MEMORANDUM

DATE: August 5, 2016

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: 2017 AIACC Officers & AIA Strategic Council Representative 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, November 4, 2016 at Marina Park Community & Sailing Center in Newport Beach, CA during the AIACC Annual Board of Directors meeting. Marina Park Community & Sailing Center is located at 1600 W. Balboa Blvd. Newport Beach, CA 92663.

Open Position(s) Term(s)
- 1st Vice President/President Elect 2017
- Vice President of Communications & Public Affairs 2017-2018
- Vice President of Regulatory Affairs 2017-2018
- Vice President of California CACE 2017-2018
- Associate Director, South 2017-2018
- Young Architects Regional Director (YARD), North 2017-2018
- Student Director, South 2017-2018
- AIA Strategic Council Representative, California 2017-2019
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2017 AIACC Officers & AIA Strategic Council Representative Call for Nominations
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Disclaimer
No member of the AIACC Executive Committee shall engage in the endorsement, sponsorship or nomination of any candidate for AIACC office.

Important Dates
Friday, August 5, 2016 Call for Nominations Published
Tuesday, August 30, 2016 Nominations Due (All positions)
Friday, September 2, 2016 List of Nominees Posted on Website and Relevance
Friday, September 30, 2016 Candidate Materials Due (Photos, Bios, Philosophies)
Friday, October 7, 2016 Publicity for Confirmed Candidates Distributed on Website and in Relevance
Friday, November 4, 2016 Additional Nominations from the Floor Accepted During the AIACC Annual Board of Directors Meeting at Marina Park Community & Sailing Center, Newport Beach, 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: afisher@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, November 4, 2016 in Newport Beach, CA 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
Submission Requirements
All candidates for open positions, who meet the filing deadline, shall provide below information by 5:00 p.m. on Friday, September 30, 2016:

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*
   - 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) Mail submissions to:
Bob DeGrasse, AIA, AIACC Secretary/Treasurer
c/o Ashley Fisher, Executive Assistant
AIA California Council
1303 J Street, Suite 200
Sacramento, CA 95814

AIACC Nominations Submission Requirements:
For nominations received by deadline of Tuesday, August 30, 2016 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
AIA Strategic Council Representative Nominations Submission Requirements:
The nomination process for AIA Strategic Council Representative 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 2017 open positions will be verified by the AIACC Secretary/Treasurer, Procedures & Documents Committee, and the AIACC 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 4, in Newport Beach, CA. Candidates for all offices will give a speech of up to four minutes (specific time allotment will be announced October 21, 2016).

For more information on the roles and responsibilities of the open offices, please contact AIACC Executive Assistant, Ashley Fisher at (916) 642-1711 or afisher@aiacc.org.
2017 ELECTIONS

OPEN ELECTED POSITIONS

(Available positions and the position descriptions)

Ist Vice President/President-Elect

Term: One year, automatically succeeding to the office of President
Current Officer: Jana S. B. Itzen, AIA
Staff Liaison(s): Paul W. Welch Jr., Hon. AIA, Executive Vice President; Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer

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 Long-Range Planning Committee
6. Participate in annual review of the Strategic Plan
7. Serve as member of the Capitol Forum Board
8. Participate in monthly leadership calls

Vice President of Communications & Public Affairs

Term: Two years
Current Officer: Britt Lindberg, AIA
Staff Liaison(s): Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer; Shannon Calder, Associate Director of Communications; Cam Pietralunga, Web & Graphic Designer

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. Chair the Communications Advisory Committee
3. Identify ways to communicate the “value of design”
4. Liaison with other programs and committees (as needed) to identify opportunities for enhanced communications efforts
5. Identify and respond to public issues and concerns
6. Serve as liaison to the Design Awards, Residential Awards and Council Awards Committees
7. Participate in annual review of the Strategic Plan and development of the annual Operating Plan and budget

Elections take place during the AIACC Annual Meeting on November 4, 2016 in Orange County. The elections notice with specifics on the nomination process will be distributed by August 5, 2016.
Vice President of Regulatory Affairs

Term: Two years

Current Officer: Scott Gaudineer, AIA

Staff Liaison(s): 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
3. Work with staff as liaison to various regulatory agencies including DSA, CAB, OSHPD, etc.
4. Co-chair the Advocacy Advisory Committee with the VP of Legislative Affairs
5. Serve as member of the Capitol Forum Board
6. Participate in annual review of the Strategic Plan and development of the annual Operating Plan and budget
7. Co-chair Advocacy Advisory committee to develop responses to legislative initiatives of others

Vice President of California CACE

Term: Two years

Current Officer: Jeffrey Gill, FAIA

Staff Liaison(s): Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer; Hillary Krek, Program Coordinator

Responsibilities:

1. Serve as the Principal liaison to the California Council of Architectural Component Executives (CA 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 Membership Development Committee
6. Serve as Chair of the CACE Opportunity Fund Grant Review Committee
7. 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: Nathan Dea, Assoc. AIA

Staff Liaison(s): Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer; Hillary Krek, Program Coordinator

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
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
5. Attend the AIA Grassroots Conference in Washington, D.C.
6. Prepare and present reports to the Board, vote at Board meetings during second year of two-year term, 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 ARCHITECT REGIONAL DIRECTOR (YARD), NORTH

Term: Two years

Current Officers: Stephanie Silkwood, AIA

Staff Liaison(s): Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer; Hillary Krek, Program Coordinator

Responsibilities:
1. Serve as liaison between the AIA Young Architects Forum (YAF) and California members of the AIA YAF
2. Prepare and present reports to the Board, vote at Board meetings during second year of two-year term, provide leadership and continuity in identifying and implementing nationwide YAF goals
3. Attend the Academy for Emerging Professionals annual meeting as a member of the Academy for Emerging Professionals (AEP) Council of Advisors

Note: 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.
**STUDENT DIRECTOR, SOUTH**

**Term:** Two years  
**Current Officers:** Julia Flauas  
**Staff Liaison(s):** Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer; Hillary Krek, Program Coordinator  

**Responsibilities:**

1. Serve as liaison between the Board and the AIAS  
2. Serve as liaison to the California schools of architecture and Emerging Professionals in the promotion of the Paul W. Welch, Jr. ARE Scholarship  
3. Provide leadership and continuity in identifying and implementing statewide student goals  
4. Vote at Board meeting in the second year of a two-year term  
5. Prepare and present reports to the Board, vote at Board meetings, provide leadership and continuity in identifying and implementing nationwide student goals, and may serve on the Executive Committee representing the Academy for Emerging Professionals  
6. 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  
7. Shall be a student member at the time of election

**AIA STRATEGIC COUNCIL REPRESENTATIVE, CALIFORNIA (one open position)**

**Term:** Three years  
**Current Officers:** Brian P. Dougherty, FAIA; Evelyn Lee, AIA; Ric Abramson, FAIA  
**Staff Liaison(s):** Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer; Hillary Krek, Program Coordinator  

**Responsibilities:**

1. Represent the AIACC members on the Institute Strategic Council 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 two national Strategic Council meetings, including the AIA Grassroots Conference and the AIA National Convention  
6. Attend the California Leadership Coordination meeting