



Secretary Service Description

Position Purpose

The powers and duties of the Secretary are provided within Section 7.04 of the AIA Virginia Bylaws which reads as follows:

“The Secretary or his or her designee shall assure that proper notice of all Board and Membership meetings is given, that an accurate record of all meetings is maintained, and that AIA Virginia’s records are accurate and complete. The Secretary shall assure the timely filing of all required forms with the State Corporation Commission.”

The Secretary also serves as Chair of the Secretary’s Advisory Committee.

This Committee is responsible for developing governance policy and recommending it to the Board of Directors for adoption. It is also within the purview of this group to periodically review the Bylaws, Rules of the Organization, and organizational policies to ensure these documents remain current.

Key Areas of Secretary’s Advisory Committee Business

- Periodically review the organization’s governance documents and policies
- Develop new governance policies that provides governance consistency, mitigates legal risk and delineates organizational culture (ex: Development of a Harassment Policy)
- Work with sponsors of proposed resolutions to be offered before a meeting of the AIA Virginia membership

Anticipated Time Commitment

The below represents an approximate number of meetings. Committee meetings are often hosted virtually. Board meetings will typically be held in person and likely have a virtual option. Currently, two out of six Board meetings are held at Virginia’s Schools of Architecture to engage the next generation of architects [in-person attendance strongly encouraged]. The annual retreat is in person. Based on the organization’s business needs, there may be times where more or less meetings are required.

Board of Directors: 6 meetings per year (3 to 4 hr. ea)

Executive Committee: 6 meetings per year (1 hr. ea)

Annual Retreat: 1 meeting per year (2 days)

Secretary’s Advisory Committee: 5 – 6 meetings per year (1 hr. ea)

Term Length

The term length for this position is two years. The Secretary may serve up to three consecutive terms.