



AIA MINNESOTA POLICY ON COMMITTEES - 2014

FUNCTIONS OF COMMITTEES AND TASK FORCES

In general, the AIA Minnesota Board of Directors accomplishes their work and goals through committees. The goal of a committee is to focus efforts and break the work at hand into meaningful and controllable segments. Committees are work units of the organization, and make full use of the time, expertise, and commitment of board members, staff, and committee members to address issues and achieve goals.

For our purposes, AIA Minnesota **Committees** are ongoing standing committees and have been, or will be, formed to deal with ongoing, major activities within the organization. Standing committees may be dissolved if their function is completed or no longer deemed necessary.

For specific tasks that are not long-term, the equivalent work will be undertaken by a board appointed **Task Force**. These Task Forces will be dissolved once the task they were originally convened for has been completed and a final report on the subject matter submitted to the Board of Directors.

PURPOSE OF COMMITTEES AND TASK FORCES

The purpose of the committees of AIA Minnesota is to provide a structure for:

- Producing programming or an event (e.g., LDSR, Convention, Continuing Education)
- Providing forums for sharing information on specific fields of interest (e.g., Building Codes, BIM Breakfast Club, etc.).
- Promoting policy issues (e.g., Government Affairs).
- Advocating for, and the promoting of, architects and architecture (e.g., COTE, Committee on Design [Awards]).
- Provide public outreach (e.g., Architecture in the Schools, AIA Minnesota Design Team).

Our committees are the essential, functional units of our organization. In order for them to fulfill this role effectively the following is required:

1. Every committee should have a chair who is an AIA Minnesota member. A committee may also have a co-chair or chair-elect.
2. The term of each chair shall be a maximum of two years. The terms shall be on a calendar year basis.
3. A chair may be reappointed after a year off. The past-chair may remain a member of the committee.
4. Each committee will have an AIA Minnesota staff member assigned to it.

5. Committee chairs serve at the pleasure of the president and report to the Executive Committee (Excom).
6. Each committee, assisted by the AIA Minnesota staff member, shall recommend a candidate for the incoming chair to the AIA Minnesota president. The committee chair will be appointed in the fall for the following year by the president and president-elect and then be reported to the Board of Directors.
7. Committee Chairs shall participate in the annual Committee Chair meeting held in the summer. Participation is critical to the success of committees and the organization as a whole.
8. Only the president speaks for AIA Minnesota. Neither committee chairs nor committee members may represent the organization unless authorized to do so by the Executive Committee (e.g., Government Affairs will have this authority).
9. Committee service includes promoting the organization to others, staying current on issues and trends impacting the organization and the membership, and recruiting members to join AIA and to become active in committee work.
10. Committees shall prepare a written report on their activities and accomplishments on an annual basis to the Board of Directors. At the Executive Committee's or Board of Director's request, the committee shall attend and provide an oral report at a board meeting.

The Executive Committee and Nominating Committee are established by the AIA Minnesota By-Laws. The chair of the Finance Committee is the AIA Minnesota Treasurer and is elected at the Annual Meeting by the general membership.

DUTIES OF MEMBERS

Committee members must attend scheduled meetings, participate in discussions and share the workload. Each member's expertise, whether a skill or knowledge, contributes to the committee's success. When assigned a task, it becomes each member's duty to complete the task and report back to the committee.