary/Treasurer
Term: Two years
Current Officer: Bruce Monighan, AIA
Staff liaisons: Suzanne Stalder-Mansur, Hon. AIACC, Chief Financial Officer; Krin Peterson, Executive Assistant
Responsibilities:
Secretary:
1. Serve as Chair of the Procedures and Documents Committee.
2. Shall act as recording and corresponding secretary, and as secretary and parliamentarian of the meetings of the board and Executive Committee.
3. Perform all duties required by state law of corporate secretaries; issue all notices of the AIACC; keep its membership role; keep the AIACC seal and affix it on such instruments as require it; sign, along with the president, all instruments and matters that require attestation,
approval, or contractual commitment of the AIACC except as otherwise provided in the AIACC Bylaws.

4. Monitor the activities of the AIACC for conformance with the policies stated in the AIACC documents.

Treasurer:

5. Co-chair the Planning and Finance Committee with the 1st VP/president-elect.

6. Ensure that all member dues, contributions and assessments are collected; exercise general supervision of the AIACC's funds and financial transactions using established procedures for their accounting.

7. Perform all of the duties required by corporate financial officers as required by state law.

8. Serve on the Pension Plan Advisory Committee.


10. Serve as liaison to the California Architectural Foundation (CAF).

Vice President of Legislative Affairs

Term: Two years

Current Officer: Lee Salin, AIA

Staff liaison: Mark Christian, Hon. AIACC, Director of Legislative Affairs

Responsibilities:

1. Co-chair the Advocacy Advisory Committee with the VP of Regulatory Affairs.

2. Co-chair the Advocacy Advisory Committee with the VP of Regulatory Affairs.

3. Identification of emerging issues affecting the practice of architecture, developing appropriate responses and determining appropriate legislative response.

4. Responsible for the coordination of activities relating to the state level legislative process including the annual day at the legislature

5. Serve as liaison to Urban Design Task Force.

6. Serve as liaison to the committee on the environment (COTE).

7. Participate in annual review of the strategic plan.

Vice President of Professional Practice

Term: Two years

Current Officer: Don Rudy, AIA

Staff liaison: Nicki Dennis Stephens, Hon. AIACC, Senior Director, Linda Derivi, AIA, Director of Design and Practice
Responsibilities:
1. Identification of emerging issues affecting the practice of architecture, developing appropriate responses and referring those responses to other AIACC programs and committees for appropriate implementation.
2. Responsible for coordinating programs to enhance the educational and professional development of architects at the state level and serve as primary leadership liaison to conference(s) and/or committees.
3. The Vice President shall assume other such responsibilities as instructed by the Executive Committee and the Board of Directors.
4. Responsible for oversight of the AIACC’s continuing education program
5. Serve as an ex-officio member on the Integrated Project Delivery Steering Committee.
6. Serve as AIACC representative to the Center for Innovation in the design and construction industry (CIDCI).
7. Participate in annual review of the strategic plan.

Vice President of the Academy for Emerging Professionals

Term: Two years
Current Officer: Alex Tsai, Assoc. AIA
Staff liaisons: Paul Welch, Hon. AIA, AIACC Executive Vice President; Marian Clark, Web & Communications Assistant
Responsibilities:
1. Serve as the liaison to the AIACC Executive Committee, responsible for reporting relevant issues of the academy as well as current activities being pursued and insight into the life of today’s Emerging Professional.
2. Serve as the liaison to AIA Component Executives in California (Ca CACE) and to the California Architects Board (CAB) on issues relating to Emerging Professionals in conjunction with the IDP state coordinators.
3. Lead the AEP AIACC of Advisors (AEP COA), coordinating meetings and regular conference calls.
4. Responsible for oversight of the AIACC’s annual AEP events including the AEP Statewide Forum, Progression Conference, etc.
5. Participate in annual review of the strategic plan.

AIA Regional Director, California

Term: Three years
Current Officers: Nick Docous, AIA, Michael Malinowski, AIA; Julia Donoho, AIA
**Staff liaisons:** Paul Welch, Jr., Hon. AIA, Executive Vice President; Krin Peterson, Executive Assistant

**Responsibilities:**

1. Represent the AIACC members on the Institute Board as provided in the institute *Bylaws*.
2. Consult with AIACC officers and representatives of the chapters on issues of importance to California members on institute committees and for institute office.
3. Attend the three AIACC Board meetings as voting members and prepare and present reports to the AIACC Board.
4. Liaison with AIACC Executive Committee (as appropriate).
5. Attend the four national board meetings, including the AIA Grassroots Conference and the AIA National Convention.

**ACADEMY FOR EMERGING PROFESSIONALS POSITIONS**

The AIACC Academy for Emerging Professionals are two year terms and during the course of the first year these positions are not members of the board. The AIACC encourages and welcomes the Academy to attend conventionally scheduled board meetings. During the second year of term, the Academy for Emerging Professionals will be active board members with the AIACC.

**Associate Director, North**

**Term:** Two years  
**Current Officer:** Julie Jarique-Chips, Assoc. AIA  
**Staff liaisons:** Paul Welch, Hon. AIA, AIACC Executive Vice President; Marian Clark, Web & Communications Assistant  

**Responsibilities:**

1. Serve as liaison between the AIACC and organizations of the associate members, including associate directors in each of the 22 local AIA components in California.
2. Coordinate and attend all Emerging Professionals Forums (funded).
3. Act as full voting members of the board during the second year of the two year term (attendance at AIACC Board meetings is also funded).
4. Attend the Academy for Emerging Professionals annual meeting as a member of the Academy for Emerging Professionals (AEP) AIACC of Advisors (funded).
5. Attend the AIA Grassroots Conference in Washington, D.C.
6. Prepare and present reports to the board, vote at board meetings, provide leadership and continuity in identifying and implementing nationwide Associate goals, and may serve on the Executive Committee representing the Academy for Emerging Professionals.

7. Shall be an associate member at the time of election.

**Young Architects Forum (YAF) Director, South**

**Term:** Two years  
**Current Officers:** Jana Itzen, AIA  
**Staff liaisons:** Paul Welch Jr., Hon. AIA, Executive Vice President and Marian Clark, Web & Communications Assistant  
**Responsibilities:**
1. Serve as liaison between the AIACC and California members of the AIA YAF. AIA associates who are not licensed but expect to become licensed within the first year of their term may run for election to this position. However, if they do not complete their full licensure process within the first year, they cannot continue into the second year of their term.
2. Prepare and present reports to the board, vote at board meetings, provide leadership and continuity in identifying and implementing nationwide Associate goals, and may serve on the Executive Committee representing the Academy for Emerging Professionals.
3. Attend the Academy for Emerging Professionals annual meeting as a member of the Academy for Emerging Professionals (AEP) AIACC of Advisors.
4. Prepare and present reports to the board, vote at board meetings, provide leadership and continuity in identifying and implementing nationwide associate goals, and may serve on the Executive Committee representing the Academy for Emerging Professionals.

**Student Director, North**

**Term:** Two years  
**Current Officers:** Giovanni Ribo, AIAS  
**Staff liaisons:** Paul Welch Jr., Hon. AIA, Executive Vice President; Marian Clark, Web & Communications Assistant  
**Responsibilities:**
1. Serve as liaison between the board and the AIAS.
2. Serve as an ex-officio regent to the California Architectural Foundation for the purposes of serving on the Mel Ferris Scholarship Jury.
3. Serve as liaison to the California schools of architecture in the promotion of the Mel Ferris Scholarship.
4. Provide leadership and continuity in identifying and implementing statewide student goals.
5. Vote at board meeting in the second year of a two year term.
6. Prepare and present reports to the board, vote at board meetings, provide leadership and continuity in identifying and implementing nationwide associate goals, and may serve on the Executive Committee representing the Academy for Emerging Professionals.
7. Provides outreach to local schools of architecture and AIAS chapters and as such is charged with maintaining the student chapter database. This database will contain all contact information, chapter president, faculty advisor, department chair, and school address, for each accredited student chapter school of architecture within California. This database will be used for information sharing, event planning, and communications.
8. Shall be a student member at the time of election.

**Regional Associate Director, California**

Term: Two years
Current Officer: **Lauren Pasion, Assoc. AIA**
Staff liaison: Paul Welch, Jr., Hon. AIA, Marian Clark, Marketing Assistant
Responsibilities:
1. Represent the California Region (through the Academy for Emerging Professionals) on the AIA National Associates Committee, attend the fall meeting and carry the AIACC proxy.
2. Participate with AIACC leadership and regional directors in annual planning meeting to discuss issues of national concern.
3. Outreach with collateral organizations representing associate members.
4. Participate as a member of the Academy for Emerging Professionals AIACC of Advisors and attend all meetings.
5. Serve on the AIACC Board of Directors.

**The Nomination Process**

Specific information and details will be provided in the official “Call for Nominations” memorandum. Elections will take place on Friday, November 8, 2013 during the AIACC Annual Meeting in Los Angeles.
The information included below is included to provide a general overview of the process and requirements for the elections process.

Nomination Submittals – General Information (All Positions)

- Nominees must be AIACC members in good standing and be able to attend all regularly scheduled board meetings.
- Nomination letters must be received on original letterhead with signature by the posted deadline of 5:00 p.m.
- However, to facilitate receipt of nomination letters by deadline, a copy may be faxed by the 5:00 p.m. deadline to: (916) 442-5346, with original to follow by mail.
- Nominations for any office not received by posted deadline must be made from the floor by 2/3 vote of the AIACC Board of Directors, Friday, November 8, 2013 in Los Angeles, California at the Annual meeting.
- Candidate materials received by posted deadlines will be published to AIACC membership; full candidate biographies to be posted on website: www.aiacc.org
- Attention: Bruce Monighan, AIA, Secretary/Treasurer

AIA California AIACC
1303 J Street, Ste. 200,
Sacramento, CA 95814
(916) 448-9082
(916) 442-5346 Fax
Email questions to: kpeterson@aiacc.org

Candidates Must Provide (All Positions):

1. A resume, or a biography
   - 100 words or less, summarizing candidate’s background, including education, professional history and service to the profession.
2. A statement of philosophy
   - 200 words or less, (300 words for the Secretary/Treasurer) expressing candidate’s philosophy, goals and objectives in serving in this office.
3. A business portrait
   - Full-color or black and white, professional business pose
   - Either original photograph or electronic image
   - E-photos: please save as a 300 dpi TIFF file, average size is 2” x 3”.
Disclaimer:

No member of the AIACC Executive Committee shall engage in the endorsement, sponsorship or nomination of any candidate for AIACC office.

Important Dates:

- **Wednesday, August 21, 2013**: Call for Nominations published
- **Monday, September 9, 2013**: Nominations Due (All positions)
- **Monday, September 9, 2013**: List of Nominees posted on website and *Relevance*
- **Tuesday, October 22, 2013**: Candidate Materials Due (photos, bios, philosophies)
- **Wednesday, October 30, 2013**: Publicity for confirmed candidates distributed on website and in *Relevance*
- **Friday, November 8, 2013**: Additional Nominations from the floor accepted during the AIACC annual meeting; The California Club, Los Angeles, CA

Nomination Submittals – General Information (All Positions)

- Nominees must be AIACC members in good standing and be able to attend all regularly scheduled Board meetings.
- Nomination letters must be received on original letterhead with signature by the posted deadline of 5:00 p.m.
- To facilitate receipt of nomination letters by deadline, a copy may be faxed by the 5:00 p.m. deadline to: (916) 442-5346, with original to follow by mail.
- Nominations for any office not received by posted deadline must be made from the floor by 2/3 vote of the AIACC Board of Directors, Friday, November 8, 2013 in Los Angeles, California at the Annual meeting.
- Candidate materials received by posted deadlines will be published to AIACC membership; full candidate biographies to be posted on website: [www.aiacc.org](http://www.aiacc.org)

**Attention:** Bruce Monighan, AIA, Secretary/Treasurer
AIA California Council
1303 J Street, Ste. 200,
Sacramento, CA 95814
(916) 448-9082
(916) 442-5346 Fax
Email questions to: [kpeterson@aiacc.org](mailto:kpeterson@aiacc.org)

Candidates Must Provide (All Positions):

All candidates for open positions who meet the filing deadline shall provide below information by **5:00 p.m. Tuesday, October 22, 2013.**
1) **A resume, or a biography**
   - 100 words or less.
   - Summarizing candidate’s background, including education, professional history and service to the profession.

2) **A statement of philosophy**
   - 200 words or fewer.*
   - Expressing candidate’s philosophy, goals and objectives in serving in this office.
   *Candidates for Secretary/Treasurer are allowed 300 words or fewer

3) **A business portrait**
   - Full-color or black and white, professional business pose
   - Either original photograph or electronic image
   - E-photos: please save as a 300 dpi TIFF file, average size is 2” x 3”.

4) **Send to** the attention of:
   AIACC/Krin Peterson, Executive Assistant
   1303 J Street, Ste. 200
   Sacramento, CA 95814
   (916) 448-9082 Phone
   (916) 442-5346 Fax
   kpeterson@aiacc.org

**AIACC Nominations Submission Requirements:**

For nominations received by deadline at 5:00 p.m. **Monday, September 9, 2013:**
- One nomination letter:
  - This letter should not exceed two pages in length
- Nominations received by this date will be:
  - Announced via the AIACC website and in AIACC newsletter
  - Full candidate biographies will only be published on the website

**AIA Regional Director Nominations Submission Requirements:**
The nomination process for AIA Regional Director is different from the process required for the AIACC open positions. The nomination may be by one of two methods:
- By a petition of signatures of at least 10 AIACC members in good standing; or
- By resolution of any California Chapter’s Executive Committee or Board of Directors.

**Elections Procedure:**
The nominees for the 2014 open positions will be verified by the AIACC Secretary/Treasurer, Procedures & Documents Committee, and the AIA Executive Assistant. Qualifying nomination packages will then be forwarded to AIACC Communications for publication on the AIACC website and newsletter. The election for all open positions
will be held during the AIACC Annual Board of Directors meeting, Friday, November 8, 2013 at The California Club in Los Angeles, CA. Candidates for all offices will give a speech of up to four minutes (specific time allotment will be announced October 30, 2013).

For more information on the roles and responsibilities of the open offices, please contact AIACC Executive Assistant, Krin Peterson at (916) 642-1711 or kpeterson@aiacc.org.