

AIA CHARLOTTE COMMITTEE HANDBOOK

Preamble

AIA Charlotte appreciates its members' active volunteer engagement on behalf of the organization and its various committees. These committees work diligently to plan activities, facilitate the operation of the organization, provide Continuing Education opportunities, and enrich the experience of architecture for the AIAC membership and the community as a whole. Committees and the volunteers that comprise them are truly the backbone of AIAC.

The source of a committee's empowerment is the AIA Charlotte Board, which works to ensure that the value of all committee work accrues to the entire AIAC membership. In this effort, the Board has determined that a clear, consolidated, and consistently-applied set of policies will benefit all committees and the wider AIAC membership. The policies described herein apply to all current and future committees of AIA Charlotte.

Committee Policies

Creation and Dissolution of AIA Charlotte Committees

- **Creation of a New Committee:** AIA Charlotte members are encouraged to start committees that will enrich the AIA Charlotte membership and the community.
 - Members wishing to found a new committee are required to complete a New Committee Application Form which can be downloaded at www.aiacharlotte.org
 - The application form is to make sure that there is a need for the proposed committee with no overlap of existing committees, that the committee's purpose is in line with the overall mission and goals of AIAC and that the proposed committee has a strategy in place to meet clearly defined objectives and goals.
 - A Board member is necessary to sponsor the committee. The committee will be assigned to one of the advisory groups which is overseen by one of the Executive Board Committee Members; that Board Member will be the committee's Liaison to the Board.
- **Dissolution of an Existing Committee:**
 - A committee may submit a written request to the Board for dissolution at any time.
 - If a committee fails to submit an Annual Report to the Board, that committee will be on probation for the following year with the potential for the loss of funding.
 - If a committee fails to submit an Annual Report for two consecutive years the committee will, at the Board's discretion, be considered dissolved.

Committee Reports

- **Monthly Reports:** Committees should produce a document for the monthly board meeting describing their current and upcoming events, along with any other information relevant to the success or challenges of the committee. The report should be submitted one week in advance of the board meeting, through the Board Liaison.
- **Annual Reports:** Committees are required to produce a document for the Board every year describing their activities over the year and proposing an agenda for the coming year. The Annual Report must:
 - Include a mission statement or statement of purpose for the committee.
 - Outline the rules that guide the committee's processes and activities. See "Committee Rules," below.
 - Review actual committee expenses over the year in comparison to the budget provided by AIAC.
 - Request a budget with a general outline of proposed committee activities for the coming year.
 - Be submitted to the Board for review by the October Board Meeting.
- **Committee Annual Report Form:** The AIAC Board has produced a form that should be used as the basis of each committee's Annual Report, available at www.aiacharlotte.org. Deviations from this form are acceptable as long as all information requested in the form has been provided.

Coordination with the AIA Charlotte Board and AIAC Staff

- **Paperless Communication:** All communication between committees and the AIAC staff and Board should be electronic whenever possible.
 - Documents, scans, forms, and other materials should be attached to e-mails as standard file formats, with a particular preference for PDF files.
 - AIAC has established an electronic dropbox for committees to upload electronic communications. *Please contact the AIA Charlotte office for information on this dropbox.*
- **Staff Attendance of Events:** AIAC-contracted personnel will not attend activities unless requested by the committee and it is mutually agreed upon. Committees are responsible for committee activities.
- **Staff Responsibility for Committee Events:** AIAC is a volunteer organization. AIAC-contracted personnel may assist, but are not responsible for organizing, planning and staffing individual committee activities.
- **Commitment of AIAC Resources:** Committee members may not commit the organization's resources, including money or staff time, without Board approval. Work through the Board Liaison and the Executive Director to do the initial planning and incorporate your event, program, publication or other activity into our overall budget.
- **Standard Procedure to Request to Meet with the Board:** The AIA Charlotte Board of Directors meets on the third Wednesday of each month. Any committee or member can request to meet with the Board to discuss issues for the Board to consider.

- The committee or member must contact the Executive Director and Secretary in order to request to present to the Board at the next meeting and the Executive Director will see that they are put on the agenda for that meeting.
- The Board will see that the committee or member will present to the Board at the beginning of the Board meeting.
- Time limits may be necessary to ensure appropriate time for other Board business.
- **What to Bring when Presenting to the Board:** Committees or members should bring the appropriate information for review by the Board so that they will be able to make an informed decision regarding the issue at hand. Advanced drafts of information or a brief synopsis of the subject of the presentation must be forwarded electronically to the Executive Director no less than 7 days prior to the Board Meeting for distribution to Board Members.
- **Board Liaisons:** The committee will be assigned to one of the advisory groups which is overseen by one of the Executive Board Committee Members; that Board Member will be the committee's Liaison to the Board.
 - The Board Liaison may be, but is not required to be, an active member of the committee or its leadership.
 - The Board Liaison is responsible to attend committee meetings periodically at a minimum and report to the Board on committee activities at Board Meetings.
 - The Board Liaison will act as an advocate for the committee, and must provide accurate and objective reports on committee activities.

Committee Funds & Reimbursement

- **Request and Receipt of Committee Funding:**
 - Committees are required to provide a proposed budget for their events/activities to the AIA Charlotte Treasurer by the October Board Meeting of each year for incorporation into the AIA Charlotte Budget for the coming year.
 - This proposed budget request will be made through the Committee Annual Report submitted to the Board.
 - If a proposed budget is not provided, the Board may, at its discretion, allocate funds for the upcoming year.
 - If additional funds are required to put on events/programs that support the mission of AIA Charlotte, a request must be made to the Board for approval.
- **Committee Budgets:**
 - Committees will receive their budget at the beginning of the calendar year.

- Funding allocated to committees by AIAC is for one calendar year only. Portions of budgeted funds not used by the end of the calendar year are not rolled over into the following year.
- If you need a monthly report of income and expenses, please contact AIA Charlotte staff at least one week prior to needing the report. Allow a full month for budget items to be processed and reflected in the budget report.
- Reimbursement requests beyond the limits of a committee's budget require approval of the Board.
- **Committee Members' Expense Reimbursement:** Since AIA Charlotte depends on the efforts of volunteers to do work on its various committees and programs, committee members will occasionally have to incur expenses on behalf of AIA Charlotte for which they will be reimbursed. Normally, AIA Charlotte will have money budgeted for all of our committees and events and expenses can be charged to AIA Charlotte directly as approved by the Board or the Committee Chair(s).
 - To receive reimbursement for expenses you have incurred directly, please prepare an itemized request for reimbursement using the electronic AIA Charlotte Reimbursement Form found at www.aiacharlotte.org listing expenses and their business reasons.
 - Attach electronically scanned receipts and submit as a single PDF file to the AIA Charlotte Executive Director **no later than 30 days** after you incur the expense.
- **Reimbursement Checks:**
 - Checks are signed and issued by AIA Charlotte twice a month and sent by mail to the mailing address provided on the reimbursement form.
 - Checks will be processed on the 10th and last day of each month. Committees should plan their events and expenditures to submit with this time schedule in mind. Please also account for processing time by the US Postal Service.
 - In the case of an emergency, the committee member may pick up a check from the Executive Director.
- **Committee Members' Cost for Attending Their Own Functions:**
 - Each committee is responsible for determining which committee members and volunteer assistants are eligible for free admission to events or functions planned by that committee.
 - The committee's budget for that event must include the lost revenue from free admission of committee members and other volunteer assistants.
 - The Board will not consider reimbursement of budget overages resulting from free admissions.

Committee Rules

- **Committee Rules and Procedures:** Each committee has the responsibility of drafting rules and procedures that guide the activities of the committee in a fair, transparent, and accountable manner.

- The rules and procedures of each committee must, at a minimum, define and regulate the following:
 - The requirements of committee membership.
 - The leadership structure of the committee and requirements of leadership positions.
 - The process of change in committee membership or leadership.
 - The process of approval and change in committee rules and procedures.
- Any additional rules or procedures that pertain to the activities and operations of the committee should be included.
- All committees must submit documentation of their rules and procedures in each Committee Annual Report to the Board; any changes from year to year should be explicitly indicated.
- Board approval of committee rules and procedures will indicate that the Board is prepared to put its full weight of power behind the enforcement of those rules and procedures.
- **Requirements of Committee Chairs:** A committee's highest leadership position will be called "Committee Chair" and must be filled by an AIA Charlotte Member or Associate Member in good standing.
 - Committees may have multiple Chairs of equal position, but all Co-Chairs must be AIA Charlotte Members or Associate Members in good standing.
 - Any additional requirements of Chairs can be stipulated through the committee's rules and procedures. Committees may restrict Associate Members from serving as Chairs, but must outline these restrictions in their Committee Rules and Procedures.
- **Requirements of Committee Co-Chairs:** A committee's next highest leadership position will be called "Committee Co-Chair" and must be filled by an AIA Charlotte Member or Associate Member in good standing.
 - Any additional requirements of Chairs can be stipulated through the committee's rules and procedures. Committees may restrict Associate Members from serving as Chairs, but must outline these restrictions in their Committee Rules and Procedures.
- **Committee Chair and Co-Chair Responsibilities:** The Committee Chair or Co-Chairs are responsible for the activities of the committee and its subcommittees, and it is up to the Committee Chair(s) to make sure the committee follows the policies described herein. Committees should designate one member of the leadership to serve as an official point of contact with the AIAC Executive Director and the assigned Board Liaison. This is to streamline communication and avoid inefficiencies and redundancies.
- **Committee Members as Representatives:** Committees are organized to serve the interests and needs of AIA Charlotte members and the public they serve. Committee members are not on the committee solely as representatives of their firms or other private interests.
- **Committee Mission:** Each committee is required to have a mission statement, statement of purpose, or written narrative describing its activities.

- This mission is to be reviewed by the Board and resubmitted annually with the committee's request for funding.
- Any changes in this statement from year to year should be explicitly indicated to the Board at each annual resubmission.

Committee Responsibilities for Meetings and Events

- **Meeting and Event Planning:** The AIAC committee members handle meeting planning for all programs and events put on by their committee in coordination with the Executive Director. This helps assure budget control and the best outcome for the event.
 - While AIA Charlotte is a not-for-profit corporation, we still must be fiscally responsible on events to have the resources for future programs.
 - We are experienced in contract negotiations for meeting locations, catering, AV, and other services.
 - Committee members provide the goals and content for the program, maintain contact with proposed speakers once the program is approved, and are encouraged to suggest suitable event locations.
- **AIAC Calendar Coordination:** AIAC keeps a master calendar, which helps coordinate the activities of AIAC committees and availability of AIAC staff.
 - Committee leaders are responsible for informing AIAC staff of their event dates, times, and locations in a timely manner—at least a full week before the event.
 - Committee leaders should specify if an event or activity is to be announced in the weekly e-newsletter, *AIA Charlotte Connection*, in addition to appearing on the master calendar.
 - AIAC staff is responsible for updating the calendar in a regular and timely manner, including events in the *AIA Charlotte Connection* as requested.
 - Committee leaders are responsible for checking the AIAC master calendar at <http://www.aiaCharlotte.org> to coordinate with possible conflicts.
 - Committee leaders are encouraged to coordinate their events with the AIA North Carolina event calendar at <http://www.aianc.org>.
- **Recognition of Sponsorship:** This policy is intended to ensure consistent and appropriate exposure for AIAC sponsors.
 - At all AIAC and committee events, AIAC sponsors should be provided suitable acknowledgement of their contributions. The emphasis should be on acknowledging the sponsor(s) versus providing on-site advertising.
 - Any banners, hand-outs, etc., that are displayed or provided prior to an event must be reviewed and approved in advance by the Executive Director.

- Sponsors may distribute free samples of their products or promotional items at AIAC events that they sponsor. These items may be imprinted with the name of the event and recognize sponsors by name and logo. All samples and products handed out by the sponsors are to be reviewed and approved in advance by the Executive Director.
- **Meeting Minutes:** It is recommended, but not required, that minutes should be taken at every committee administrative meeting. These notes are a record of decisions and assure that the committee is working on behalf of all members. The notes should record the date and location of the meeting, the time the meeting began and ended, and decisions made.
- **Event Documentation:** Committees are responsible for documenting their activities and events.
 - Documentation is most typically done through photographs, but may also be supplemented by copies of graphic materials, videos, digital presentations, and copies of press coverage.
 - AIAC has established an electronic dropbox for committees to upload digital documentation. *Please contact the AIA Charlotte office for information on this dropbox.*
 - The documentation may be used by AIAC for public relations and press materials, with proper attribution.

Continuing Education

- **Providing Continuing Education:** AIA Charlotte is a registered Continuing Education provider. Committees that schedule events and/or programs which provide continuing education to the membership under AIA Charlotte must have the required documentation information to the Executive Director at least **3 weeks** prior to the event.
- **Point of Contact for Continuing Education Events:** Committees must appoint a single contact person for each continuing education event they schedule. This contact will be responsible for providing and coordinating all the required documentation related to the event with assistance from the AIAC Executive Director. If necessary documentation is not provided either before or after the event, the contact person will bear sole responsibility.
- **Documentation Required for Providing Continuing Education:** AIAC CES Course Registration Form A is the standard document required for registering an event as a CE session, and it is available for use at www.aiacharlotte.org. Committee chair(s) are required to complete this form with the assistance of the AIA Charlotte Executive Director.
- **Documentation of Attendance:**
 - Committees must submit an electronic scan of a CE session attendance form to the Executive Director within **7 days** after the session.

- The sign-in form must include each participant's full name and AIA membership number. A standard AIA CES Program Completion Form B for documenting attendance is available for use at www.aiacharlotte.org, but any form containing the necessary information is acceptable.
- The Committee Chair(s) is responsible for submitting the form to the AIA Charlotte Executive Director.
- Attendance certificates are available to members upon request to the Executive Director.
- **Communications for Continuing Education Events:** Communications for CE session have requirements which define what information is given about the session, language about credits, and other items in order for members to receive credit. See the "Committee Communications" section below.

Committee Communications

- **AIAC E-mail "Blasts":** Email blasts to the general membership or specific committee e-mail lists may be provided by the AIA Charlotte office.
 - Only one email blast per week for any one committee will be sent; only one AIAC email blast per day will be sent.
 - Content should be received by the AIAC staff at least one week prior to the date you would like the blast to be sent.
 - Committees are responsible for content, providing a word document, images (600 pixels wide maximum), and links. Please share all content with your committee before submitting to the AIA Charlotte office.
 - The person sending the content and contact for the committee will be given a sample email. This email must be approved within 48 hours or the blast will not be sent.
 - Individual emails are only sent if the activity is an AIA Charlotte activity.
- **Committee Websites/links to AIAC homepage:** Coordinate with AIAC staff to update information for each committee's webpage found on the AIAC website.
- **AIA Charlotte Connection e-newsletter:** The Connection newsletter is sent each week on Monday.
 - Committees interested in submitting content should have information to the AIA Charlotte office by Wednesday at noon.
 - Content should be no more than 3 small paragraphs, roughly 50-60 words.
 - A link should be provided so readers may choose to learn more.
 - Images are strongly recommended, with a 600 pixel width limit.
 - Event information will be posted, but committee sponsors will not be named.
- **AIAC Logo:** All committees need to have the AIAC logo/and or name on materials being distributed. The AIA Charlotte logo must be reproduced from artwork supplied by AIA Charlotte. This artwork must not be altered. The AIA Charlotte logo can be downloaded from the AIAC website, www.aiacharlotte.org

- **Representing the AIAC:** By our bylaws, only the Board may speak for the organization, and any statement on policy must be approved by the Board.
- **Communication Review:** All communications, written or graphic, intended for view by the general public or general membership are to be submitted to the Executive Director for review prior to publication and/or post.
- **Committee Communication with and Solicitation of Sponsors:** About 50% of the AIAC budget is provided by sponsors.
 - Committees are encouraged to pursue new sponsorship opportunities for AIAC, but must do so through direct coordination with the Executive Director and Board. Committees are not authorized to solicit sponsors without approval of and coordination with the Executive Director.
 - All committees must procure services or products used for committee activities from these sponsors whenever possible.
 - A list of AIAC sponsors can be found at www.aiacharlotte.org

AIA CHARLOTTE COMMITTEE CALENDAR OF MILESTONES

JANUARY

- Committees receive Committee Annual Budget from the Board
- Submit Monthly Report to Board Liaison (1 week prior to Board Meeting)

FEBRUARY

- Submit Monthly Report to Board Liaison (1 week prior to Board Meeting)

MARCH

- Submit Monthly Report to Board Liaison (1 week prior to Board Meeting)

APRIL

- Submit Monthly Report to Board Liaison (1 week prior to Board Meeting)

MAY

- Submit Monthly Report to Board Liaison (1 week prior to Board Meeting)

APRIL

- Submit Monthly Report to Board Liaison (1 week prior to Board Meeting)

JUNE

- Submit Monthly Report to Board Liaison (1 week prior to Board Meeting)

JULY

- Submit Monthly Report to Board Liaison (1 week prior to Board Meeting)

AUGUST

- Submit Monthly Report to Board Liaison (1 week prior to Board Meeting)

SEPTEMBER

- Submit Monthly Report to Board Liaison (1 week prior to Board Meeting)

OCTOBER

- Submit Monthly Report to Board Liaison (1 week prior to Board Meeting)
- Submit Annual Report to Board (1 week prior to Board Meeting); Annual Report to include, at a minimum:
 - Committee Mission, Goals, Chair and Co Chair Information
 - Committee Rules and Regulations
 - List of Actual Expenses, Events and Activities for the current year
 - Proposed Committee Annual Budget for upcoming year

NOVEMBER

- Submit Monthly Report to Board Liaison (1 week prior to Board Meeting)

DECEMBER

- Submit Monthly Report to Board Liaison (1 week prior to Board Meeting)