MEMORANDUM

DATE: August 12, 2014

TO: AIACC Executive Committee
    AIACC Board of Directors
    Academy for Emerging Professionals Council of Advisors
    Chapter Executives
    Chapter Presidents
    Chapter Associate Directors

FROM: Bob DeGrasse, AIA, AIACC Secretary/Treasurer

REGARDING: 2015 AIACC Officers & AIA Regional Directors
Call for Nominations

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

The elections will be held on Friday, October 17, 2014 at Stanford University, Tresidder Memorial Union, 2nd Floor, Oak Lounge in Palo Alto during the AIACC Annual Board of Directors meeting. The Tresidder Memorial Union is located at 459 Lagunita Drive, Palo Alto, California.

Open Position(s): Term(s):
    • 1st Vice President/President Elect 2015
    • Vice President of Communications & Public Affairs 2015-2016
    • Vice President of Regulatory Affairs 2015-2016
    • Vice President of California CACE 2015-2016
    • Associate Director, South 2015-2016
    • Young Architects Forum (YAF) Director, North 2015-2016
    • Student Director, South 2015-2016
    • AIA Regional Director, California 2015-2018

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

- Tuesday, August 12, 2014: Call for Nominations published
- Tuesday, September 2, 2014: Nominations Due (All positions)
- Thursday, September 4, 2014: List of Nominees posted on website and *Relevance*
- Friday, September 26, 2014: Candidate Materials Due (photos, bios, philosophies)
- Friday, October 3, 2014: Publicity for confirmed candidates distributed on website and in *Relevance*
- Friday, October 17, 2014: Additional Nominations from the floor accepted during the AIACC annual meeting, Stanford University, Tresidder Memorial Union, Palo Alto, 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, or submitted via email to: csinclair@aiacc.org, 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, October 17, 2014 in Palo Alto, 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:  Bob DeGrasse, AIA, AIACC 2014/15 Secretary/Treasurer
c/o Christy Sinclair, Executive Assistant
AIA California Council
1303 J Street, Ste. 200
Sacramento, CA 95814
916/448-9082
916/442-5346 Fax
Email questions to: csinclair@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, September 2, 2014.**

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:
   Christy Sinclair, Executive Assistant
   AIACC
   1303 J Street, Ste. 200
   Sacramento, CA 95814
   916/448-9082 Phone
   916/442-5346 Fax
   csinclair@aiacc.org

**AIACC Nominations Submission Requirements:**
For nominations received by deadline of Tuesday, September 2, 2014 at 5:00 pm:
- One nomination letter from an AIACC member in good standing
  - This letter should include a statement in support of the candidate
  - 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

**AIACC 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 ten (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 2015 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, October 17, in Palo Alto, California. Candidates for all offices will give a speech of up to four minutes (*specific time allotment will be announced October 10, 2014*).

For more information on the roles and responsibilities of the open offices, please contact AIACC Executive Assistant, Christy Sinclair at (916) 448-9082 or csinclair@aiacc.org.
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: Lee E. Salin, AIA
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 2013 Operating Plan
10. Hold three regional leadership training sessions for local elected leaders on public policy issues

VICE PRESIDENT OF COMMUNICATIONS & PUBLIC AFFAIRS
Term: Two years staggered with the VP of Legislative Affairs
Current Officer: Jason A. Silva, AIA
Staff Liaisons: Nicki Dennis Stephens, Hon. AIACC, Senior Director; Alyssa Griego, Web Content & Design Manager; Marian Clark, Web & Communications Assistant
Responsibilities:
1. Coordinate activities relating to the internal and external communication and promotion of the profession's concerns and its activities toward enhancing the environment
2. Identify ways to communicate the “value of design”
3. Liaison with other programs and committees (as needed) to identify opportunities for enhanced communications efforts
4. Identify and respond to public issues and concerns
5. Serve as liaison to the Awards Committee
6. Serve as liaison to the AIACC Editorial Board
7. Participate in annual review of the Strategic Plan and development of the annual Operating Plan and budget
VICE PRESIDENT OF REGULATORY AFFAIRS

**Term:** Two years staggered with the VP of Legislative Affairs

**Current Officer:** Greg K. Izor, AIA

**Staff Liaison:** Kurt Cooknick, Associate AIA, Director of Regulatory Affairs

**Responsibilities:**

1. Identify emerging issues affecting the practice of architecture, developing appropriate responses, and referring those responses to other Council programs and committees for appropriate implementation.
2. Coordinate activities relating to the state level regulatory process; serve as liaison to the AGC/AIACC Liaison Committee.
3. Serve as chair of the State Agency Liaison Committee (SALC).
4. Work with staff as liaison to various regulatory agencies including DSA, CAB, OSHPD, etc.
5. Co-chair the Advocacy Advisory Committee with the VP of Legislative Affairs.
6. Serve as member of the Capitol Forum Board.
7. Participate in annual review of the Strategic Plan and development of the annual Operating Plan and budget.
8. Co-chair Advocacy Advisory committee to develop responses to legislative initiatives of others.

VICE PRESIDENT OF CALIFORNIA CACE

**Term:** Two years

**Current Officer:** Kimberly Anderson, Hon. AIACC

**Staff Liaisons:** Nicki Dennis Stephens, Hon. AIACC, Senior Director; Christy Sinclair, Executive Assistant

**Responsibilities:**

1. Serve as the Principal liaison to the California Council of Architectural Component Executives (CACE).
2. Represent the interests and concerns of the California AIA Chapters regarding the design, development and implementation of AIACC programs and activities.
3. Assume other such responsibilities as instructed by the Executive Committee and the Board of Directors.
4. Monitor activities related to membership such as recruitment, retention, mentorship and may chair any task forces and committees charged with such activities.
5. Serve as Chair of the Tactical Membership Committee.
6. Serve as Chair of the CACE Opportunity Fund Grant Review Committee.
7. Serve as an ex-officio member of the Strategic Membership Committee.
8. Participate in annual review of the Strategic Plan and development of the annual Operating Plan and budget.
ASSOCIATE DIRECTOR, SOUTH

Term: Two years

Current Officer: Laura S. Verbryck, Assoc. AIA

Staff Liaisons: Paul Welch, Hon. AIA, AIACC Executive Vice President; Marian Clark, Web & Communications Assistant

Responsibilities:
1. Serve as liaison between the Council 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) Council 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, NORTH

Term: Two years

Current Officers: Ian L. Merker, AIA

Staff Liaisons: Paul Welch Jr., Hon. AIA, Executive Vice President and Marian Clark, Web & Communications Assistant

Responsibilities:
1. Serve as liaison between the Council 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) Council of Advisors (funded)
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, SOUTH

Term: Two years

Current Officers: Sou Fang, 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

AIA COUNCIL MEMBER, CALIFORNIA (one open position)

Term: Three years

Current Officers: Michael Malinowski, AIA; Julia Donoho, AIA; Evelyn Lee, AIA

Staff Liaisons: Paul Welch, Jr., Hon. AIA, Executive Vice President; Christy Sinclair, Executive Assistant

Responsibilities:

1. Shall be members of the Council who serve to represent the Council members on the Institute Board as provided in the Institute Bylaws
2. Consult with Council officers and representatives of the chapters on issues of importance to California members on Institute committees and for Institute office
3. Attend the four Council Board meetings as voting members and prepare and present reports to the AIACC Board
4. Attend the four National Board meetings, including the AIA Grassroots Conference and the National Convention