



Committee Handbook

THE WASHINGTON CHAPTER OF THE
AMERICAN INSTITUTE OF ARCHITECTS

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Overview

Role of the Committees:

- Organizing/Planning Events
- Using networks to promote events
- Participating in advocacy with the Board of Directors

Role of AIA|DC Staff:

- Presenting Committees with paths to channel their expertise and energy
- Posting events and advertising
- Collecting registration fees and answering registration questions
- Event set-up (if held at DAC)
- Getting learning unit approval and reporting learning units
- Tracking finances for Committees

Committee Governance:

- Committees may create whatever governing body they wish. Some have offices such as treasurer, secretary, and chair and others only have a chair. It can be helpful to designate one Committee member as the primary point of contact for all Committee events throughout the year. This allows the designated point of contact to develop expertise in the process, and helps Committee events run more smoothly.
- Committees cannot use the words board, director, or president to describe their positions. This is to avoid confusion with the Chapter's board and staff.
- Committees may not enter into legal agreements as they aren't legal entities on their own.
- Please consult with AIA|DC staff if the need for a contract arises.
- Committees must have at least ten active members.
- Committees must have two AIA|DC members in their governing body.

Committee Plans and Agreements:

Committee Plans and Agreements are due on December 1

- Each Committee is required to submit an annual Committee Plan detailing projects for the following six months or full calendar year. Plans must include a detailed budget and calendar of activities so the Board of Directors can review them and see how the Committee fits into the Chapter message. You'll be given comments on your Committee plan around the start of the new year.
- Please note that you will need to reach out to DAC staff to confirm program or Committee meeting dates listed on your plan. We'll do our best to book the event on your preferred date.
- Committee Plan Template:
 - You do not have to use the template, it's only a guideline to help you get started.
- Committee Agreement:
 - This is the agreement that each Committee signs at the beginning of the year.

Committee Events

AIA|DC Committees are essential for providing education to other members!

Check your proposed date with Lily before moving forward with planning, and fill out the Event Request Form 6 weeks before your event (the form must be submitted no later than 4 weeks in advance).

In-person Committee events at DAC may be held on any night of the week, but only Mondays are guaranteed for Committee events. Availability is contingent on staff and whether another event is already booked. We aim to have as many Committee events at DAC as possible, however we won't always have space available or be able to let you into the space before your booked time. DAC is in a prime location in downtown DC which is great for engaging people in architecture, but is expensive to run. We often rent the space to outside organizations to supplement income from AIA|DC and WAF activities. These rentals are essential to keeping the doors open so we sometimes have to make adjustments to our plans to accommodate them.

All events dates need to be confirmed with the Committee Engagement Manager, and we must receive the Event Request Form no later than four weeks from the date of the program. To ensure a good turnout for your events, try to submit the form six weeks before the event - we need this time to get CEUs approved and advertise the event. The form can be found at www.aiadc.com/Committee-resources. Reach out to AIA|DC Staff to inquire about open dates before confirming speakers.

Include an event graphic when submitting the event request form. It is very difficult to market events without a "poster" stating the details of the event, and the most successful Committee events have detailed graphics that can be used in marketing. Examples can be found [here](#) and [here](#).

After the form has been submitted, staff will get approval of learning units from AIA National and post to the website along with a registration link. The person who submitted the form will be notified when the event is posted. Registration fees are collected by the Chapter and will show on your next quarterly financial report.

Committee events may require a short call with the AIA|DC Committee Engagement Manager and the Events + Marketing Director. This will help streamline the planning process leading up to your event and will take place shortly after the event form is submitted.

If your program is at DAC, please let staff know your AV needs in advance so we can have everything ready when you arrive. We have microphones, projectors, and built-in screens available for use but it is important that staff be able to prepare for the use of A/V equipment.

If your program is virtual and has credits attached, you must use our Zoom account to host. Zoom can only record attendance through the webinar feature, which the Chapter pays for. We insist that events are hosted in the AIA|DC Zoom account so that we can ensure attendees get credit for attending.

Event sign-in is an important step, because the sign-in sheet is the official record of attendance for AIA learning units:

- Learning units must be submitted within two weeks of the course. Please send the sign-in sheets from off-site events to staff as soon as possible.
- Registrants must attend the entire session to get credits.
- Please encourage attendees to write legibly on sign-in sheets – if we can't read a name, we can't give credit!

Do not advertise events before staff has created a registration link and calendar listing! When an event is announced it is important to have everything in place so that people can register right away. If someone wants to register but can't, they are not likely to come back and try again. Rather than boosting registration, prematurely advertising an event can lower registration.

AIA|DC staff can only manage AIA credits. If you'd like to offer other credits for a course, reach out to the administering organization.

Events are open to non-members and members

Catering and DAC Event Support:

Catering and AV logistics must be coordinated with the AIA|DC Events + Marketing Director. Every Committee event that requires catering or A/V support will include a short call with the AIA|DC Committee Engagement Manager and the Events +Marketing Director. This will streamline the planning process leading up to your event, including catering and all event support. This is especially essential if the event is being held at DAC.

Marketing, Social Media, and Communication

Committee events may include a short call with the AIA|DC Committee Engagement Manager and the Events + Marketing Director. This will help streamline the planning process leading up to your event, including marketing.

Committees are permitted to create their own social media accounts. Accounts must contain "AIA|DC" or "DC" to avoid confusion with other Chapter's Committees.

Every event will have a landing page on the AIA|DC website calendar. Please coordinate all other marketing with the AIA|DC Events + Marketing Director. Depending on availability in the internal Chapter calendar, Committee events may be included in email blasts, social media posts, and/or the Chapter newsletter. Committee events will be included in in a weekly email blast that goes out on **Thursdays**.

Anything created for publication using the names or logos for AIA|DC, AIA National, DAC, or Washington Architectural Foundation must be created in concert with staff.

Committee logos must be approved by the Executive Director to ensure they are cohesive with the AIA|DC image.

Committee Meetings

To schedule Committee meetings, contact the AIA|DC Committee Engagement Manager. Please let us know about Committee meetings even so they can be posted to the website calendar. If you wish to have your meeting virtually, you may host it in our Zoom account or on another account.

Committees are encouraged to schedule all their meetings at the beginning of the year to improve attendance. It's easier for new members to get involved if they know when and where you'll be meeting in advance.

Finances & Sponsorships

Committee Finances:

Committees can use funds to support their educational programs. Don't forget to submit your receipts to the Membership & Operations Manager for reimbursement!

Committee funds are housed in the AIA|DC bank account. Committees can use 80% of their income for educational purposes. The other 20% goes into the Chapter's education budget to help cover costs for other programs such as DAC Design lectures.

We know that starting the year without funds can be a challenge, so each Committee receives \$350 from the Chapter at the beginning of the year to help jump start their activities. In order to receive the funds, the Committee must be represented by at least one member at the Annual Meeting and Committee leadership events.

Committee Chairs will receive a report at the end of each quarter with year-to-date financial information. We will do our best to provide information on request, but not all information will be instantly available.

Because the Foundation's mission is education, any spending of sponsorship money must have an educational component. Any Committee doing a networking/social event needs to include a short presentation (at least 15 minutes) pertaining to the activities of the Committee or some aspect of architecture or the profession. It doesn't need to qualify for AIA learning units. If you are unsure if a purchase will qualify, contact staff.

Committees access funds through reimbursement from the Chapter. To request a reimbursement, submit the name, address, and receipts. A reimbursement form can be found on the website, and should be sent to the Membership & Operations Manager once completed. A check or ACH transfer will be issued as soon as possible provided the event has already been completed.

Committee funds do not roll over into subsequent years because the Chapter operates on a modified cash basis.

Committees may fundraise for outside organizations if they are partnering with them on a project, but the Committee must do a similar fundraising effort for the Washington Architectural Foundation. Partnering with outside organizations is valuable, we just have to ensure our donors don't forget about giving to WAF.

Committee Sponsorships:

As professionals in the AEC industry, you have cultivated networks that are a great source of sponsorships. Go out there and fundraise!

Committees are required to raise \$500 in sponsorship in order to offer a course for free.

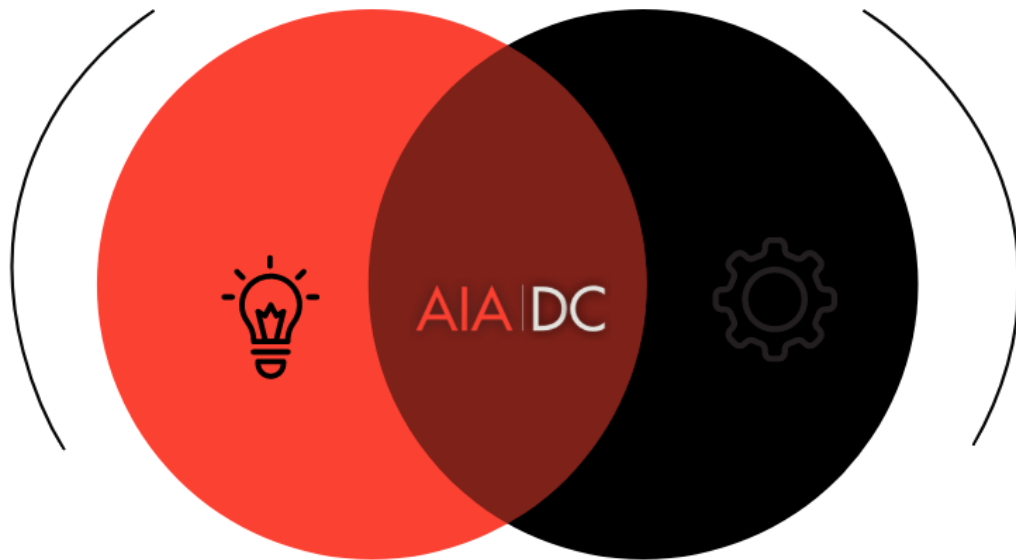
Ask the Executive Director before approaching any sponsors. This policy is in place so multiple Committees don't ask for funds from the same sponsor at the same time. The left hand needs to know what the right hand is doing!

Sponsorships go through the Washington Architectural Foundation and are transferred to the Chapter via a grant for Committee use.

If Committees would like to offer sponsorship benefits that would need to be organized by the Chapter, such as Newsletter recognition or event tickets, please get staff approval first.

Once you have reached an agreement with a sponsor, please have them complete the [Sponsorship Request Form](#) and send the completed form to the Committee Engagement Manager and the Membership & Operations Manager

WHO TO CONTACT



Committee Manager

- Vetting your event date
- Issues with webform
- Updates to your event details
- Website/Calendar edits
- Educational Credits
- Registration Totals

Event/Marketing Team

- Event Setup
- Catering (Food & Beverage)
- Technical Support
- Marketing Questions
- Day of Support

AIA|DC Staff Contact List

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