

The  
Academy for Emerging Professionals  
(AEP)

Handbook

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**2010**

# THE ACADEMY FOR EMERGING PROFESSIONALS HANDBOOK 2010

A GUIDE TO THE ROLES AND RESPONSIBILITIES OF THE LEADERS OF THE ACADEMY FOR EMERGING PROFESSIONALS WITHIN THE AMERICAN INSTITUTE OF ARCHITECTS, CALIFORNIA COUNCIL

*The Academy identifies Emerging Professionals as individuals pursuing a career in architecture and whose experiences range from student to recently licensed architect of 10 years or less.*

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 Young Architects Forum (YAF) Director, South ..... Erik R. Hagen, AIA  
 Associate Director, North ..... E. Stephonie Z. Nash, Assoc. AIA  
 Associate Director, South ..... Lucas W. Reames, Assoc. AIA  
 Student Director, North..... Iheanyi Ngumezi  
 Student Director, South..... (TBD)  
 Intern Development Program (IDP) Coordinator, North ..... Haley M. Gipe, Assoc. AIA  
 Intern Development Program (IDP) Coordinator, South ..... Audrey K. Aronoff, Assoc. AIA  
 Architect at Large ..... Michael S. Bernard, AIA  
  
 AIACC Staff Liaison..... Lori Reed

A resource for distribution by The American Institute of Architects, California Council (AIACC)  
 to all Directors on The AIACC Council of Advisors, California local AIA Chapters and Emerging Professional Directors from each Chapter.

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## I. INTRODUCTION

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### A. Introduction to the Academy

The AIA California Council (The AIACC) established the Academy for Emerging Professionals (AEP) to be the collective voice and source for information and support regarding the career development for Emerging Professionals in the early stages of their architectural Career. The Academy identifies Emerging Professionals as individuals pursuing a career in architecture and whose experiences range from student to recently licensed architect of 10 years or less. The AIACC recognizes Emerging Professionals as a growing constituency of the AIA, consisting of Students, Associates and Young Architects. Thus, the active participation of Emerging Professionals in the design and delivery of member services is critical to meeting the demands of a changing marketplace.

The AEP is a committee of The AIACC led by a group of 11 individuals entitled the Council of Advisors (COA), elected by The AIACC Board of Directors. The COA includes the Vice President, the Regional Associate Director, two Young Architects Forum Directors, two Associate Directors, two Student Directors, two IDP State Coordinators, and an Architect-At-Large member. The AEP Council meets monthly to discuss relevant issues and to plan events.

In addition to the COA, the leadership of the Academy is also comprised of 22 local Chapter Emerging Professional Directors. Each AIA Chapter in the state selects one individual to represent their local Chapter in the Academy. These individuals are the key contacts through which the AEP disseminates information to all California AIA Chapters, in-turn, the EP Directors disseminate the information to all Emerging Professionals in their respective Chapters.

One of the main roles of the AEP is advocacy. The Academy advocates on behalf of Emerging Professionals on the AIACC Board of Directors, with five voting members sitting on The AIACC Board of Directors. The Academy also upholds the value of Emerging Professionals in State and National AIA policy, as well as legislation as it pertains to the profession. Furthermore, the Academy represents Emerging Professionals when communicating and working with the California Architects Board (CAB) and the National Council of Architectural Registration Board (NCARB) on issues related to licensing and practice.

Beyond advocacy, the AEP has implemented many programs that directly or indirectly assist local Chapters in their Emerging Professional activities. Each year the AEP holds one Regional Forum (North and South) and one Statewide Forum to gather Emerging Professional Directors, the leadership of the Young Architects, Associates, and Students, from across the state to meet and learn from each other. The AEP also issues the electronic newsletter, *Emergence*, as the voice of The AIACC AEP. The AEP Website ([www.aiaccaep.org](http://www.aiaccaep.org)) was recently established to provide a forum for sharing information and ideas. The Academy also has an awards program to recognize people or entities that contribute significantly to the development of Emerging Professionals. Furthermore, the AEP helps develop specific Emerging Professional content for all AIACC events.

## **B. Definition of the Academy**

The Academy for Emerging Professionals (AEP) is a committee of The AIA California Council (AIACC) led by the Council of Advisors (COA), a group of 11 Emerging Professionals elected to office. The COA works with the leadership of the Academy consisting of 22 local California AIA Chapter Emerging Professional Directors (EP Directors), each selected as a representative of their AIA Chapter.

The Academy's purpose is to develop and maintain the network of leaders among the Emerging Professionals around the state and use this network to funnel news and information, as it pertains to the career development of Emerging Professionals. The AEP facilitates Emerging Professional activities at a statewide level by assisting in organizing and searching for programs that local AIA chapters can present and/or share with their emerging professional members.

## **C. Mission of the Academy**

The mission of the Academy for Emerging Professionals is to be the collective voice and source of information and support, regarding career development for Emerging Professionals in the early stages of their architectural career.

The Academy accomplishes this mission by:

- Advocating on behalf of Emerging Professionals to both The AIACC and the profession at large.
- Instilling the importance of mentorship in the profession and providing resources for programs focused on mentorship.
- Creating and maintaining the network of Emerging Professional leaders throughout the state.
- Instilling the value of licensure to Emerging Professionals, while equally supporting those who decide not to pursue licensure.
- Instilling the value of The AIA to Emerging Professionals, and the value of Emerging Professionals to The AIA.
- Providing resources for programs focused on career development as well as resources and opportunities for leadership development.

## **D. Strategic Plan of the Academy**

On January 10, 2009, the Academy for Emerging Professionals held its first strategic planning session. This strategic plan was the culmination of input from more than 60 AIACC stakeholders, including various leadership positions around the state, who spent one day discussing the Academy and its benefit to The AIA California Council and local Chapter Components. These stakeholders set a direction for the Academy to use for the next several years, which brought order and direction to the Academy and assisted in prioritizing responsibilities. The referenced strategic plan is designed to be a guide to the Academy's Council of Advisors as they set their annual goals to provide resources, support, and advocacy to Emerging Professionals in California. (Refer to the Appendix for the Strategic Plan document.)

## E. **Values and Goals of the Academy**

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The COA along with the EP Directors strive to implement the Mission of the Academy by subscribing to the following values and goals:

- **Accountability**

All leaders of the Academy have a mutual responsibility for the quality and scope of services provided to all Emerging Professional members of The AIACC. Continued assessment of the Academy's effectiveness is ongoing, with expectations that have been established by The AIACC Executive Committee as outlined in the Strategic Plan. (Refer to the Appendix for the Strategic Plan document)

- **Communication**

Information is to be continuously shared openly throughout all local Chapters and individual members using multiple communication channels. Important information and communication will also be collected and stored, allowing for access at all times by members of The AIACC.

- **Mentorship**

Providing for the development of future generations of the profession and The AIACC through mentorship support of Emerging Professionals in all areas of a professional career.

- **Career Development**

Providing career development opportunities for Emerging Professionals and local Chapters.

- Supporting Students in their transition from academia into the profession.
- Supporting Associate Members not pursuing licensure with professional development.
- Supporting Associate Members pursuing licensure throughout the licensing process.
- Supporting recently licensed Architects with career transitioning.
- Assist AIA Components in developing programming for Emerging Professionals.

- **Professional Networking & Leadership**

Facilitate networking between Emerging Professionals and other AIA Members, as well as involvement of Emerging Professionals at local, state and/or national AIA levels.

- **Professional Excellence**

Uphold Emerging Professionals to a high standard of professional ethics and design values, while encouraging participation for local, state and national recognition in all areas of professional work.

- **Advocacy**

Represent Emerging Professionals to the California Architects Board (CAB) while also facilitating the exchange of information.

- **Diversity**

The Academy equally supports the career development of all members, understanding that not all AIACC members are following the same path of career development. Diversity within the profession promotes learning, enriches relationships, and enhances the ability to solve problems and make decisions.

- **Resource Allocation**

Resources necessary for the support of Emerging Professionals, and the success of the Academy shall be distributed fittingly. This includes disseminating information across all levels of the AIA, providing resources and information regarding the licensure process, facilitating the exchange of best practice programs, and resource sharing between AIA Components.

## II. MEMBERSHIP

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### A. Membership in the Academy

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- **Overview**

The AIA is a representative organization that has been the leading professional membership association for licensed Architects, Emerging Professionals and Allied Partners since 1857. With nearly 300 state and local Chapters, the AIA serves as the voice of the architecture profession and is a resource for Members in service to society, carrying out goals through advocacy, information and community. Members join for various reasons and enjoy many benefits and services at the national, state and local levels.

- **Eligibility**

Members of the Academy for Emerging Professionals (AEP) consist of:

- Any AIA or Associate AIA member is good standing (dues are paid and current, and any Continuing Education requirements are met).
- Any individual actively pursuing licensure as recognized by state licensing authorities.
- Recently licensed architects (10 years or less).
- An Individual who holds a non-U.S. architectural license (may reside within or outside the U.S.).
- Individuals working in a technical capacity under the direct supervision of an architect.
- Anyone who has a professional degree in architecture.
- Faculty members of an architecture program.

- **Benefits**

Benefits of AIA membership can be divided into two categories, tangible and intangible. Depending on the motivations of the person involved, either can be a factor in joining. The intangible benefits are those, which enhance the experience of being in the architectural profession. These are often difficult to quantify. The following are some of the tangible and intangible benefits of membership in the AIA, not necessarily in order of priority.

<i>TANGIBLE BENEFITS</i>	<i>INTANGIBLE BENEFITS</i>
<ul style="list-style-type: none"> <li>• Participation in, and discounts for, AIA programs at national, state and local levels.</li> <li>• Direct participation in the governance of the largest professional architectural organization.</li> <li>• Member discounts for: AIA Bookstore, rental cars, hotels, etc. Credit Card availability.</li> <li>• Informational resources: publications, access to AIA resource center library. (See Resource Guide).</li> <li>• Participation in AIA Open Committee.</li> <li>• Professional advocacy before legislative and regulatory activities and lobbying efforts.</li> <li>• Professional development opportunities (exam, seminars, IDP seminars, AIA professional development programs).</li> <li>• Participation in mandatory continuing education program (required for Architect member).</li> <li>• Involvement in the AIA Mentoring Program.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional fellowship and contacts which enhance growth and personal experience.</li> <li>• An opportunity to address issues and affect policy that governs the profession and practice of architecture.</li> <li>• Information on AIA activities and programs at the National, State, and Local levels.</li> <li>• Better legislative and regulatory environment in which to practice. Special interest growth and contacts.</li> <li>• Personal professional growth.</li> </ul>

## B. Cost

The cost of membership varies from Chapter to Chapter and your position as either a Student, Associate or license Architect Member. Dues are based on a three-tiered structure of the AIA: national, state, and your local component. Contact your local AIA Chapter to ascertain the exact cost.

Dues are directly related to the costs of services Components provide to their members. National AIA maintains a “consolidated database” and collects dues for the local, state, and national levels of AIA. In turn, National AIA distributes the local and state dues back to the appropriate Components. Member firms are also sometimes charged supplemental dues for non-AIA architects. (Associate Members are not affected by this separate dues structure)

## C. Rights and Responsibilities

### • Frequently Asked Questions

- ***Can I use AIA after my name?***

Associate Members may use the title Associate AIA, or abbreviated, Assoc. AIA. The privilege to use the initials AIA after your name is reserved for Professional (licensed architects) Members and Members Emeriti only. The laws of the state of California prohibit a non-licensed individual from using the term “architect” to describe themselves.

- ***What are my voting rights?***

AIA & Associate Members have full voting rights in all open elections, as provided for in the national AIA bylaws (and applicable at all levels of organization), with two restrictions for Associates. Associates cannot vote on member dues, and they cannot constitute more than 1/3 of all votes in any election. This 1/3 rule is strictly enforced at the annual national AIA convention, where no more than 1/3 of a chapter’s delegate votes may be cast by Associate Members. Young Architect Members have full voting rights with no restrictions. Student Members are not eligible for voting.

- ***Can I hold elected positions?***

Students are not allowed to hold elected positions at AIA National other than National AIAS positions. Two elected positions exist for students at the AIACC level and some local Chapters have an elected position available for student directors. Young Architect members are eligible to hold any elected position. The answer for Associates to this question varies depending on the elected position. Some Chapters allow Associate Members to hold any elected position, but most provide separate positions for Associate Members on their Boards. Associate Members may serve as both Associate Directors and Directors on the AIACC Board, and have voting rights, consistent with AIA Bylaws.

- ***Can I serve on any committee I want?*** Members of any level may participate on all local committees, and may also be the chair of the committee subject to local restrictions. Members may also serve on many of the committees at the national level. AIA Regional Directors or the YA/Associate Liaisons to the AIACC membership may nominate individuals for these positions. AIA (specifically the President) may appoint YA/Associate Members to its committees.

### III. ROLES AND RESPONSIBILITIES

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#### A. Leadership Structure of the Academy

While the structure may seem complex, understanding the path of information flow is crucial to the success of leadership fulfilling the mission of the Academy.

Each member of the Council of Advisors (COA) represents one of the various constituents of the AEP. The Regional Directors and Liaisons are the representatives to their respective National Committees (NAC, YAF), acting as the conduit for bringing National information to the membership. The Vice President of the AEP sits on The AIACC Board of Directors Executive Committee representing the interests of Emerging Professionals as well as chairing the AEP COA. The Northern & Southern California Directors and Coordinators serve as links to the local Chapter Emerging Professional (EP) Directors, providing resources for their local Emerging Professionals Committee activities and facilitating the flow of information. All members of the COA and all EP Directors are AIA Members in good standing

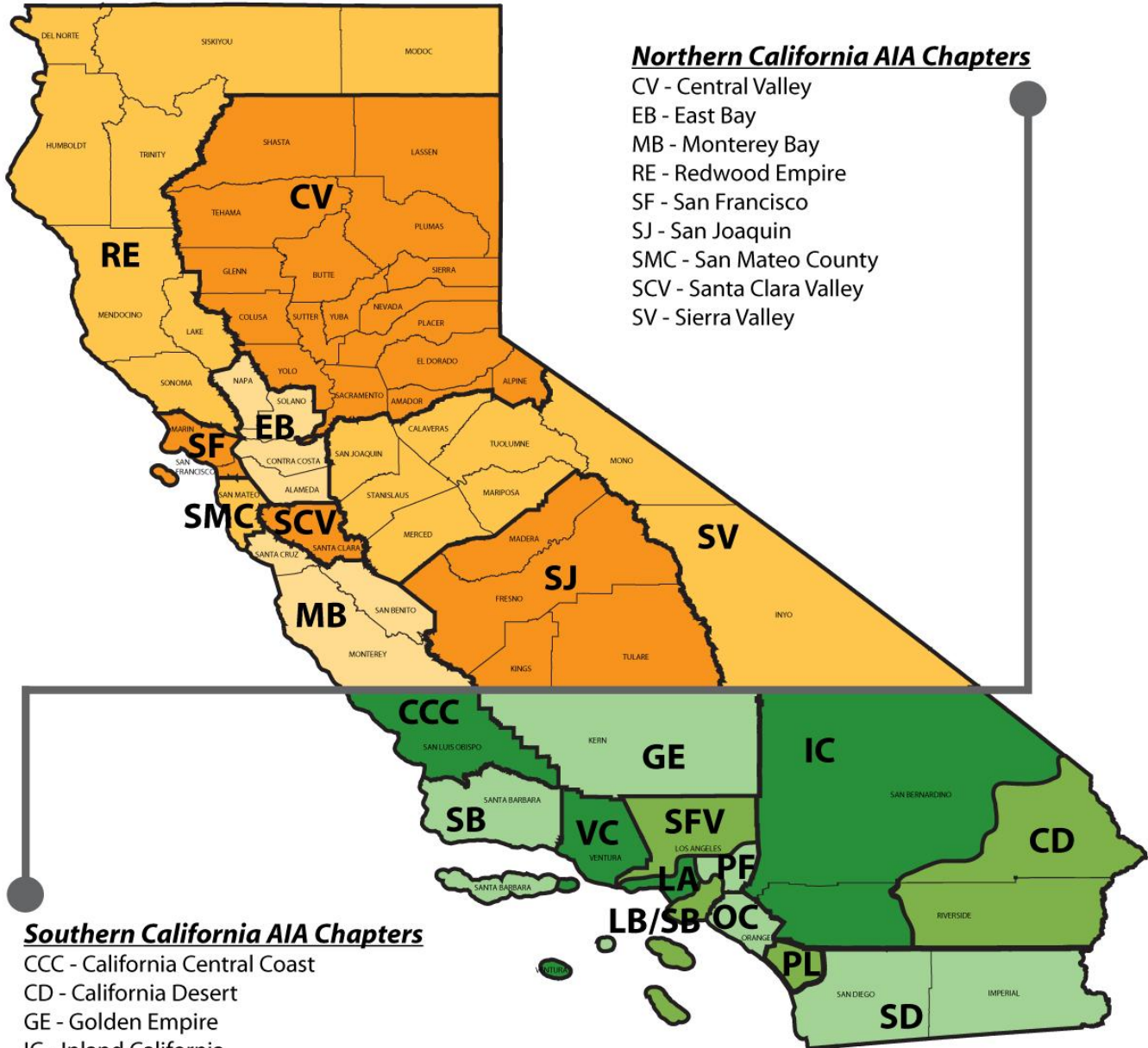
California consists of 22 AIA Chapters at the local level. These Chapters are divided as follows into the Northern and Southern regions:

<i><b>NORTH</b></i>	<i><b>SOUTH</b></i>
Central Valley	California Central Coast
East Bay	California Desert
Monterey Bay	Golden Empire
Redwood Empire	Inland California
San Francisco	Long Beach / South Bay
San Joaquin	Los Angeles
San Mateo County	Orange County
Santa Clara Valley	Palomar
Sierra Valley	Pasadena & Foothill
	San Diego
	San Fernando Valley
	Santa Barbara
	Ventura County

These 22 local AIA Chapters select an EP Director as representation to the COA. The EP Directors are local Emerging Professional leaders, representing local Chapter members to the COA. The COA in turn represents Emerging Professionals at the State level, holding five voting positions on The AIACC Board of Directors. Both the Vice President of the AEP and the Regional Associates Director hold voting positions throughout the duration of their position. While Student, Associate and Young Architects Forum Directors in the second year of their term fill the remaining three voting positions on The AIACC Board of Directors. The Vice President of the AEP also sits on The AIACC Executive Committee. Additionally, the Regional Associate Director (RAD) and Young Architects Forum (YAF) Directors serve as representatives at the national level.

This flow of representation from the local to state and national levels offers accurate representation for Emerging Professionals. Through this structure of Emerging Professional leadership, information can travel freely through the three tiers of the organization.

# California AIA Local Chapter Components



## **Northern California AIA Chapters**

- CV - Central Valley
- EB - East Bay
- MB - Monterey Bay
- RE - Redwood Empire
- SF - San Francisco
- SJ - San Joaquin
- SMC - San Mateo County
- SCV - Santa Clara Valley
- SV - Sierra Valley

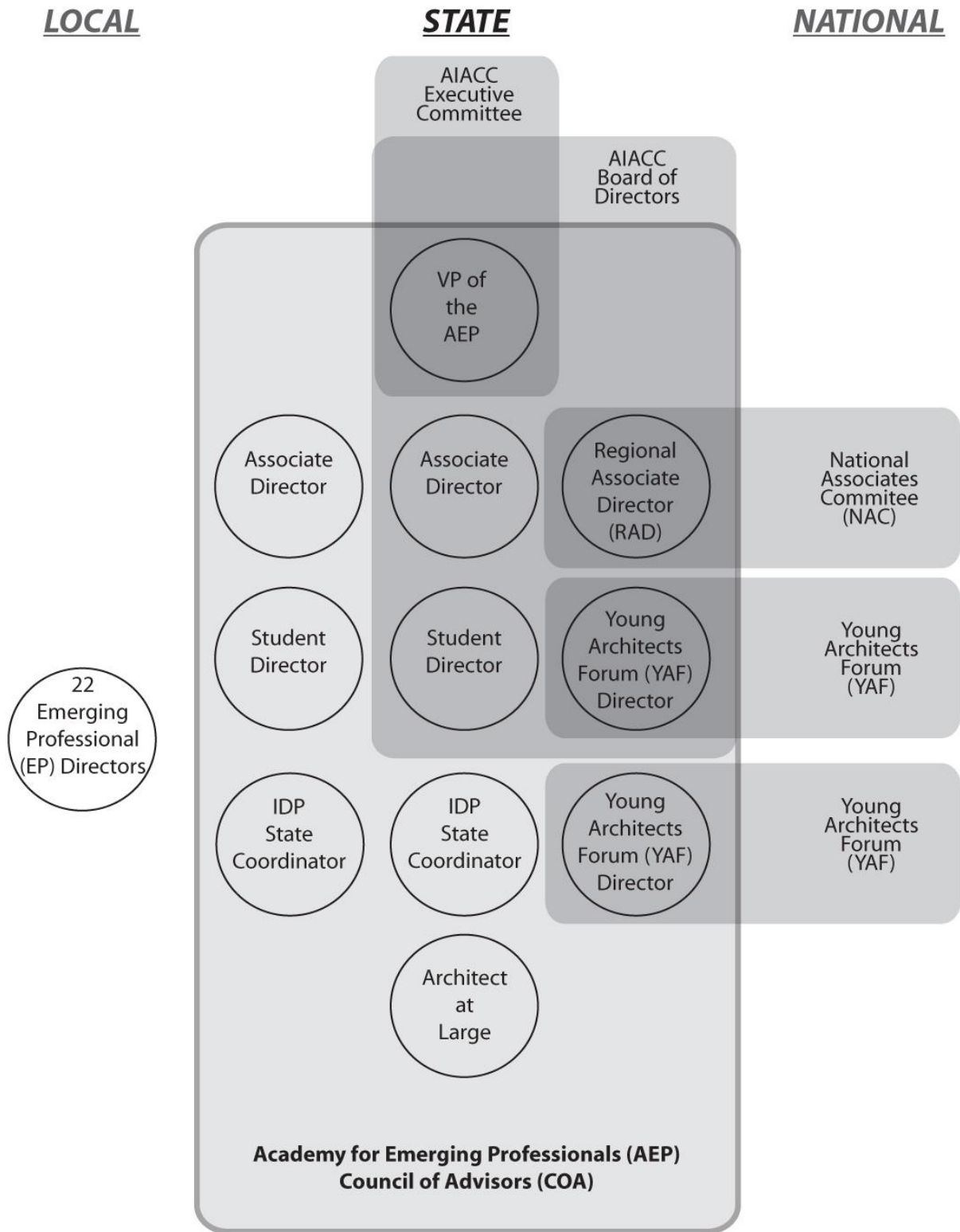
## **Southern California AIA Chapters**

- CCC - California Central Coast
- CD - California Desert
- GE - Golden Empire
- IC - Inland California
- LA - Los Angeles
- LB/SB - Long Beach/South Bay
- OC - Orange County
- PL - Palomar
- PF - Pasadena and Foothill
- SD - San Diego
- SFV - San Fernando Valley
- SB - Santa Barbara
- VC - Ventura County

Graphic by: Haley Gipe

# The AIACC AEP COA

*(within the three tiers of the AIA)*



Graphic by: Haley Gipe

## B. **Council of Advisors**

The Council of Advisors (COA) serves as an information source and lobbying group representing all AIA Emerging Professional Members in California. The AEP Handbook, website, events, forums and electronic newsletter *Emergence*, are all maintained or facilitated by the COA, with an AIACC Staff Liaison. It is important to understand the roles and responsibilities of the COA, as well as the interaction between the various positions and north/ south regions.

The COA consists of eleven leaders:

- Vice President of the Academy for Emerging Professionals (elected 2 year term)
- Regional Associate Director North (elected 2 year term, National and COA)
- Young Architects Forum Director North (elected 2 year overlapping term, National and COA)
- Young Architects Forum Director South (elected 2 year overlapping term, National and COA)
- Associate Director North (elected 2 year overlapping term)
- Associate Director South (elected 2 year overlapping term)
- Student Director North (elected 2 year overlapping term)
- Student Director South (elected 2 year overlapping term)
- IDP State Coordinator North (appointed 3 year overlapping term)
- IDP State Coordinator South (appointed 3 year overlapping term)
- Architect at Large (appointed 3 year term)

### • **2010 COA Current Terms**

Position	Name	Term	Term Expires
Vice President of COA	Gray Dougherty, AIA	Elected for 2 year term	2011
Regional Associate Director	Alexander J.C. Tsai, Assoc. AIA	Continues for 2 years	2011
Young Architects Forum Director, North	Tim Duffy, AIA, LEED	Elected for 1 year term	2010
Young Architects Forum Director, South	Erik R. Hagen, AIA, LEED	Elected for 2 year term	2011
Associate Director, North	E. Stephonie Z. Nash, Assoc. AIA	Elected for 2 year term	2011
Associate Director, South	Lucas W. Reames, Assoc. AIA	Elected 1 year term	2010
Student Director, North	Iheanyi Ngumezi	Elected for 2 year term	2011
Student Director, South	TBD	Continues for 1 year	2010
IDP Coordinator, North	Haley M. Gipe, Assoc. AIA	Appointed for 3 year term	2011
IDP Coordinator, South	Audrey K. Aronoff, Assoc. AIA	Appointed for 3 year term	2010
Architect at Large	Michael S. Bernard, AIA	Appointed for 3 year term	2012

### • **Funding**

Funding varies on the position and current year of term for each COA leader. The COA Transitional Meeting serves as the initial meeting to discuss funding and budgets for the continuing and incoming leadership of the COA.

### • **North & South AEP Forums**

Regional Directors (Student, Associate and Young Architects Forum) shall co-chair the AEP Forums in the North and South. All Directors are funded and required to attend these Forums in their respective regions. All AIACC AEP Forums are held on weekends (when possible) to minimize interference with work time and to encourage attendance.

### • **Statewide AEP Forum**

Attendance of the annual Statewide AEP Forum held each year (alternating between the North & the South) is required to gather, share, and disseminate information of relevance to the AEP membership.

- **AIACC Board Meetings**  
 COA Members of The AIACC Board of Directors are funded and encouraged to attend all AIACC Board meetings. These five COA members hold voting positions on The AIACC Board and consist of the Vice President of the Academy, the Regional Associate Director, and the Student/Associate/Young Architects Forum Director in the second year of their term. Board meetings are held on weekdays, four times per year. Cooperation of the Director's employer is necessary in order to attend Board meetings. Student/Associate/Young Architects Forum Directors in the first year of their two year term are not funded or required to attend these meetings, nor is their position a voting position, although their involvement is strongly encouraged.
- **AIA National Grassroots**  
 Young Architects Forum and Associate Directors in the second year of their term are funded to attend the annual National AIA Grassroots Conference in Washington D.C. each February. This is a skill building and information gathering event linking Emerging Professional issues at the National level. Information is then brought back and disseminated to the entire COA and Academy as a whole. Student Directors in the second year of their term are not required to attend this event as they have their own Grassroots to attend each July.
- **Licensure & Information Gathering**  
 Licensing and internship issues are of extreme importance to most Emerging Professionals. The COA shall stay informed of all current California licensing and reciprocity requirements and facilitate distribution of information to Emerging Professionals through the leadership structure of the AEP. Relationships and advocacy with the California Architects Board (CAB), the National Council of Architecture Registration Boards (NCARB), Universities, and local Chapters are paramount.
- **Membership**  
 The COA shall maintain a current roster of the local Chapter EP Directors which is posted on the AEP website. It is the responsibility of the COA to maintain contact with the local EP Directors & Co-Chairs of their respective constituency.
- **Networking**  
 Outreach and contact to the local Chapters are essential to the Academy. The COA is encouraged to attend their local AIA Chapter events and activities, as well as promote those of the Academy. This networking provides for development and communication regarding issues relevant to Emerging Professionals throughout the state.
- **Best Practices**  
 The COA shall maintain a database of Best Practices Programs that is available to local EP Directors.
- **Emergence**  
*Emergence* is the electronic newsletter of The AIACC AEP, published and distributed to members of the AEP. The COA shall work collaboratively on each publication, writing and soliciting articles. The Young Architects Forum Directors oversee the publication of *Emergence*, scheduling the articles to be compiled and determining deadlines for publishing, as well as forwarding said information to The AIACC Staff Liaison for publication. The Architect at Large serves as mentor to this process, offering insight and direction to the YAF Directors.
- **Website**  
 The COA shall update pertinent information to the AEP website. This information serves to develop the network of Emerging Professions throughout the state and should be coordinated and current.

- **AEP Handbook**

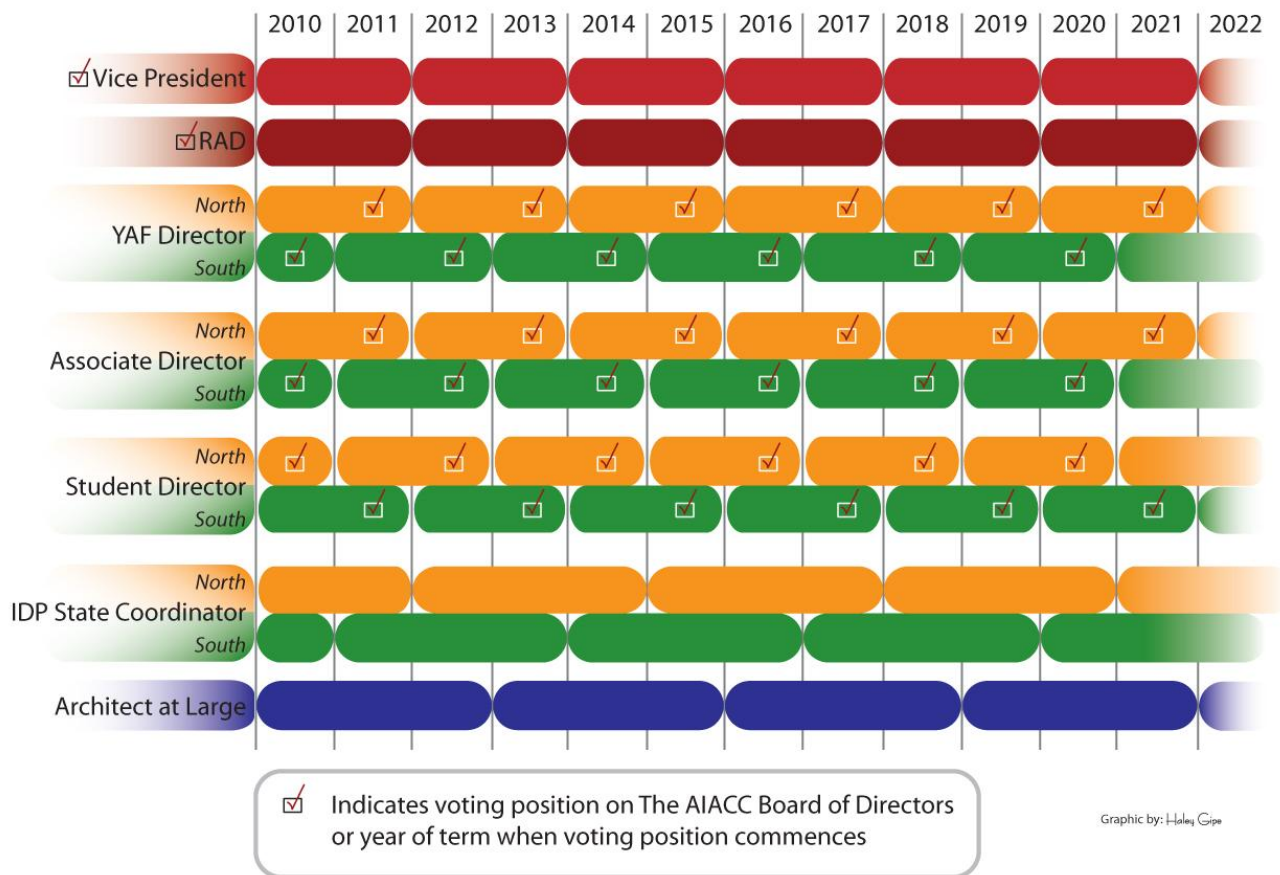
The *Academy for Emerging Professionals (AEP) Handbook* is maintained by the COA and The AIACC Staff Liaison as they are charged with keeping the information accurate and up to date. Each year, any revisions needed to the *AEP Handbook* will occur in a timely manner to allow for a current copy to be distributed to the COA at the start or continuation of their term via the Transitional Meeting and to all EP Directors at the Regional AEP Forums.

- **Position Overlap and Succession**

North and South positions of the COA are elected or appointed alternating years to maintain continuity in position succession. This overlap of terms provides for the transfer of knowledge, as well as ensures the continued growth and progress of the Academy. Additionally, voting positions serve in an advisory capacity the first year of their term, and as a voting member of The AIACC Board of Directors their second year. Directors shall assist in nominating their successors and ensure that necessary information and responsibilities are passed along.

## **AEP COA**

*(position term transition and overlap regionally)*



## 1. **Vice President of the Academy**

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The Vice President (VP) of the Academy is elected every two years by The AIACC Board of Directors and oversees the Council of Advisors (COA) within the Academy for Emerging Professionals (AEP). The VP of the Academy is also a member of The AIACC Executive Committee and holds a voting position on The AIACC Board of Directors. The VP of the Academy provides structure, organization and representation for the AEP in an effort to fulfill their annual obligations and continued support of Emerging Professionals as outlined in the Academy's Strategic Plan. The VP can either be an Associate AIA Member or a recently licensed Architect Member who has been licensed 10 years or less, but must be an AIA Member in good standing.

The VP of the Academy is responsible for reporting relevant issues of the Academy to The AIACC Executive Committee, as well as current activities being pursued, and insight into the life of today's Emerging Professional. The VP of the Academy is the direct liaison to the AEP COA for AIACC Component Executives, and to the California Architects Board (CAB) on issues relating to Emerging Professionals in conjunction with the IDP State Coordinators.

The VP is funded and expected to attend all meetings of The AIACC Executive Committee, The AIACC Board of Directors, AEP COA, and both regional AEP Forums (north and south), the annual statewide AEP Forum, and the annual National AIA Grassroots. The VP is also encouraged, but not funded or required, to attend the National AIA Convention, AIACC Practice Conference and AIACC Monterey Design Conference. In addition to The AIACC Executive Committee meetings, the VP is also required to participate on AIACC Executive committee conference calls when scheduled.

AIACC Board meetings are held on weekdays, four times per year. (Refer to Calendar in Appendix.) The COA meetings and AEP Forums are held on weekends in order to minimize time required during business hours. Due to the vast commitment required by the VP of the Academy, cooperation of his/her employer is necessary in order to attend all annual meetings and conferences.

Annually, the VP of the Academy organizes and facilitates two COA meetings. Between meetings he/she coordinates and facilitates monthly COA conference calls. The VP also organizes the Statewide AEP Forum and assists other COA leadership in coordinating regional north and south forums.

Additional specific responsibilities of the VP of the Academy are as follows (but not limited to):

- Preparing status reports for each AIACC Board of Directors meeting agenda packets.
- Assisting the COA in organizing and implementing their annual work plans.
- Writing the introduction to the first edition of *Emergence* each year.
- Keeping the COA annual activities in line with the AEP Strategic Plan.
- Facilitate ongoing examination of relevant issues for the COA and their constituent demographic.
- Facilitate the implementation of responses to issues that arise during the year that directly impact the education, culture, development, and licensing of Emerging Professionals.
- Along with the IDP Coordinators, meet with leaders of the CAB at least once each year to discuss issues concerning licensure and how the AEP can assist the CAB in strengthening the process.

## **2. Regional Associate Director (RAD)**

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The Regional Associate Director (RAD) is elected by The AIACC Board of Directors every two years and represents the entire constituency of Associate Members from across the region of California to the National Associates Committee (NAC). There are currently 18 RADs across the U.S., and each must attend a mandatory NAC Annual meeting, typically held in October. The RAD should receive additional information regarding funding and responsibilities from AIA national upon installation.

Any AIA Associate in good standing may run for election to the RAD position for a two year term. The RAD serves as a voting member on The AIACC Board of Directors as a member of the Council of Advisors (COA) within the Academy for Emerging Professionals (AEP). If the RAD receives his/her license while in office, he/she may complete the term.

The responsibilities of the RAD are considerable within the state, and nationally. Within the state, the RAD is funded to attend all AIACC Board meetings, AEP COA meetings, the AEP State Forum, Regional AEP Forums (within their region), the Regional Directors meeting, and National Convention (representing the region). The RAD also attends National Grassroots and the NAC Annual meeting, with limited funding for each event from AIA National. By attending these meetings, the RAD is the liaison between the state and national level, reporting all information between the two in order to keep the needs of associates communicated. It is the responsibility of the RAD to engage members of the AEP, COA and NAC regarding current events, issues, problems, and solutions relevant to Associate Members. It is imperative that the RAD be available to attend these meetings, as being informed, and the role of informing others, is the majority of this position's role within the COA.

The RAD also informs the Associate Directors, North and South, of National issues so they may pass the information on to each EP Director within local Chapters. Communication with the IDP State Coordinators is essential, as the Intern Development Program (IDP) is a key issue for most Associate Members. Specific duties of the RAD, for NAC, are expanded upon in the *NAC manual*, including sitting on one of the three Community Committees, submitting articles to several online Associate news sources, and attending monthly phone conference calls for NAC as a whole, and the committee for which the RAD sits.

The RAD is also required to attend several AIACC Executive Committee meetings along with the VP of the Academy. These meetings are independent of the Academy and thus the RAD is to coordinate the sharing and dissemination of information to the COA through the VP of the Academy.

### **3. Young Architects Forum (YAF) Director, North and South**

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The AIACC Board of Directors elects a Young Architects Forum (YAF) Director every year, alternating between North and South to represent the local Chapters within their respective geographic region. The Young Architects Forum Directors represent those Architect Members that have been licensed 10 years or less. The YAF Directors must also be an AIA member in good standing. 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 examinations within the first year, they cannot continue into the second year of their term.

The senior YAF Director in his/her second year of term holds a voting position on The AIACC Board of Directors as a member of the Council of Advisors (COA) within the Academy for Emerging Professionals (AEP). This overlap of terms allows for the senior YAF Director to represent the young architect constituency to The AIACC, as well as act as an advisor/mentor to the incoming YAF Director in his/her first year of service.

The YAF Directors serve as links to the National Young Architects Forum (YAF), a program of The AIA College of Fellows which is organized to address issues of particular importance to architects licensed within 10 years or less. In 1991, a national YAF Advisory Committee was formed to encourage the development of national and regional programs of interest to young architects, as well as the creation of YAF groups within local Chapters. In addition to The AIACC elections, each YAF Director must also apply to the National YAF Regional Liaison position by submitting an application to AIA national in the fall. Upon selection, the YA Directors should receive a *YAF Regional Liaison Handbook* from AIA national which expands upon additional duties and responsibilities nationally.

The national YAF has three overriding goals: mentorship, leadership and fellowship. Throughout its history the national YAF has encouraged professional growth and leadership development among recently licensed architects through interaction and collaboration within the AIA and allied groups. They work to build a national network and serve as a collective voice for young architects by working to ensure that issues of particular relevance to young architects are appropriately addressed by the Institute. They also work to make AIA membership valuable to young architects while developing the future leadership of the profession.

Both YAF Directors, North and South, are funded to attend the AEP State Forum, respective Regional AEP Forum, and all AEP COA meetings. While the YAF Director in his/her second year of term is funded to attend AIACC Board meetings, both YAF Directors receive limited funding from national and The AIACC to attend the AIA National Grassroots.

The YAF Directors both serve as the direct link between the state organization and the local Chapter's Young Architects Forum and EP Directors. In addition they bring national YAF information to The AIACC, the COA, and the Academy. They oversee the publication of *Emergence*, working with the COA, EP Directors, AEP and their constituency to compile articles of relevance and importance to the Academy. This key role offers opportunities for mentorship, leadership and fellowship by the YAF Directors.

#### **4. Associate Director, North and South**

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The AIACC Board of Directors elects an Associate Director every year, alternating between the North and South to represent the local Chapters within their geographic region. The Associate Directors represent Associate Members of The AIACC and must be a member in good standing. An Associate Director who becomes licensed during his/ her term of office may complete the full elected term.

Associate Members constitute approximately thirty percent of the AIA's total membership. This is a body of membership with the potential to impact all levels of the organization. The Associate Director in the second year of his/her term holds a voting position on The AIACC Board of Directors as a member of the Council of Advisors (COA) within the Academy for Emerging Professionals (AEP).

Both Associate Directors are funded to attend all COA meetings, the AEP State Forum and respective Regional AEP. During his/her second year, the Associate Director is also funded to attend all meetings of The AIACC Board of Directors.

The Associate Directors are the direct link between the state organization and the local Chapter EP Directors. They represent Associate Member interests on The AIACC Board of Directors and distribute information to, and solicit opinions from, the local Chapter Associate Membership through the EP Directors.

In addition, the Associate Directors are charged with maintaining the AEP Website used for information sharing, event planning, and communications. Files must be kept up to date and posted information must be coordinated and mediated. Associate Directors are also responsible for keeping a current roster of all the local Chapter EP Directors in their region which is to be used by the COA, and posted on the AEP website. It is crucial for both Associate Directors of the COA to keep open communication with the EP Directors of all the local Chapters.

The Associate Director also works with the Student and Young Architect Directors of their region to organize the Regional AEP forum. They also work with the Young Architect Directors in writing and soliciting articles for *Emergence*. Additionally, as the liaisons to the local Chapter EP Directors, they should compile Best Practices Programs for Emerging Professionals, transferring these programs to the National Database through The AIACC Regional Director. The Associate Directors should also make the local Chapter EP Directors aware of this database and its contents.

## **5. Student Director, North and South**

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The AIACC Board of Directors elects a Student Director every year, alternating between the North and South to represent the local Chapters within their geographic region. The Student Director represents students and AIAS California Chapters and shall be a member in good standing. A Student Director who graduates during his/her term of office may complete the full elected term.

Both Student Directors are the direct link between the state organization and the student AIAS Chapters. They represent student member interests to the COA and The AIACC Board of Directors, distributing information to and soliciting opinions from the Student Chapter's Presidents. Student Directors also work to ensure that all AIAS Presidents in California are invited to all Forums, meetings, events, etc. regardless of proximity of said events.

The senior Student Director in the second year of his/her term holds a voting position on The AIACC Board of Directors as a member of the Council of Advisors (COA) within the Academy for Emerging Professionals (AEP). Student Directors are funded to attend all meetings of COA, the AEP Statewide Forum and respective Regional AEP Forum. During his/her second year, the Student Director is funded to attend all meetings of The AIACC Board of Directors as a voting member.

The Student Director in the first year of their term is funded to attend the annual AIAS Forum held in varying locations each year in December. This event offers initial contact with other AIAS chapters prior to his/her second year of term as well as the chance to network with AIAS members throughout the nation.

The Student Director in the second year of their term is funded to attend the annual National AIAS Grassroots Conference in Washington D.C in July. This will be a skill building and information gathering event for the Student Director as he/she will be given information that will be of great value to Student Members. This is the link to student issues at the National level and the information gathered here should be brought back and disseminated to the California Student Chapters. This is also the Student Director's chance to build upon the network and relationships created with nationwide AIAS Presidents from his/her first year of term.

It is the role of both Student Directors to facilitate distribution of licensure and career development information to the many Student AIAS Chapters within California. Student Directors must also initiate open communication with as many Student Chapters (via phone call or e-mail) as possible in order to better understand any pressing issues facing students that are outside of licensing and internship. Collaboration with other COA members of the region is key to distributing current and relevant information.

It is not required that the Student Directors keep a roster of all current or graduating students, but finding ways to encourage student membership in their local Chapters and ultimately transitioning to associate membership is ideal.

Both Student Directors should provide outreach to local schools of Architecture and AIAS Chapters. They are both charged with maintaining the Student Chapter Database containing all the following contact information: Chapter President, Faculty Advisor, Department Chair, and school address, for each NAAB University with a Student Chapter within California. This database will be used for information sharing, event planning, and communications.

## **6. Intern Development Program (IDP) State Coordinator, North and South**

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The AIACC President appoints the Intern Development Program (IDP) State Coordinators to overlapping three year terms, between the North and the South to represent the local Chapters within their geographic region. The staggered term provides a continuance of mentorship and guidance within the position and throughout the state. Only one IDP State Coordinator is recognized nationally by The AIA and as such the two AIACC IDP State Coordinators must work together to coordinate presentations and funding. The AIACC website will post both IDP State Coordinators contact information and which regions they are serving.

The IDP State Coordinators serve as the main resource for all AIACC members who have questions about the Intern Development Program (IDP), the licensure process in general and California specific requirements. It is essential that they be reachable (via phone or email) to The AIACC membership and distribute information to the COA and local chapter EP Directors. The IDP State Coordinators should work closely with the VP of the Academy on issues related to licensure as well as communication and representation of Emerging Professional issues to the California Architects Board (CAB) and the National Council of Architecture Registration Boards (NCARB).

Both IDP State Coordinators are funded to attend all COA meetings, the AEP Statewide Forum and respective Regional AEP Forum. While they are not funded to attend meetings of The AIACC Board of Directors, or hold a voting position on the Board, they are strongly encouraged to attend or remain involved.

The IDP State Coordinators must attend the National IDP Coordinators conference. It is a three day conference, typically schedule from Thursday to Saturday at varying times of the year. NCARB has a strong presence at this conference and will introduce any changes being made to the IDP/ ARE programs. They will also always host the official NCARB IDP Presentation, previously referred to as "IDP Boot Camp" (which IDP State Coordinators are required to attend every three years by The AIA). Both Coordinators are funded to attend the conference, one by The AIA, the other by The AIACC.

In addition, the IDP State Coordinators must give the official NCARB IDP Presentations (or some variation of) to all local Chapters that request it as long as funding allows. Travel expenses are covered by The AIACC Budget for the IDP State Coordinators. It is the IDP State Coordinator's responsibilities to verify the funds are available prior to committing to these presentations. If funding is not available, the local Chapters requesting the presentation can be asked to cover the cost. All printing costs for the presentations should be handled by the local Chapter. The local Chapter determines the amount to charge for the event and should set up all accommodations for it. The standard contact person for the local Chapter should be the EP Director.

The IDP State Coordinators also update pertinent information to the developing AEP website such as current NCARB IDP and California Licensure information as well as local Chapter IDP related information. The local Chapter IDP information should consist of the local Chapter's IDP Auxiliary Coordinator's information or University's IDP Educator Coordinator's information. The IDP State Coordinators should work to further develop and establish this network of IDP Auxiliary and Education Coordinators throughout the state.

## 7. Architect at Large

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The AIACC President appoints the Architect at Large member of the Academy of Emerging Professionals (AEP) within the Council of Advisors (COA) to a three year term. As a licensed professional, the Architect at Large serves as a resource to the Academy, offering insight based on personal and professional experience as a practicing architect gained over time and through service in various capacities to the profession both locally and statewide.

The Architect at Large shall be a licensed professional, in good standing, who has previously completed their term of service on The AIACC Board of Directors and has, through such service, become generally familiar with the roles and responsibilities of the Academy of Emerging Professionals in the context of the Board. An individual who desires to serve in the role of the Architect Member of the Academy shall be generally familiar with the activities of and committed to addressing the specific challenges and concerns of Emerging Professionals which includes: students currently enrolled in a program that leads to a professional degree, AIA associate members who are graduates of a professional degree program, and AIA members of the Young Architects Forum (YAF) who have been licensed 10 years or less.

The Architect at Large is funded to attend occasional meetings throughout each year of service in an advisory capacity to listen and assist in guiding and directing the actions, duties and responsibilities as set forth within the Academy. Attendance and participation shall annually consist of face to face meetings with members of the Academy's Council of Advisors (COA) at various locations, both north and south, as well as regularly scheduled conference calls.

Mentorship is a key role of the Architect at Large. He/she serves in an advisory capacity to all members of the COA and the Academy. In addition, the Architect at Large mentors the YAF Directors in the publication of *Emergence*.

Through such interaction, the Architect at Large member shall provide such guidance and advice based upon previous experience as gained over time through active involvement in the practice of Architecture as appropriate and relevant in addressing the issues which face Emerging Professionals in the current academic, office practice and culturally related environments of the times. Current participation in the Architect at Large member's local AIA Chapter's activities involving Emerging Professionals is strongly encouraged and is viewed as being of significant benefit in gaining a proper perspective and understanding when called upon to address both present issues and future challenges facing this representative group.

## IV. Local Chapter Emerging Professional Committee Roles and Responsibilities

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### A. Introduction and Structure

While each Chapter is structured differently, The AIA California Council (The AIACC) Academy for Emerging Professionals (AEP) recommends the following structure and division of responsibilities to allow for coordinated information flow and to facilitate transition from AIA Student Member to AIA Associate Member and eventually AIA Architect Member.

All California local Chapters are encouraged by The AIACC AEP to develop an Emerging Professionals (EP) Committee. The structure of the EP Committee should follow a structure of an Emerging Professional (EP) Director representing the 3 distinct membership categories of Young Architect, Associate and Student Members. The EP Director directly oversees the local Chapter's EP Committee.

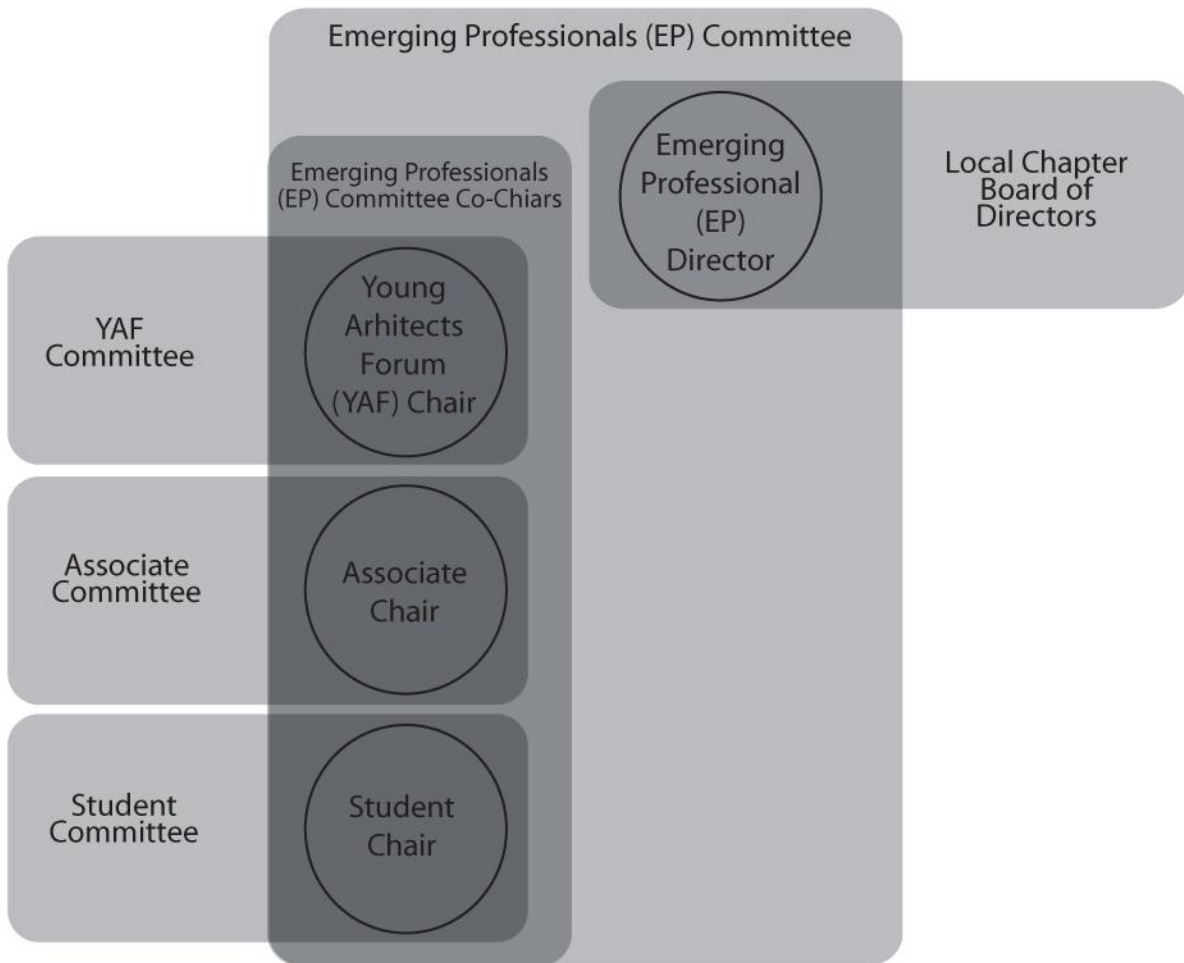
Currently, local Chapter AIA Bylaws allow for one or more Associate Director positions on their Board of Directors. These are voting positions in most cases, and are either appointed or elected seats, depending on the election/nomination procedure in each Chapter. The AIACC AEP recommends that local Chapters amend their Bylaws to include that elected voting member as the EP Director representing the EP membership. The EP Director can be either an Associate or Young Architect Member in good standing who then attends and votes at local Chapter Board meetings. The EP Director would then oversee the EP Committee, thus representing their respective constituency.

Through this structure, the EP Director should work with their local Chapter Board to recommend for election or appointment one Young Architects Forum (YAF) Chair, one Associate Chair and one Student Chair. These three positions comprise the base membership of the Emerging Professionals Committee and serve the EP Director as the Emerging Professionals Committee Co-Chairs.

Ideally, the Chapter Associate Chair is an Associate Member and the Student Chair is a Student Member at the time of his/her original election or appointment. If a Chapter is unable to secure a student for the Student Chair position, a recently graduated Associate Member in good standing is an acceptable candidate. If a Chapter is unable to secure an Associate Member for the Associate Chair position, a recently licensed Architect Member in good standing is considered an acceptable candidate. If the chapter is unable to secure an Architect Member licensed in the past 10 years for the Young Architects Forum (YAF) Chair position, an Associate Member in good standing, expecting to become licensed within the first year of the position is acceptable. Each position should be a minimum of 2 years with overlapping terms of all the EP Committee Co-Chairs to allow for knowledge transfer and mentorship.

While local Chapter governance is up to the Membership of the Chapter, The AIACC AEP recommends that the local Chapter EP Directors be a full voting member of the local Chapter's Board of Directors and have the title, EP Director, followed by their Chapter (for example: EP Director, AIA Golden Empire).

# Suggested Local California AIA Chapter Component Emerging Professional Leadership Structure



Graphic by: Haley Gipe

## **B. Emerging Professional (EP) Director**

Duties and responsibilities of the EP Directors and Co-Chairs will vary from Chapter to Chapter depending on locale and size; however, the primary mission of all chapter EP Directors is to represent the interests of their constituency members in all local AIA Chapter affairs. The Chapter EP Directors should assist in nominating their successors and co-chairs and should ensure that necessary information and responsibilities are passed on to those successors.

### **Recommendations of responsibilities, roles and involvement are as follows:**

- **AEP Regional & Annual Statewide Forums**

The EP Director shall attend the AEP Regional Forum as it occurs in their region once per year and will be funded \$125 per Forum by AIACC. The EP Director is the vital link in The AIACC COA organization and representative structure and attendance at AIACC sponsored meetings is critical.

- **Chapter Board Meetings**

Active participation on the local Chapter Board of Directors is an important aspect of the local EP Director's duties. Make sure that Emerging Professional viewpoints are considered if they are different from other viewpoints expressed, especially in the case of issues that influence the future of the profession. Ideally, the local Chapter Board will be comprised of at least one Young Architect Forum Member, one Associate Member, and one Student Member, each with voting rights.

- **Local EP Committee Meetings**

The EP Director should strive to lead one Emerging Professionals Committee meeting per month. This meeting should coordinate monthly activities among the constituent groups of Young Architects, Associates, and Students. This meeting should also be used as an opportunity to share current AIACC information obtained from the Regional AEP Forums to the Membership. In the absence of an Emerging Professionals Director, one of the Co-Chairs should be appointed to this position.

- **Best Practices**

Local Chapter EP Directors should fill out the Program Best Practices Form on a regular basis to document recent programs that they have conducted within their local Chapter and share these programs with other Chapters throughout the state. These forms are then compiled by The AIACC AEP and added to National Database.

- **Budget**

The EP Director has budgetary responsibilities at the local Chapter level and should oversee the planning for the year's programs and budget requirements. The EP Director should assist Young Architect Forum, Associate, and Student Chairs in planning their budgets for local activities. Travel expenses to state and regional meetings, possibly to the national AIA convention, and funds needed for programming are all possible line items in the official budget to be submitted to their local Chapter Board of Directors as well as to The AIACC Board of Directors. Local Associate Members gain directly from the EP Director's attendance at AIACC meetings and these funding requests are appropriate to the local Chapter budgets.

## C. **Emerging Professional (EP) Committee Co-Chairs**

Duties and responsibilities of the EP Directors and EP Committee Co-Chairs will vary from Chapter to Chapter depending on locale and size; however, the primary mission of all Chapter EP Committee Co-Chairs is to represent the interests of their constituency members in all local AIA Chapter affairs. The Chapter's EP Committee Co-Chairs consist of the Young Architects Forum (YAF) Committee Chair, the Associates Committee Chair and the Student Committee Chair. These three EP Committee Co-Chairs oversee their respective committees and represent those Members to the EP Director, who then in turn represent Emerging Professionals to the local Chapter Board of Directors. The EP Committee Co-Chairs work to assist the EP Director in organizing Emerging Professional programs, activities, and events which bring relevant information to the Chapter Emerging Professional Members. They should also assist in nominating their successors to allow for the successful transfer of necessary information and responsibilities is then passed on to those successors.

### **Recommendations of responsibilities, roles and involvement are as follows:**

- **AEP Regional Forums**

Local EP Committee Co-Chairs (YAF Committee Chair, Associate Committee Chair, and Student Committee Chair) should attempt to attend AIACC AEP Regional Forums when possible. In the absence of a local Chapter EP Director, The AIACC AEP will fund one local Chapter Chair to attend each meeting. Attendance by at least one local Chapter leader is critical so that The AIACC AEP Council of Advisors (COA) can distribute information to and solicit opinions from the local Chapter Chairs.

- **Information Gathering**

The EP Committee Co-Chairs have the closest contact with the grassroots Membership of The AIA. Staying in touch with peer groups is extremely important so that their concerns can be heard at all levels of the state and national organization. The EP Committee Co-Chairs serve as the vital link between the local Chapter members and The AIACC AEP through their EP Director.

- **Programming**

Each EP Committee Co-Chair (YAF Committee Chair, Associate Committee Chair, and Student Committee Chair) should plan programming throughout the year that benefits their constituent group. Interaction among groups should be encouraged to facilitate a smooth transition through professional career stages and prevent losing members at "transition" points. For example, the YAF Committee Chair would oversee his/her YAF Committee in providing programming on starting a practice and other career transition programs. If the local Chapter does not have a separate Intern Development Program (IDP) Committee or ARE Committee, the Associate Committee Chair should remain informed of issues concerning licensure and should distribute information relevant to licensure through Associate Member specific programs. The Student Committee Chairs should provide outreach to local schools of Architecture and AIAS chapters. The AIACC AEP COA and the National Best Practices Programs Database are both great sources for information on programming ideas for local Chapters. Social programs to encourage interaction among groups are strongly encouraged.

- **Networking & Events**

The EP Committee Co-Chairs are the closest direct link the Membership and respective constituency. To this end, the EP Committee Co-Chairs are encouraged to use the list of Best Practice Programs to develop programs and events in their locality relative to their respective Membership. They are also encouraged to develop new programs as the need fits and to report on said programs back to The AIACC AEP COA through the local EP Director.

## V. CALENDAR

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### A. The AIACC Calendar of Events

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Refer to The AIACC website for current and accurate calendar:

<http://www.aiacc.org/cgi-bin/htmllos.cgi/003667.5.2949396009513191707>

#### January

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1	Fri	Holiday - New Year's Day (AIACC Office Closed)
6	Wed	CAF Executive Committee Conference Call, 8:00 am
6	Wed	CAF Development Committee Conference Call, 8:30 am
9	Sat	Regional Director Meeting
12	Tue	California CACE Conference Call
15	Fri	AIACC Executive Committee Meeting (Sacramento)
17	Sun	AEP Strategic Planning Session (Sacramento)
18	Mon	Holiday - Martin Luther King Jr. Day (AIACC Office Closed)
19	Tue	Academy for Emerging Professionals Conference Call
19	Tue	arcCA Editorial Board meeting (Los Angeles)
20	Wed	CAF Executive Committee Conference Call, 8:00 am
20	Wed	CAF Development Committee Conference Call, 8:30 am
22	Fri	CAF Executive Committee Meeting (Location TBD)
22	Fri	AIACC New Board Orientation (Virtual)
26	Tue	Board Conference Call - Convention Resolutions (Virtual)
27	Wed	National Board of Directors Conf. Call – 1:30 – 4:30 p.m.

#### February

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2 - 3	Tues	National Board of Directors Meeting (Washington, DC)
3-5	Wed-Fri	AIA Grassroots Leadership Conference (Washington, DC)
3	Wed	CAF Executive Committee Conference Call, 8:00 am
3	Wed	CAF Development Committee Conference Call, 8:30 am
14	Sun	Valentines Day
15	Mon	Holiday - President's Day (AIACC Office Closed)
16	Tue	Academy for Emerging Professionals Conference Call
17	Wed	CAF Executive Committee Conference Call, 8:00 am
17	Wed	CAF Development Committee Conference Call, 8:30 am
23	Tue	AIACC Executive Committee Conference Call
22-25	Thur	CAF Mel Ferris Jury (Northern California)
22-25	Mon-Thurs	CASH 31st Annual Conference (Sacramento)
26	Fri	CAF Regents Meeting (Northern California)
TBD		AIACC Long Range Planning Committee Meeting (Virtual)

#### March

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2	Tue	California CACE Conference Call
3	Wed	CAF Executive Committee Conference Call, 8:00 am
3	Wed	CAF Development Committee Conference Call, 8:30 am
6	Sat	Academy for Emerging Professionals Forum (North)
7	Sun	Academy for Emerging Professionals Forum (South)
16	Tue	Academy for Emerging Professionals Conference Call
17	Wed	CAF Executive Committee Conference Call, 8:00 am
17	Wed	CAF Development Committee Conference Call, 8:30 am
24	Wed	AIACC Executive Committee Meeting (Sacramento)
25	Thur	AIACC Board of Directors Meeting (Sacramento)
26	Fri	California CACE Annual Meeting
31	Wed	CAF Executive Committee Conference Call, 8:00 am
31	Wed	CAF Development Committee Conference Call, 8:30 am
30-31	Tue-Wed	Passover Planning & Finance Meeting AIA Board of Directors Meeting arcCA Editorial Board Meeting

**April**


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4	Sun	Holiday Easter
6	Tue	California CACE Conference Call
1-5	Thur-Mon	Passover
14	Wed	CAF Executive Committee Conference Call, 8:00 am
14	Wed	CAF Development Committee Conference Call, 8:30 am
20	Tue	AIACC Executive Committee Meeting (Sacramento)
20	Tue	Academy for Emerging Professionals Conference Call
28	Wed	CAF Executive Committee Conference Call, 8:00 am
28	Wed	CAF Development Committee Conference Call, 8:30 am

**May**


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4	Tue	California CACE Conference Call
4	Tue	AIACC Executive Committee Conference Call
11-14	Thurs-Sun	CONSTRUCT2010 & The CSI Annual Convention
12	Wed	CAF Executive Committee Retreat
13	Thu	AIACC Board of Directors Meeting (Virtual)
18	Tue	Academy for Emerging Professionals Conference Call
26	Wed	CAF Executive Committee Conference Call, 8:00 am
26	Wed	CAF Development Committee Conference Call, 8:30 am
27	Thurs	National Board of Directors Conf. Call, 1:30 – 4:30 p.m.
31	Mon	Holiday - Memorial Day (AIACC Office Closed)
	TBD	Procedures & Documents Committee Meeting
	TBD	AIA Board of Directors Meeting

**June**


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1	Tue	California CACE Conference Call
5	Sat	Academy for Emerging Professionals Conference Call
8	Tues	National Board of Directors (Miami) 8:00 a.m. – 4:30 p.m.
9	Wed	CAF Executive Committee Conference Call, 8:00 am
9	Wed	CAF Development Committee Conference Call, 8:30 am
10-12	Thurs-Sat	AIA National Convention and Design Exposition (Miami)
13-14	Sun-Mon	AIA Large Sister States Meeting (Miami)
18	Fri	CAF Regents Meeting (Southern California)
23	Wed	CAF Executive Committee Conference Call, 8:00 am
23	Wed	CAF Development Committee Conference Call, 8:30 am
24	Thurs	AIACC Executive Committee Meeting
30	Wed	Bylaws & Rules of the Board Change Notice
	TBD	Planning & Finance Committee Meeting
	TBD	Long Range Planning Committee Meeting

**July**


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5	Mon	Holiday - Independence Day Observance (AIACC Office Closed)
7	Wed	CAF Executive Committee Conference Call, 8:00am
7	Wed	CAF Development Committee Conference Call, 8:30 am
20	Tue	Academy for Emerging Professionals Conference Call
21	Wed	CAF Executive Committee Conference Call, 8:00 am
21	Wed	CAF Development Committee Conference Call, 8:30 am
29	Thurs	AIACC Executive Committee Mtg. (Virtual)
30	Fri	AIACC Board of Directors Meeting (Los Angeles)
31	Sat	Proposed Academy For Emerging Professionals Statewide Forum
	TBD	National CACE Annual Meeting

**August**


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4	Wed	CAF Executive Committee Conference Call, 8:00 am
4	Wed	CAF Development Committee Conference Call, 8:30 am
17	Tue	AIACC Executive Committee Mtg. (Sacramento)
18	Wed	National Board of Directors Conf. Call, 1:30 – 4:30 p.m.
18	Wed	CAF Executive Committee Conference Call, 8:00 am
18	Wed	CAF Development Committee Conference Call, 8:30 am
21	Sat	Current Academy for Emerging Professionals Forum (Might be changed)
27/28	Fri - Sat	National Board of Directors Meeting (Washington DC)
TBD	CAF	Executive Committee Meeting

**September**

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1	Wed	California CACE Conference Call
1	Wed	CAF Executive Committee Conference Call, 8:00 am
1	Wed	CAF Development Committee Conference Call, 8:30 am
6	Mon	Holiday - Labor Day (AIACC Office Closed)
15	Wed	CAF Executive Committee Conference Call, 8:00 am
15	Wed	CAF Development Committee Conference Call, 8:30 am
21	Tue	Academy for Emerging Professionals Conference Call
24	Fri	Nathaniel Owings Jury (Virtual)
24	Fri	AIACC Executive Committee Mtg. (Virtual)
29	Wed	CAF Executive Committee Conference Call, 8:00 am
29	Wed	CAF Development Committee Conference Call, 8:30 am
8-10	Wed-Fri	Holiday – Rosh Hashanah
17-18	Fri-Sat	Holiday – Yom Kippur
23-27	Thurs-Mon	Construction Specifications Institute Northwest Conference (Montana)
25-26	Sat-Sun	Academy for Emerging Professionals Camping Trip
29-30	Wed-Thurs	Holiday – Shemini Atzeret

**October**

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6	Tue	California CACE Conference Call
11	Mon	Holiday – Columbus Day
13	Wed	CAF Executive Committee Conference Call, 8:00 am
13	Wed	CAF Development Committee Conference Call, 8:30 am
19	Tue	Academy for Emerging Professionals Conference Call
20	Wed	AIACC Executive Committee Mtg. (Sacramento)
27	Wed	CAF Executive Committee Conference Call, 8:00 am
27	Wed	CAF Development Committee Conference Call, 8:30 am
31	Sun	Halloween
	TBD	CAF Regents Meeting

**November**

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3	Wed	AIACC Executive Committee Mtg. (Calistoga)
4-5	Thurs-Fri	AIACC Annual Meeting 1/2 Day (Calistoga) -
4	Thurs	Election for Open Positions of the AIACC Board of Directors (Calistoga)
4	Thurs	Awards & Installation Dinner (Calistoga)
5	Fri	California CACE Meeting (Calistoga)
10	Wed	CAF Executive Committee Conference Call, 8:00 am
10	Wed	CAF Development Committee Conference Call, 8:30 am
11	Thurs	Holiday – Veterans Day (AIACC office remains open)
16	Tue	Academy for Emerging Professionals Conference Call
24	Wed	CAF Executive Committee Conference Call, 8:00am
24	Wed	CAF Development Committee Conference Call, 8:30 am
17-19	Wed – Fri	USGBC - Green Build Conference (Chicago)
25-26	Thurs-Fri	Holiday - Thanksgiving (AIACC Office Closed)
30		National Board of Directors Conf. Call 1:30 – 4:30 p.m.

**December**

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1	Tue	California CACE Conference Call
4	Sat	Academy for Emerging Professionals Transition Meeting
8	Wed	CAF Executive Committee Conference Call, 8:00 am
8	Wed	CAF Development Committee Conference Call, 8:30 am
8	Wed	AIACC Executive Committee Mtg. (Virtual)
16-17	Thurs – Fri	National Board of Directors Annual Meeting (Washington, DC)
22	Wed	CAF Executive Committee Conference Call, 8:00 am
22	Wed	CAF Development Committee Conference Call, 8:30 am
24	Fri	Christmas Eve (AIACC office closes at noon.)
25	Sat	Holiday - Christmas
31	Fri	Holiday - New Year's Eve (AIACC office closes at noon)
	TBD	AIA 2011 New Board Orientation (Washington, DC)
	TBD	AIA Board of Directors Annual Meeting (Washington, DC)
		Holiday – Hanukkah

## B. **The AIACC AEP COA Calendar of Events**

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Refer to The AIACC AEP website for current and accurate calendar information:

[http://www.aiaccaep.org/index.php?option=com\\_jevents&view=month&task=month.calendar&Itemid=155](http://www.aiaccaep.org/index.php?option=com_jevents&view=month&task=month.calendar&Itemid=155)

1/17/10	2009 Transition Meeting
1/19/10	Conference Call
2/16/10	Conference Call
3/6/10	Regional AEP Forum North
3/7/10	Regional AEP Forum South
4/20/10	Conference Call
5/18/10	Conference Call
6/5/10	Council of Advisors Meetings
7/20/10	Conference Call
7/31/10	Statewide Forum
9/21/10	Conference Call
9/25-26/10	Camping Trip
10/19/10	Conference Call
11/16/10	Conference Call
12/4/10	Transitional Meeting

## VI. APPENDIX

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### A. Resources

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The American Institute of Architects (AIA)

[www.aia.org](http://www.aia.org)

AIA California Council (AIACC)

[www.aiacc.org](http://www.aiacc.org)

AIACC Calendar of Events

<http://www.aiacc.org/cgi-bin/html0s.cgi/003667.5.2949396009513191707>

Academy of Emerging Professionals

[www.aiaccaep.org](http://www.aiaccaep.org)

Young Architects Forum (YAF)

<http://www.aia.org/professionals/groups/yaf/AIAS075198>

National Associates Committee (NAC)

<http://aia.org/professionals/groups/nac/index.htm>

American Institute of Architecture Students (AIAS)

<http://www.aias.org/>

National Council of Architecture Registration Boards (NCARB)

<http://www.ncarb.org/>

Internship Development Program (IDP & CIDP)

<http://www.ncarb.org/idp/>

NCARB Records (Green, Buff & Blue Covers)

<http://www.ncarb.org/en/Certification-and-Reciprocity/Reciprocity-Overview/Registration-Boards-and-Their-Role-is-Reciprocity.aspx>

California Architects Board (CAB)

<http://www.cab.ca.gov/>

National Architectural Accrediting Board (NAAB)

<http://www.naab.org/>

Association of Collegiate Schools of Architecture (ACSA)

<https://www.acsa-arch.org/home.aspx>

California Architectural Foundation

<http://caf-e.org/>

Built Environment Education Program (BEEP)

<http://caf-e.org/beep.htm>

AIA National Bylaws

<http://www.aia.org/about/ethicsandbylaws/index.htm>

**B. Strategic Plan of the AEP**

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The Strategic Plan Meeting Summary can be found under 'Documents' on The AIACC AEP website at:  
[http://www.aiaccaep.org/index.php?option=com\\_content&view=article&id=4&Itemid=28](http://www.aiaccaep.org/index.php?option=com_content&view=article&id=4&Itemid=28)

**C. The AIACC Resource Book**

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The AIACC *Resource Book* is a valuable instrument for both the leadership and general Membership to gain a better understanding of the operational components of The AIA in California. To access the Resource Manual you must log in on The AIACC website or follow the link below and login  
<http://www.aiacc.org/cgi-bin/html0s.cgi/001257.4.170437475812928018>