



AIA Virginia

EMERGING LEADERS OF ARCHITECTURE LEADERSHIP STRUCTURE AND RULES OF THE COMMITTEE

The Steering Committee oversees the Emerging Leaders of Architecture program in its entirety including participant recruitment, program quality control, program execution, standardization of best practices, and alumni engagement.

The nine (9) member Steering Committee consists of the Executive Committee members and the Planning & Outreach Committee members.

Executive Committee

The four (4) member Executive Committee includes a Chair, Vice-Chair, Past-Chair and an Emeritus Advisor. The Executive Committee is responsible for budget management, session continuity and session oversight. Members of the Executive Committee participate in the selection of ELA class participants.

The Executive Committee meets as often as directed by the Chair. It is recommended that weekly conference calls occur for an estimated duration of 20 to 30 minutes each at the beginning of the ELA year. The frequency may be reduced at the discretion of the Executive Committee as the comfort level regarding program execution increases.

Chair

The Chair serves as the Leader-In-Charge of the ELA program for the year. The Chair attends and emcees each ELA session, thus serving as the point of continuity from session to session. The Chair may delegate tasks (i.e. Session speaker confirmation and coordination, due diligence research regarding new ideas, etc.) to other members of the Executive Committee as appropriate.

The Chair serves a term of one-year and moves to the Past-Chair role in the following year. The Chair should *ideally* be a member of the local AIA Chapter where the class project is occurring.

Vice-Chair

The Vice-Chair serves as the Deputy Leader-In-Charge of the ELA program for the year. The Vice-Chair attends each structured ELA session (exempt from the Class Project Work Sessions) and serves as support to the Chair as needed. In the rare event that the Chair is unable to attend a session, the Vice-Chair will assume the

role of Chair and carry out the respective duties of the position. A successful Vice-Chair will begin organizing the class project for the following year while in this role such that planning momentum has already been established upon assuming the Chair role.

The Vice-Chair serves a term of one-year and moves to the Chair role in the following year.

Past-Chair

The Past-Chair serves as an advisor to the Chair and Vice-Chair. An important function of the Past-Chair role is to share lessons learned from his/her experience as Chair. The Past-Chair may be responsible for helping the Chair with executing a session as requested or assist the Vice-Chair in planning for the following year's ELA program.

The Past-Chair serves a term of one-year and then becomes eligible to serve as an Emeritus Advisor.

Emeritus Advisor

The Emeritus Advisor serves as a senior leader and "sounding board" to the Executive Committee. The Emeritus Advisor should have extensive institutional knowledge of the ELA program. For example, those that were instrumental in creating the ELA program at its inception or those who have served as Chair are strong candidates to serve in the Emeritus Advisor role.

The Emeritus Advisor serves a term of one-year and is appointed by the Chair. As such, it is permissible for the Emeritus Advisor to serve in consecutive years if appointed by succeeding Chairs.

Planning & Outreach Committee

The five (5) member Planning & Outreach Committee is responsible for recruitment of ELA program candidates, facilitating the local Chapter nomination process, and ELA alumni engagement. Each local AIA Chapter has one representative on the Planning & Outreach Committee, and members of the Planning & Outreach Committee serve as a vital link to their respective local AIA Chapter boards. Each member of the Planning & Outreach Committee is Chair of their Chapter's Local Planning Committee, and is responsible for recruiting members to that committee.

Members of the Planning & Outreach Committee are ultimately responsible for coordinating and making arrangements for sessions in their locality, as the representative

of the Local Planning Committee, and for keeping the Executive Committee informed of progress leading up to the sessions. In addition, committee members share best practices, strategies, and initiatives amongst themselves with the goal of having each local chapter provide the same level of service and offer its members the same ELA benefits and opportunities.

Members of the Planning & Outreach Committee serve a two-year term and may serve consecutive terms. Individuals who decide not to serve a second term are required to provide notice by June 1 in the last year of their current term. The structure of this committee is established such that the terms of two members expire in one year and the terms of three members expire the following year.

Local Planning Committee

Each local AIA Chapter shall have an ELA Local Planning Committee, and one member of the Local Planning Committee shall serve as the Planning and Outreach Committee representative for that chapter. This committee consists of three to five members that are responsible for organizing, creating, and delivering the content for the session held in its Chapter. This includes identifying and confirming session speakers, identifying the venue of the session, providing information needed to staff for meeting specifics, and helping with anything else related to the sessions held in the Chapter's region. Unless approved by AIA Virginia staff in advance, the venue should be free of charge.

The service commitment for this committee is two (2) years and an individual can serve an unlimited number of consecutive terms.

The Local Planning Committee shall send a roster of all committee members to include name, phone number, email, firm/organization, and term number (i.e.: first term, second term) to AIA Virginia for its records.

Nominations Committee

The Nominations Committee consists of six (6) members and is chaired by the Past-Chair. The Committee composition includes the Executive Committee and two (2) At-Large selections as determined by the Past-Chair and agreed upon by the Executive Committee. It is the responsibility of this committee to fill any vacancies present within the Steering Committee by developing a final slate of nominees. The presented slate of nominees require approval by the Steering Committee by majority vote at the August Steering Committee meeting. The Nominations Committee may meet at any time in order to fill an unexpected vacancy, but still is required to obtain approval by the Steering Committee.

In addition, the Local Planning Committees are strongly encouraged to submit nomination candidates for consideration.

AIA Virginia Staff

AIA Virginia staff is responsible for administering the program to include supporting the Steering Committee as necessary with tasks to include but not limited to: reprographics, document creation/distribution/management, file/archival storage, audio visual equipment, meal planning and other logistical necessities.

AIA Virginia shall oversee financial operations and decisions associated with the program and works toward obtaining sponsorships, in conjunction with the Executive Committee, to further support ELA. The AIA Virginia point of contact is the Executive Vice President or his/her designee.