



AIA Tampa Bay

Board of Directors ~ Role Descriptions

AIA Tampa Bay Mission is to provide: 1) Advocacy of the profession 2) Community for the members 3) Knowledge for the practitioner

About AIA Tampa Bay

AIA Tampa Bay has an active membership of approximately 630 designated professionals and affiliates. The membership is comprised of 440 Architect Members, approximately 100 Associate Members (intern architects), and 100 Allied Members (other professionals and trades people affiliated with the profession of Architecture). The Chapter office is currently staffed by one full time Executive Director, and a full time Public Relations Manager.

AIA Tampa Bay represents members in Hillsborough, Pinellas, Polk, Hernando, Citrus, Sumter and Pasco Counties. Some activities of the chapter include an Annual Design Awards Program and Awards Event "Celebrate Design", an annual Golf Tournament which funds our scholarship program, monthly continuing education lunches and membership meetings, building tours, educational programs, films and a variety of other architecture related programs are held regularly. The chapter also provides a resource library and classes for those taking the Architectural Registration Exam. The activities of the Chapter are dependent on the commitment and hands-on work of our volunteer Board of Directors, Committee Chairs and Committee Members.

About the Board of Directors

The Board of Directors consists of thirteen members who are referred to as Directors. Five of these Directors make up the Executive Committee including the President, Vice-President/President Elect, Secretary, Treasurer and Immediate Past President. In addition there are two Directors 'East and West', one representing the Eastern portion and one representing the Western portion of the chapter territory. Two associate members serve as Associate Directors. There is also a State Director position, a Student Director and Academic Director. A non-architect serves as the Public Member providing a unique perspective on chapter policy and affairs. The Executive Director serves as an ex-officio member of the ex comm. and the board but does not have voting privileges.

The management, direction, control and administration of the property, affairs and business of the Chapter are vested in the Board of Directors, which acts within the bylaws of the chapter to forward the objectives of the Chapter, as described in the AIA Mission Statement above.

All members of the Board of Directors are covered under the liability insurance of the Chapter when acting on behalf of the chapter.

All board members are expected to regularly participate in monthly board meetings, chapter programs and attend all major events. In addition, the Roles of the various positions on the Board of Directors, with requirements, roles/responsibilities and time commitments of each position follow:

Executive Committee / Board Officers - Architect, Associate and International Associate members are eligible to serve as officers of the board. However, Associate and International Associate members may not hold more than two seats or one-third of the total seats, whichever number is greater on the Chapter Board. The numerical limits stated in this Subsection (a) shall apply as to Associate and International Associate members serving as officers of the chapter. Allied members may not hold chapter office.

President (Executive Committee)

Requirement: The President of the Chapter shall be a member in good standing who is elected by the membership of the Chapter, initially serving a one year term as the Vice President/President-Elect and automatically advancing to the position of president the following year.

Role/Responsibility:

The President shall exercise general supervision over the affairs of the Chapter, except those under the administration and supervision of the Secretary or Treasurer. The President shall preside at Board of Directors, Chapter and Executive Committee meetings. The President will have charge over and exercise general supervision over the offices and Executive Director of the Chapter; and shall perform all other duties usual and incidental to the office.

The President shall act as spokesperson for the Chapter and as its representative at meetings with other organizations and committees unless delegated by the Board of Directors. The President shall not obligate or commit this Chapter without authorization by the Board of Directors.

The President traditionally attends a "grassroots" convention in Washington, D.C. in February or March to learn about the history and mission of the AIA, attends the AIA National Convention, and AIA State Convention.

Time Commitment:

The President should expect his or her role to require approximately 20 hours per month to perform the general duties of the President including attending monthly board meetings, plus travel totaling 9-10 days throughout the year.

Travel includes attending Grassroots in Washington, D.C (approximately 3 days), the National Convention (approximately 3 days), and the AIA Florida Convention (approximately 3 days). Hotel and necessary travel expenses are reimbursed by the Chapter.

Vice President/President-Elect (Executive Committee)

Requirement: The Vice President/President-Elect of the Chapter shall be a member in good standing who is elected by the membership of the Chapter.

Role/Responsibility:

The Vice-President/President-Elect shall succeed to the office of President upon expiration of the term of office of the President, December 31st of the respective year. Therefore the responsibilities of the President shall apply the second year of the term. The Vice President/President-Elect during the first year shall serve on the Board of Directors and Executive Committee helping to shape policy and goals of the chapter, and shall chair the nominating committee the year preceding his or her advancement to President.

Time Commitment:

The President/President-Elect should expect his or her role to require approximately 20 hours per month to perform the duties of the Vice President/President-Elect including attending monthly board meetings. Travel includes attending Grassroots in Washington, D.C (approximately 3 days). Hotel and necessary travel expenses are reimbursed by the Chapter.

The Vice President/President-Elect is also expected to chair and/or be active on chapter committees which should average approximately 5-10 hours per month.

Secretary (Executive Committee)

Requirement: The Secretary of the Chapter shall be a member in good standing who is elected by the membership of the Chapter at the Annual Meeting.

Role/Responsibility:

The Secretary acts as a recording and corresponding secretary and as secretary of meetings of the Chapter, the Board of Directors, and of the Executive Committee. The Secretary keeps meeting minutes, issues all notices to the Chapter, signs all instruments and matters that require the attention and approval of the Chapter, prepares reports of the Board of Directors and the Executive Committee including the Annual Report, and in collaboration with the President, has charge of all matters pertaining to the meetings of the Chapter. The Secretary is also expected to chair one committee. The secretary may defer some of his/her duties to the executive director, including meeting minutes.

Time Commitment:

The Secretary should expect to spend approximately 10 hours per month actually performing duties of the office of Secretary, participating in board discussion and decisions and attending monthly board meetings. The Secretary is also expected to chair and/or be active on chapter committees which can range from 5-10+ hours per month depending on the committee.

Treasurer (Executive Committee)

Requirement: The Treasurer of the Chapter shall be a member in good standing who is elected by the membership of the Chapter at the Annual Meeting.

Role/Responsibility:

The Treasurer is responsible for the general supervision of the financial affairs and financial records and books of the Chapter. The Treasurer prepares budgets, makes disbursements of funds, advises the Board regarding Chapter finances and financial decisions. The Treasurer is responsible for making a written report (with the assistance of the Executive Director) to each annual meeting of the Chapter and a written report to each regular meeting of the Board of Directors. The reports set forth the financial conditions of the Chapter, its income and expenditures for the period of the report and the Treasurer's recommendation on matters related to the finances and general welfare of the Chapter. The Treasurer, upon assuming the role, obtains all information from the previous year, and checks it over.

The Treasurer is not personally liable for any loss of money or funds of the Chapter or for any decrease in capital, surplus, income or reserve of any fund or account resulting from any acts performed in good faith conducting usual business of the office.

Time Commitment:

The Treasurer should expect to spend approximately 12 hours per month actually performing duties of the office of Treasurer, participating in board discussion and decisions and attending monthly board meetings. The Treasurer should also expect to be active on chapter committees which can range from 5-10+ hours per month depending on the committee.

Associate Directors

Requirement: The Associate Directors shall be Associate members in good standing, elected by the Associate Membership at the Annual Meeting.

Role/Responsibility:

The Associate Directors serve on the board representatives of the Associate Members. They are responsible for the development of licensing exam preparation classes and resources and maintaining/developing a relationship between the chapter and AIA student chapters and area schools with architecture programs. The Associate Directors may also be responsible for helping to organize programs and/or luncheons, in particular, those that would be of interest to Associate members. The Associate Directors are also responsible for assisting in the general recruitment of associate members. The Associate Directors are also expected to chair and/or serve on committees of the chapter.

Time Commitment:

The Associate Directors should expect to spend approximately 15 hours per month actually performing the duties of the Associate Director including attending monthly board meetings. The Associate Directors are also expected to Chair and/or be active on Chapter committees which should average approximately 5-10 hours per month.

West Director

Requirement: The West Director shall be a member in good standing elected by the membership at the Annual Meeting.

Role/Responsibility:

West Directors serve on the board and represent and serves members located in the western portion of the chapter area. West directors are also responsible for keeping the board informed of architecture-related issues in the western region of the chapter. In addition, the West Directors are expected to Chair or serve in an active role on a Chapter committee.

Time Commitment:

The West Director should expect to spend approximately 10 hours per month actually performing duties of the West Director including attending monthly board meetings. The West Director is also expected to Chair and/or be active on Chapter committees which should average approximately 5-10 hours per month.

East Director

Requirement: The East Director shall be a member in good standing elected by the membership at the Annual Meeting.

Role/Responsibility:

East Directors serve on the board and represent and serve members located in the eastern portion of the chapter area. East Directors are also responsible for keeping the board informed of architecture-related issues in the eastern region of the chapter. In addition, the East Directors are expected to Chair or serve in an active role on a Chapter committee.

Time Commitment:

East Directors should expect to spend approximately 10 hours per month actually performing duties of the East Director including attending monthly board meetings. East Directors are also expected to Chair and/or be active on Chapter committees which should average approximately 5-10 hours per month.

State Director

Requirement: The State Director shall be elected in accordance with the AIA Florida bylaws.

Role/Responsibility:

The State Director serves on the State Board and serves as liaison between the local chapter board and the state association. The State Director also serves on the local board helping to shape policy and goals of the chapter. The State Director relays information on activities of the State Chapter to the local membership. The State Director also serves on committees of the State Chapter.

Time Commitment:

The State Director is expected to attend monthly AIA Tampa Bay board meetings, as well as attend meetings of the State Organization requiring approximately four two-day trips. State Directors also serve on state committees. Hotel and necessary travel expenses are reimbursed by the Chapter or AIA Florida.

Immediate Past President (Executive Committee)

The President shall succeed to the role of Immediate Past President upon expiration of the term of office of the President, December 31st of the respective year.

Role/Responsibility:

The Immediate Past President serves on the Board continuing to help shape policy and goals of the chapter, as well as chair and/or serve on committees of the chapter. The Immediate Past President also holds an automatic ex-officio seat on the Tampa Bay Foundation for Architecture and Design Board of Trustees, helping to maintain coordinate programs and events between the two organizations.

Time Commitment:

The Immediate Past President should expect his or her role to require approximately 10 hours per month to perform the duties of the Immediate Past President including attending monthly board meetings.

Academic Director

The Academic director is the current sitting Director of the University of South Florida School of Architecture and Community Design, or his/her appointee.

Role/Responsibility:

The academic director serves on the Board continuing to help shape policy and goals of the chapter, as well as representing the interests of architecture students and the school of architecture. The Academic Director serves as a liaison between the school and institute.

Time Commitment:

The academic director should expect his or her role to require approximately 8 hours per month to perform the duties of the academic director including attending monthly board meetings.

Student Member / AIAS Representative

The student board member is the current sitting chair of the American Institute of Architects Student Chapter at the University of South Florida School of Architecture and Community Design, or their appointee.

Role/Responsibility:

The student member serves on the Board continuing to help shape policy and goals of the chapter, as well as representing the interests of architecture students.

Time Commitment:

The student member should expect his or her role to require approximately 8 hours per month to perform the duties of the student member including attending monthly board meetings.

Public Member

Requirement: The Public Member shall be a non-architect who is not in any membership category (except Honorary Membership) nor employed by the Institute or a component.

Role/Responsibility:

The Public member will serve as a member of the board of directors with voting privileges helping to set policy and strategic direction for the component.

Time Commitment:

The Public Member should expect to spend approximately 10 hours per month actually performing duties of the office of Public Member, participating in board discussion and decisions and attending monthly board meetings. The Public Member is also expected to chair and/or be active on chapter committees which can range from 5-10+ hours per month depending on the committee. The term for the Public Member position is two years.