The Academy identifies Emerging Professionals as individuals pursuing a career in architecture and whose experiences range from student to recently licensed architect of 10 years or less.

2012 AIA California Council (AIACC) Executive Committee

President ................................................................................................................. Frank O. Bostrom, AIA
First Vice President/President-Elect ................................................................. Brian Dougherty, FAIA
Treasurer/Secretary ............................................................................................ Bruce Monighan, AIA
Vice President, Communications/Public Affairs ............................................. Jason Silva, AIA
Vice President, Regulatory Affairs ................................................................. Gregory K. Izor, AIA
Vice President, Legislative Affairs ................................................................. Lee E. Salin, AIA
Vice President, Professional Practice ............................................................. Donald Rudy, FAIA
Vice President, Academy for Emerging Professionals .................................... Alexander J.C. Tsai, Assoc. AIA
California CACE Director .................................................................................. Kim Anderson
Executive Vice President .................................................................................... Paul W. Welch, Jr., Hon. AIA

2013 AIACC Academy for Emerging Professionals - Council of Advisors

Vice President of the Academy for Emerging Professionals ......................... Alexander J.C. Tsai, Assoc. AIA
Regional Associate Director (RAD) ................................................................. Lauren Pasion, Assoc. AIA
Young Architects Forum (YAF) Director, North ........................................... Ian Merker, AIA
Young Architects Forum (YAF) Director, South ........................................... Jana Itzen, AIA
Associate Director, North ................................................................................ Julie Jaurique-Chipps, Assoc. AIA
Associate Director, South ................................................................................ TBD
Student Director, North ................................................................................... Giovanni Jose Ribo
Student Director, South ................................................................................... Sou Fang, AIA
Intern Development Program (IDP) Coordinator, North ......................... Stephanie Silkwood, Assoc. AIA
Intern Development Program (IDP) Coordinator, South ......................... TBD
Architect at Large .............................................................................................. TBD
AIACC Staff Liaison ........................................................................................... Nicki Dennis Stevens, Hon. AIA

A resource for distribution by The American Institute of Architects, California Council (AIACC) to all Directors on The AIACC Council of Advisors, California local AIA Chapters and Emerging Professional Directors from each Chapter.

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I. INTRODUCTION

A. Introduction to the Academy

The AIA California Council (The AIACC) established the Academy for Emerging Professionals (AEP) to be the collective voice and source for information and support regarding the career development for Emerging Professionals in the early stages of their architectural career. The Academy identifies Emerging Professionals as individuals pursuing a career in architecture and whose experiences range from student to recently licensed architect of 10 years or less. The AIACC recognizes Emerging Professionals as a growing constituency of the AIA, consisting of Students, Associates and Young Architects. Thus, the active participation of Emerging Professionals in the design and delivery of member services is critical to meeting the demands of a changing marketplace.

The AEP is a committee of The AIACC led by a group of 11 individuals, the Council of Advisors (COA), elected by The AIACC Board of Directors and appointed by the AIACC President. The COA includes the Vice President, the Regional Associate Director, two Young Architects Forum Directors, two Associate Directors, two Student Directors, two IDP State Coordinators, and an Architect-at-Large member. The AEP COA meets monthly to discuss relevant issues and to plan events.

In addition to the COA, the leadership of the Academy is also comprised of 22 local Chapter Emerging Professional Directors. Each AIA Chapter in the state selects one individual to represent their local Chapter in the Academy. These individuals are the key contacts through which the AEP disseminates information to all California AIA Chapters, in-turn, the EP Directors disseminate the information to all Emerging Professionals in their respective chapters.

One of the main roles of the AEP is advocacy. The Academy advocates on behalf of Emerging Professionals on the AIACC Board of Directors, with five voting members sitting on The AIACC Board of Directors. The Academy also upholds the value of Emerging Professionals in State and National AIA policy, as well as legislation as it pertains to the profession. Furthermore, the Academy represents Emerging Professionals when communicating and working with the California Architects Board (CAB) and the National Council of Architectural Registration Board (NCARB) on issues related to licensing and practice.

Beyond advocacy, the AEP has implemented many programs that directly or indirectly assist local Chapters in their Emerging Professional activities. Each year the AEP holds one Regional Forum (North and South) to gather Emerging Professional Directors, the leadership of the Young Architects, Associates, and Students, from across the state to meet and learn from each other. The AEP holds one Statewide Forum to provide learning and networking opportunities for all EPs across the state. Finally, the AEP holds a Statewide Licensure Conference to train chapter, firm, and school representatives on the particulars of licensure, including the ARE and IDP. The Academy also has an awards program to recognize people or entities that contribute significantly to the development of Emerging Professionals. Furthermore, the AEP holds various social events and helps develop specific Emerging Professional content for all AIACC events.
B. **Definition of the Academy**

The Academy for Emerging Professionals (AEP) is a committee of The AIA California Council (AIACC) led by the Council of Advisors (COA). All Emerging Professional AIA members in California are members of the Academy for Emerging Professionals.

C. **Mission of the Academy**

The mission of the Academy for Emerging Professionals is to be the collective voice and source of information and support, regarding career development for Emerging Professionals in the early stages of their architectural career.

The Academy accomplishes this mission by:

- Advocating on behalf of Emerging Professionals to both The AIACC and the profession at large.
- Instilling the importance of mentorship in the profession and providing resources for programs focused on mentorship.
- Creating and maintaining the network of Emerging Professional leaders throughout the state.
- Instilling the value of licensure to Emerging Professionals, while equally supporting those who decide not to pursue licensure.
- Instilling the value of The AIA to Emerging Professionals, and the value of Emerging Professionals to The AIA.
- Providing resources for programs focused on career development as well as resources and opportunities for leadership development.

D. **Strategic Plan of the Academy**

On January 10, 2009, the Academy for Emerging Professionals held its first strategic planning session. This strategic plan was the culmination of input from more than 60 AIACC stakeholders, including various leaders from around the state, who spent one day discussing the Academy and its benefit to The AIACC and local Chapter Components. These stakeholders set a direction for the Academy to use for the next several years, which brought order and direction to the Academy and assisted in prioritizing responsibilities. The referenced strategic plan is designed to be a guide to the Academy’s Council of Advisors as they set their annual goals to provide resources, support, and advocacy to Emerging Professionals in California. (Refer to the Appendix for the Strategic Plan document.)

E. **Values and Goals of the Academy**

The COA, along with the EP Directors, strives to implement the Mission of the Academy by subscribing to the following values and goals:

- **Accountability**

  All leaders of the Academy have a mutual responsibility for the quality and scope of services provided to all Emerging Professionals. Continued assessment of the Academy’s effectiveness is ongoing, with expectations that have been established by The AIACC Executive Committee as outlined in the Strategic Plan. (Refer to the Appendix for the Strategic Plan document)

- **Communication**

  Information is to be continuously shared openly throughout all local Chapters and individual members using multiple communication channels. Important information and communication will also be collected and stored, allowing for access at all times by members of The AIACC.
• **Mentorship**  
Providing for the development of future generations of the profession and The AIACC through mentorship support of Emerging Professionals in all areas of a professional career.

• **Career Development**  
Providing career development opportunities for Emerging Professionals and local Chapters.  
- Supporting Students in their transition from academia into the profession.  
- Supporting Associate Members not pursuing licensure with professional development.  
- Supporting Associate Members pursuing licensure throughout the licensing process.  
- Supporting recently licensed Architects with career transitioning.  
- Assist AIA Components in developing programming for Emerging Professionals.

• **Professional Networking & Leadership**  
Facilitate networking between Emerging Professionals and other AIA Members, as well as involvement of Emerging Professionals at local, state and/or national AIA levels.

• **Professional Excellence**  
Encourage Emerging Professionals to aspire to a high standard of professional ethics and design values, while encouraging participation for local, state and national recognition in all areas of professional work.

• **Advocacy**  
Represent Emerging Professionals to the California Architects Board (CAB) while also facilitating the exchange of information.

• **Diversity**  
The Academy equally supports the career development of all members, understanding that not all AIACC members are following the same path of career development. Diversity within the profession promotes learning, enriches relationships, and enhances the ability to solve problems and make decisions.

• **Resource Allocation**  
Resources necessary for the support of Emerging Professionals, and the success of the Academy shall be distributed fittingly. This includes disseminating information across all levels of the AIA, providing resources and information regarding the licensure process, facilitating the exchange of best practice programs, and resource sharing between AIA components.
II. MEMBERSHIP

A. Membership in the Academy

• Overview

The AIA is a representative organization that has been the leading professional membership association for licensed Architects, Emerging Professionals and Allied Partners since 1857. With nearly 300 state and local Chapters, the AIA serves as the voice of the architecture profession and is a resource for Members in service to society, carrying out goals through advocacy, information and community. Members join for various reasons and enjoy many benefits and services at the national, state and local levels.

• Eligibility

Members of the Academy for Emerging Professionals (AEP) consist of:
- Any AIA or Associate AIA member is good standing (dues are paid and current, and any Continuing Education requirements are met).
- Any individual actively pursuing licensure as recognized by state licensing authorities.
- Recently licensed architects (10 years or less).
- An individual pursing an accredited or non-accredited architectural degree at a school within the state of California.

• Benefits

Benefits of AIA membership can be divided into two categories, tangible and intangible. Depending on the motivations of the person involved, either can be a factor in joining. The intangible benefits are those, which enhance the experience of being in the architectural profession. These are often difficult to quantify. The following are some of the tangible and intangible benefits of membership in the AIA, not necessarily in order of priority.

<table>
<thead>
<tr>
<th>TANGIBLE BENEFITS</th>
<th>INTANGIBLE BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation in, and discounts for, AIA programs at national, state and local levels.</td>
<td>Professional fellowship and contacts which enhance growth and personal experience.</td>
</tr>
<tr>
<td>Direct participation in the governance of the largest professional architectural organization.</td>
<td>An opportunity to address issues and affect policy that governs the profession and practice of architecture.</td>
</tr>
<tr>
<td>Member discounts for: AIA Bookstore, rental cars, hotels, etc. Credit Card availability.</td>
<td>Information on AIA activities and programs at the National, State, and Local levels.</td>
</tr>
<tr>
<td>Informational resources: publications, access to AIA resource center library. (See Resource Guide).</td>
<td>Better legislative and regulatory environment in which to practice. Special interest growth and contacts.</td>
</tr>
<tr>
<td>Participation in AIA Open Committee.</td>
<td>Personal professional growth.</td>
</tr>
<tr>
<td>Professional advocacy before legislative and regulatory activities and lobbying efforts.</td>
<td></td>
</tr>
<tr>
<td>Professional development opportunities (exam, seminars, IDP seminars, AIA professional development programs).</td>
<td></td>
</tr>
<tr>
<td>Participation in mandatory continuing education program (required for Architect member).</td>
<td></td>
</tr>
<tr>
<td>Involvement in the AIA Mentoring Program.</td>
<td></td>
</tr>
</tbody>
</table>

2013 AEP Handbook
B. **Cost**

The cost of AIA membership varies from Chapter to Chapter and your position as either a Student, Associate or licensed Architect Member. Dues are based on a three-tiered structure of the AIA: national, state, and your local component. Contact your local AIA Chapter to ascertain the exact cost.

Dues are directly related to the costs of services Components provide to their members. National AIA maintains a “consolidated database” and collects dues for the local, state, and national levels of AIA. In turn, National AIA distributes the local and state dues back to the appropriate Components. Member firms are also sometimes charged supplemental dues for non-AIA architects. (Associate Members are not affected by this separate dues structure)

C. **Rights and Responsibilities**

- **Frequently Asked Questions for Emerging Professionals**

  - *Can I use AIA after my name?*
    Associate Members may use the title Associate AIA, or abbreviated, Assoc. AIA. The privilege to use the initials AIA after your name is reserved for Professional (licensed architects), Members and Members emeriti only. The laws of the state of California prohibit a non-licensed individual from using the term “architect” to describe themselves.

  - *What are my voting rights?*
    AIA and Associate Members have full voting rights in all open elections, as provided for in the national AIA bylaws (and applicable at all levels of organization), with two restrictions for Associates. Associates cannot vote on member dues, and they cannot constitute more than 1/3 of all votes in any election. This 1/3 rule is strictly enforced at the annual national AIA convention, where no more than 1/3 of a chapter’s delegate votes may be cast by Associate Members. Young Architect Members have full voting rights with no restrictions. Student Members are not eligible for voting.

  - *Can I hold elected positions?*
    Students are not allowed to hold elected positions at AIA National other than National AIAS positions. Two elected positions exist for students at the AIACC level and some local chapters have an elected position available for student directors. Young Architect members are eligible to hold any elected position. The answer for Associates to this question varies depending on the elected position. Some chapters allow Associate Members to hold any elected position, but most provide separate positions for Associate Members on their Boards. Associate Members may serve as both Associate Directors and Directors on the AIACC Board, and have voting rights, consistent with *AIA Bylaws*.

  - *Can I serve on any committee I want?*
    Members of any level may participate on all local committees, and may also be the chair of the committee subject to local restrictions. Members may also serve on many of the committees at the national level. AIA Regional Directors or the Young Architect/Associate Liaisons to the AIACC membership may nominate individuals for these positions. AIA (specifically the President) may appoint YA/Associate Members to its committees.
III. AEP ROLES AND RESPONSIBILITIES

A. Leadership Structure of the Academy

While the structure may seem complex, understanding the path of information flow is crucial to successfully fulfilling the mission of the Academy.

Each member of the Council of Advisors (COA) represents one of the various constituents of the AEP. The Regional Associate Director and YAF Directors are the representatives to their respective National Committees (NAC, YAF), acting as the conduit for bringing National information to the membership. The Vice President of the AEP sits on The AIACC Board of Directors’ Executive Committee representing the interests of Emerging Professionals as well as chairing the AEP COA. The Northern and Southern California Associate/Student Directors and IDP Coordinators serve as links to the local Chapter Emerging Professional (EP) Directors, providing resources for their local Emerging Professionals Committee activities and facilitating the flow of information. All members of the COA and all EP Directors are AIA members in good standing.

California consists of 22 AIA Chapters at the local level. These Chapters are divided as follows into the Northern and Southern regions:

<table>
<thead>
<tr>
<th>NORTH</th>
<th>SOUTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Valley</td>
<td>California Central Coast</td>
</tr>
<tr>
<td>East Bay</td>
<td>California Desert</td>
</tr>
<tr>
<td>Monterey Bay</td>
<td>Golden Empire</td>
</tr>
<tr>
<td>Redwood Empire</td>
<td>Inland California</td>
</tr>
<tr>
<td>San Francisco</td>
<td>Long Beach / South Bay</td>
</tr>
<tr>
<td>San Joaquin</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>San Mateo County</td>
<td>Orange County</td>
</tr>
<tr>
<td>Santa Clara Valley</td>
<td>Palomar</td>
</tr>
<tr>
<td>Sierra Valley</td>
<td>Pasadena &amp; Foothill</td>
</tr>
<tr>
<td></td>
<td>San Diego</td>
</tr>
<tr>
<td></td>
<td>San Fernando Valley</td>
</tr>
<tr>
<td></td>
<td>Santa Barbara</td>
</tr>
<tr>
<td></td>
<td>Ventura County</td>
</tr>
</tbody>
</table>

These 22 local AIA Chapters select an EP Director as representation to the COA. The EP Directors are local Emerging Professional leaders, representing local Chapter members to the COA. The COA in turn represents Emerging Professionals at the State level, holding five voting positions on The AIACC Board of Directors. Both the Vice President of the AEP and the Regional Associate Director hold voting positions throughout the duration of their position. While Student, Associate and Young Architects Forum Directors in the second year of their term fill the remaining three voting positions on The AIACC Board of Directors.

This flow of representation from the local to state and national levels offers significant representation for Emerging Professionals. Through this structure of Emerging Professional leadership, information can travel freely through the three tiers of the organization.
The AIACC AEP COA
(within the three tiers of the AIA)

LOCAL
- Associate Director
- Student Director
- IDP State Coordinator
- Architect at Large

STATE
- VP of the AEP
- Associate Director
- Student Director
- IDP State Coordinator

NATIONAL
- AIACC Executive Committee
- AIACC Board of Directors
- Regional Associate Director (RAD)
- Young Architects Forum (YAF) Director
- National Associates Committee (NAC)
- Young Architects Forum (YAF)

Academy for Emerging Professionals (AEP) Council of Advisors (COA)

22 Emerging Professional (EP) Directors

Graphic by: Holley Grinn
B. Council of Advisors

The Council of Advisors (COA) serves as an information source and lobbying group representing all AIA Emerging Professional Members in California. The AEP Handbook, website, events, forums and electronic newsletter Emergence, are all maintained or facilitated by the COA, with an AIACC Staff Liaison. It is important to understand the roles and responsibilities of the COA, as well as the interaction between the various positions and north/ south regions.

The COA consists of eleven leaders:
- Vice President of the Academy for Emerging Professionals (elected 2 year term)
- Regional Associate Director North (elected 2 year term, National and COA)
- Young Architects Forum Director North (elected 2 year overlapping term, National and COA)
- Young Architects Forum Director South (elected 2 year overlapping term, National and COA)
- Associate Director North (elected 2 year overlapping term)
- Associate Director South (elected 2 year overlapping term)
- Student Director North (elected 2 year overlapping term)
- Student Director South (elected 2 year overlapping term)
- IDP State Coordinator North (appointed 3 year overlapping term)
- IDP State Coordinator South (appointed 3 year overlapping term)
- Architect at Large (appointed 3 year term)

2013 COA Current Terms

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Term</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President of COA</td>
<td>Alexander J.C. Tsai, Assoc. AIA</td>
<td>Elected for 2 year term</td>
<td>2013</td>
</tr>
<tr>
<td>Regional Associate Director</td>
<td>Lauren Pasion, Assoc AIA</td>
<td>Appointed for 1 year term</td>
<td>2013</td>
</tr>
<tr>
<td>Young Architects Forum Director, North</td>
<td>Ian L. Merker, AIA</td>
<td>Elected for 2 year term</td>
<td>2014</td>
</tr>
<tr>
<td>Young Architects Forum Director, South</td>
<td>Jana Itzen, AIA</td>
<td>Elected for 2 year term</td>
<td>2013</td>
</tr>
<tr>
<td>Associate Director, North</td>
<td>Julie Jaurique-Chipps, Assoc. AIA</td>
<td>Elected for 2 year term</td>
<td>2013</td>
</tr>
<tr>
<td>Associate Director, South</td>
<td>Laura Verbyck, Assoc. AIA</td>
<td>Elected for 2 year term</td>
<td>2014</td>
</tr>
<tr>
<td>Student Director, North</td>
<td>Giovanni Jose Ribo</td>
<td>Elected for 2 year term</td>
<td>2013</td>
</tr>
<tr>
<td>Student Director, South</td>
<td>Sou Fang, AIAS</td>
<td>Elected for 2 year term</td>
<td>2014</td>
</tr>
<tr>
<td>IDP Coordinator, North</td>
<td>Stephanie Silkwood, Assoc. AIA</td>
<td>Appointed for 3 year term</td>
<td>2014</td>
</tr>
<tr>
<td>IDP Coordinator, South</td>
<td>TBD</td>
<td>Appointed for 3 year term</td>
<td>2013</td>
</tr>
<tr>
<td>Architect at Large</td>
<td>TBD</td>
<td>Appointed for 3 year term</td>
<td>--</td>
</tr>
</tbody>
</table>

Funding

Funding varies on the position and current year of term for each COA leader. The COA Transitional Meeting serves as the initial meeting to discuss funding and budgets for the continuing and incoming leadership of the COA.

COA Meetings and Conference Calls

The COA meets monthly, either in person or on a one hour conference call. All COA members are funded to attend all meetings. In person meetings take place at the AIACC office in Sacramento twice per year. An annual Transitional Meeting takes place each year immediately following the November AIACC Board Meeting. All current and newly elected COA members are required and funded to attend. Conference calls are scheduled during months that do not include in person meetings and are conducted for one hour.

Professional and Personal Commitment

While the COA serves as the volunteer leadership of the Academy many also have full-time jobs, mostly as professional architecture firms. As a member of the COA it’s important to communicate your role and responsibilities to your employer. More often than not, firms are supportive of Emerging Professionals. However, be mindful and respectful of each other and the businesses
Position Overlap and Succession

North and South positions of the COA are elected or appointed alternating years to maintain continuity in position succession. This overlap of terms provides for the transfer of knowledge, as well as ensures the continued growth and progress of the Academy. Additionally, voting positions serve in an advisory capacity the first year of their term, and as a voting member of The AIACC Board of Directors their second year. Directors shall assist in nominating their successors and ensure that necessary information and responsibilities are passed along.

AEP COA
(position term transition and overlap regionally)
C. **AEP Programs**

- **North & South Regional Forums**
  The Associate Director North and South chair the AEP Forums held annually in the spring. All COA members are funded and required to attend these Forums in their respective regions. The VP shall attend both forums. All Regional Forums are held on weekends (when possible) to minimize interference with work time and to encourage attendance.

  All chapter EP Directors are invited to and funded to attend the Regional Forums. The focus of the Regional Forums is on chapter leadership and programming. The Regional Forum shall be held at a local chapter office or member firm with a local EP Director being the primary organizational contact. The AEP awards program call for nominations is issued each year at this event.

- **Statewide Forum**
  The Statewide Forum is held annually in the late summer or fall (alternating between the North and South) as an opportunity for all EPs from across the state to learn and network. One representative from each local chapter is funded to attend and all EPs are invited to attend.

  The event is organized by the VP with help or assistance from the RAD and is normally held in conjunction with an AIACC Board of Director’s meeting. A local school of architecture is the venue and the Student Director (North or South) should be the primary contact in planning with the school.

  The morning programming consists of AIA educational speakers pulled from the pool of AEP award winners. Afternoon programming is topically based with opportunities for partnering with the California Architectural Foundation and the William Turnbull Prize. The event is followed by a reception.

- **Licensure Conference**
  The IDP State Coordinators hold an annual licensure conference in Sacramento in the Spring. All IDP Coordinators (Auxiliary and Educational) from chapters, firms, and schools of architecture, are invited to attend. Working with CAB, NCARB, universities and community colleges is strongly encouraged.

- **Licensure & Information Gathering**
  Licensing and internship issues are of extreme importance to most Emerging Professionals. The COA shall stay informed of all current California licensing and reciprocity requirements and facilitate distribution of information to Emerging Professionals through the leadership structure of the AEP. Relationships and advocacy with the California Architects Board (CAB), the National Council of Architecture Registration Boards (NCARB), universities, and local chapters are paramount.

  IDP State Coordinators are partially funded by AIACC (with the remainder funded by NCARB) to attend the National IDP Coordinators conference each year. IDP State Coordinators shall maintain a roster of local IDP Coordinators and shall be a resource for their questions.

  The VP and one IDP State Coordinator shall meet with the leadership of the California Architects Board three times per year to discuss issues of licensure and the annual Licensure Conference.
• **Outreach**
  The COA shall maintain a current roster of the local Chapter EP Directors and other EP Leadership, including IDP Coordinators, which is to be posted on the AEP website. It is the responsibility of the COA to maintain contact with the local EP Directors & Co-Chairs of their respective constituency.

  Outreach to and contact with the local Chapters is essential to the Academy. The COA is encouraged to attend their local AIA Chapter events and activities, as well as promote those of the Academy. This networking provides for development and communication regarding issues relevant to Emerging Professionals throughout the state.

• **Best Practices**
  The COA shall maintain a database of Best Practices Programs that is available to local EP Directors. The best practices shall be monitored and updated to facilitate the implementation of outstanding programs at the local level.

• **Awards**
  The AEP conducts an annual awards program to recognize those who contribute above and beyond in support Emerging Professionals. The award categories are as follows: Chapter Award, Firm Mentorship Award, Associates Award, Young Architects Award. The awards program call for nominations is announced annually at the Regional Forum and is published in Emergence. Winners are announced in the early summer and are published in Relevance. The winners are invited to speak during the morning of the Statewide Forum.

  The awards program is led by the RAD under the advisement of the Architect-at-Large.

• **AEP Handbook**
  The Academy for Emerging Professionals (AEP) *Handbook* is maintained by the VP and The AIACC Staff Liaison in order to keep the information accurate and up to date. Each year, any revisions needed to the *AEP Handbook* will occur in a timely manner to allow for a current copy to be distributed to the COA at the start or continuation of their term, via the transitional meeting, and to all EP Directors at the Regional AEP Forums.
D. **Other AIA Programs**

- **AIACC Board Meetings**
  COA Members of The AIACC Board of Directors (VP, RAD, Senior YAF, Senior Associate, and Senior Student) are funded and encouraged to attend all AIACC Board meetings. Three meetings are planned for 2013, held on weekdays at various locations throughout California. Cooperation of the Director’s employer is necessary in order to attend Board meetings. Student/Associate/Young Architects Forum Directors in the first year of their two year term and IDP Coordinators are not funded or required to attend these meetings, nor is their position a voting position, although their involvement is strongly encouraged (when the meetings occur in their area).

- **AIA/AIA National Grassroots, AIA National Convention, and AIAS Forum**
  Young Architects Forum Directors, the Regional Associate Director, and the Vice President, are funded (YAF Directors are partially funded by national YAF) to attend the annual National AIA Grassroots Conference in Washington D.C. (March 2013). This is a skill building and information gathering event linking Emerging Professional issues at the National level. Information is then brought back and disseminated to the entire COA and Academy as a whole.

  The Regional Associate Director is funded by NAC to attend the NAC Annual Meeting prior to the National Convention. COA members are not funded to attend the National Convention, although attendance is encouraged.

  The Junior Student Director is funded to attend AIAS Forum. The Senior Student Director is funded to attend AIAS Grassroots.

- **Architectural Education Summit**
  The AEP works with AIACC to order to continue the 5 year initiative started by the 2011 Architectural Education Summit to examine Architectural Education throughout the state. Work on this initiative is ongoing and collaboration and coordination of the IDP State Coordinators, the VP and RAD along with AIA CC Executive Board leadership is strongly encouraged.

- **Other AIACC Events & Programs**
  The AEP works with the AIACC ExCom through the VP to develop relationships with AIACC event and program committees and represent the AEP and Emerging Professional interests at these events. These events and programs include: the Monterey Design Conference, the Practice Conference or Series, and the Awards Committee.

E. **COA Role Descriptions**

1. **Vice President of the Academy**
   The Vice President (VP) of the Academy is elected every two years by The AIACC Board of Directors and oversees the Council of Advisors (COA) within the Academy for Emerging Professionals (AEP). The VP of the Academy is also a member of The AIACC Executive Committee and holds a voting position on The AIACC Board of Directors. The VP of the Academy provides structure, organization and representation for the AEP in an effort to fulfill annual obligations and garner continued support of Emerging Professionals as outlined in the Academy’s Strategic Plan. The VP can either be an Associate AIA Member or a recently licensed Architect Member who has been licensed 10 years or less, but must be an AIA Member in good standing. The VP must have previously served as an AEP
leader, either as a member of the COA or a local chapter leader.

Responsibilities include:

- **Board Liaison:** The VP of the Academy is responsible for reporting relevant issues of the Academy to The AIACC Executive Committee, as well as current activities being pursued, and insight into the life of today’s Emerging Professional. The VP of the Academy is the direct liaison to the AEP COA for AIACC Component Executives (CACE), and to the California Architects Board (CAB) on issues relating to Emerging Professionals in conjunction with the IDP State Coordinators.

- **AIACC Excom & Board Meetings:** The VP is funded and expected to attend all meetings and conference calls of the AIACC Executive Committee and the AIACC Board of Directors. The number of these meetings varies by year.

- **AEP COA Meetings:** The VP is expected to organize and lead the AEP Transitional Meeting and two AEP COA meetings per year. The VP is expected to organize conference calls during those months in which there is no other meeting.

- **Statewide & Regional Forum:** The VP is responsible for coordinating and planning the annual Statewide Forum. The VP is expected to attend both the North and South Regional Forums.

- **Other AIA Events:** The VP is funded and expected to attend National AIA Grassroots. Attendance is also encouraged at the National AIA Convention, AIACC Practice Conference, AIACC Monterey Design Conference, and other Council events.

- **AEP Handbook:** The VP shall work with the AIACC Staff Liaison to keep the Handbook up to date and make modifications as required.

- **Additional Responsibilities:**
  - Preparing status reports for each AIACC Board of Directors meeting agenda packets.
  - Assisting the COA in organizing and implementing annual work plans and validating these plans with the Planning and Finance Committee.
  - Writing the introduction to each edition of Emergence.
  - Along with the IDP Coordinators, meet with leaders of the CAB at three times each year.
  - Coordinate the activities of all COA members and ensure that programs and issues are addressed as required.

2. **Regional Associate Director (RAD)**

The Regional Associate Director (RAD) is elected by The AIACC Board of Directors every two years and represents the entire constituency of Associate Members from across the region of California to the National Associates Committee (NAC). There are currently 18 RADs across the U.S., and each must attend a mandatory NAC Annual meeting, typically held in October. The RAD should receive additional information regarding funding and responsibilities from AIA national upon installation.

Any AIA Associate in good standing may run for election to the RAD position for a two year term. The RAD serves as a voting member on The AIACC Board of Directors as a member of the Council of Advisors (COA) within the Academy for Emerging Professionals (AEP). If the RAD receives his/her license while in office, he/she may complete the term.

The responsibilities of the RAD are considerable within the state, and nationally.

State Responsibilities include:

- **Awards:** The RAD shall work with the Architect-at-Large to coordinate the annual AEP Awards Program.
- **Liaison:** The RAD is the primary liaison between the National Associates Committee (NAC) and
the AEP. The RAD is charged with conveying all information from NAC to the AEP through reports to the COA and the VP.

- **Meetings:** The RAD is funded and expected to attend all AIACC Board Meetings, AEP COA meetings, the AEP Statewide Forum, one Regional Forum nearest to their residence, and all COA monthly conference calls.

National Responsibilities include:

- **NAC:** NAC responsibilities of the RAD are expanded upon in the NAC Manual, and include sitting on one of the three NAC Community Committees, submitting articles to several online Associate news sources, attending monthly NAC conference calls, and attending NAC meetings.

### 3. Young Architects Forum (YAF) Director, North and South

The AIACC Board of Directors elects a Young Architects Forum (YAF) Director every year, alternating between North and South to represent the local Chapters within their respective geographic region. The YAF Directors represent those Architect Members that have been licensed 10 years or less. The YAF Director must also be an AIA member in good standing. AIA Associates who are not licensed, but expect to become licensed within the first year of their term, may run for election to this position. However, if they do not complete their full licensure examinations within the first year, they cannot continue into the second year of their term.

The YAF Directors serve as links to the National Young Architects Forum (YAF), a program of The AIA College of Fellows which is organized to address issues of particular importance to architects licensed within 10 years or less. In 1991, a national YAF Advisory Committee was formed to encourage the development of national and regional programs of interest to young architects, as well as the creation of YAF groups within local Chapters. In addition to The AIACC elections, each YAF Director must also apply to the National YAF Regional Liaison position by submitting an application to AIA national in the fall. Upon selection, the YA Directors should receive a **YAF Regional Liaison Handbook** from AIA national which expands upon additional duties and responsibilities nationally.

The national YAF has three overriding goals: mentorship, leadership and fellowship. Throughout its history the national YAF has encouraged professional growth and leadership development among recently licensed architects through interaction and collaboration within the AIA and allied groups. They work to build a national network and serve as a collective voice for young architects by working to ensure that issues of particular relevance to young architects are appropriately addressed by the Institute. They also work to make AIA membership valuable to young architects while developing the future leadership of the profession.

Responsibilities include:

- **AIACC Board Meetings:** The senior YAF Director holds a voting position on the AIACC Board of Directors and is funded and expected to attend all three Board meetings in 2013.
- **AEP COA Meetings:** The YAF Directors are expected to attend the AEP Transitional Meeting, two AEP COA meetings per year, and all COA monthly conference calls.
- **Statewide & Regional Forum:** The YAF Directors are expected to attend the Statewide Forum and the North or South Regional Forum depending upon their jurisdiction. The YAF Directors are expected to assist the Associate Directors in planning the Regional Forum in their jurisdiction.
- **AIA National Grassroots:** Both YAF Directors are funded to attend the National AIA Grassroots. The YAF Advisory Committee holds meetings during this event. Limited funding is provided from
both National AIA and the AIACC AEP to cover the cost of the event.

- **Emergence**: The YAF Directors are responsible for coordinating and publishing Emergence under the guidance of the Architect-At-Large.

- **Outreach**: The YAF Directors are the key connection to local Chapter YAF programs. The Directors shall reach out to local YAF Directors at the beginning of each year and shall attend local programs as appropriate.

- **Mentorship**: The YAF Directors shall work with the Architect-At-Large to assist local chapters in developing or promoting mentorship programs. The AIA College of Fellows is the primary resource for YAF mentorship events and should be contacted for assistance.

- **Other Responsibilities**: The YAF Directors are expected to attend all National YAF events and Conference Calls. More information is available from the YAF Advisory Committee.

4. **Associate Director, North and South**

The AIACC Board of Directors elects an Associate Director every year, alternating between the North and South to represent the local Chapters within their geographic region. The Associate Directors represent Associate Members of The AIACC and must be a member in good standing. An Associate Director who becomes licensed during his/her term of office may complete the full elected term.

Associate Members constitute approximately thirty percent of the AIA’s total membership. This is a body of membership with the potential to impact all levels of the organization. The Associate Director in the second year of his/her term holds a voting position on The AIACC Board of Directors as a member of the Council of Advisors (COA) within the Academy for Emerging Professionals (AEP).

Responsibilities include:

- **AIACC Board Meetings**: The senior Associate Director holds a voting position on the AIACC Board of Directors and is funded and expected to attend all three Board meetings in 2013.

- **AEP COA Meetings**: The Associate Directors are expected to attend the AEP Transitional Meeting, two AEP COA meetings per year, and all COA monthly conference calls.

- **Statewide Forum**: The Associate Directors are expected to attend the Statewide Forum.

- **Regional Forum**: The Associate Directors are required to plan and lead the Regional Forum within their jurisdiction with the assistance of the YAF Directors.

- **Website**: The Associate Directors are responsible for working with the AIACC Staff Liaison to update and improve the AEP presence on the AIACC website.

- **Best Practices**: The Associate Directors are responsible for maintaining the database of best practices on the website and for gathering Best Practices from the local chapters.

- **Outreach**: The Associate Directors are the key connection to local Associate and Emerging Professional programs. The Directors shall reach out to local Associate or EP Directors at the beginning of each year and shall attend local programs as appropriate. Through this outreach the Directors also facilitate updating the EP Local Leadership contact list for COA leadership to use throughout the year. It is the responsibility of the Associate Director to be the main point of contact for local AIA EP Groups and to pass on relevant information.

5. **Student Director, North and South**

The AIACC Board of Directors elects a Student Director every year, alternating between the North and South to represent the local Chapters within their geographic region. The Student Director represents students and AIAS California Chapters and shall be a member in good standing. A Student Director who graduates during his/her term of office may complete the full elected term.

Both Student Directors are the direct link between the state organization and the student AIAS Chapters. They represent student member interests to the COA and The AIACC Board of Directors,
distributing information to and soliciting opinions from the Student Chapter’s Presidents. Student Directors also work to ensure that all AIAS Presidents in California are invited to all Forums, meetings, events, etc. regardless of proximity of said events.

Responsibilities include:

- **AIACC Board Meetings**: The senior Student Director holds a voting position on the AIACC Board of Directors and is funded and expected to attend all three Board meetings in 2013.
- **AEP COA Meetings**: The Student Directors are expected to attend the AEP Transitional Meeting, two AEP COA meetings per year, and all COA monthly conference calls.
- **Statewide & Regional Forum**: The Student Directors are expected to attend the Statewide Forum. The Student Director in the jurisdiction of the forum is charged with assisting the VP with planning the forum and making a connection with the local AIAS Chapter. The Student Directors hold primary responsibility for promoting this event among architecture students.
- **Regional Forum**: The Students Directors are required attend the Regional Forum within their jurisdiction and will assist the Associate Director as required.
- **Outreach**: The Student Directors are the key connection to local AIA Student and AIAS programs. The Directors shall reach out to local AIAS leadership and AIA Student Directors at the beginning of each year and shall attend local programs as appropriate. It is the responsibility of the Student Director to be the main point of contact for local AIAS Groups and to pass on relevant information. Both Student Directors should provide outreach to local schools of Architecture and AIAS Chapters. They are both charged with maintaining the Student Chapter Database containing all the following contact information: Chapter President, Faculty Advisor, Department Chair, and school address, for each NAAB University with a Student Chapter within California. This database will be used for information sharing, event planning, and communications.
- **AIAS Events**: The senior Student Director is funded to attend AIAS Grassroots and the junior Student Director is funded to attend AIAS Forum.

6. **Intern Development Program (IDP) State Coordinator, North and South**

The AIACC President appoints the Intern Development Program (IDP) State Coordinators to overlapping three year terms, between the North and the South to represent the local Chapters within their geographic region. The staggered term provides a continuance of mentorship and guidance within the position and throughout the state. Only one IDP State Coordinator is recognized nationally by The AIA and as such the two AIACC IDP State Coordinators must work together to coordinate presentations and funding. The AIACC website will post both IDP State Coordinators contact information and which regions they are serving.

The IDP State Coordinators serve as the main resource for all AIACC members who have questions about the Intern Development Program (IDP), the licensure process in general and California specific requirements. It is essential that they be reachable (via phone or email) to The AIACC membership and distribute information to the COA and local chapter EP Directors. The IDP State Coordinators should work closely with the VP of the Academy on issues related to licensure as well as communication and representation of Emerging Professional issues to the California Architects Board (CAB) and the National Council of Architecture Registration Boards (NCARB).

Responsibilities include:

- **Liaison**: The IDP Coordinators are the primary liaison between NCARB and CAB and the AEP. The IDP Coordinators are charged with conveying all information from NCARB and CAB to the AEP through reports to the COA and the VP.
Meetings: The IDP Coordinators are funded and expected to attend AEP COA meetings, the AEP Statewide Forum, the Regional Forum in their jurisdiction, and all COA monthly conference calls. While they are not funded to attend meetings of The AIACC Board of Directors, or hold a voting position on the Board, they are strongly encouraged to attend and remain involved.

National IDP Coordinators Conference: The IDP State Coordinators must attend the National IDP Coordinators conference. NCARB has a strong presence at this conference and will introduce any changes being made to the IDP/ ARE programs. Both Coordinators are funded by The AIACC to attend the conference, some funds may be available from The AIA National.

Outreach: The IDP State Coordinators are the main conduit to all IDP Auxiliary Coordinators and IDP Education Coordinators. The IDP State Coordinators should maintain a list (with the help of AIACC Staff) of all IDP Auxiliary Coordinators and IDP Education Coordinators. The IDP State Coordinators support all IDP Auxiliary/Education Coordinators to give the official NCARB/CAB IDP/CIDP Presentations or deliver presentations to AIA chapters themselves when a local coordinator is not available. Travel expenses are covered by The AIACC Budget for the IDP State Coordinators. If funding is not available, the local Chapters requesting the presentation can be asked to cover the cost. All printing costs for the presentations should be handled by the local Chapter. The local Chapter determines the amount to charge for the event and should set up all accommodations for it. The standard contact person for the local Chapter should be the EP Director.

CAB Meetings: The IDP Coordinators are responsible, along with the VP, for attending three meetings per year with leaders of the CAB. Each meeting will be attended by one IDP Coordinator depending upon the location of the meeting. The IDP Coordinator should help develop the agenda for these meetings.

Architect-at-Large
The AIACC President appoints the Architect-at-Large member of the Academy of Emerging Professionals (AEP) within the Council of Advisors (COA) to a three year term. As a licensed professional, the Architect-at-Large serves as a resource to the Academy, offering insight based on personal and professional experience as a practicing architect, gained over time and through service in various capacities to the profession both locally and statewide.

The Architect-at-Large shall be a licensed professional, in good standing, who currently serves or recently served on The AIACC Board of Directors and has, through such service, become generally familiar with the roles and responsibilities of the Academy of Emerging Professionals in the context of the Board. An individual who desires to serve in the role of the Architect Member of the Academy shall be generally familiar with the activities of and committed to addressing the specific challenges and concerns of Emerging Professionals which includes: students currently enrolled in a program that leads to a professional degree, AIA associate members who are graduates of a professional degree program, and AIA members of the Young Architects Forum (YAF) who have been licensed 10 years or less. Mentorship is a key role of the Architect-at-Large. He/she serves in and advisory capacity to all members of the COA and the Academy.

Responsibilities include:

- **AIACC Board Meetings**: The Architect-at-Large is not funded by the AIACC to attend AIACC Board of Directors meetings, but is encouraged to attend when available. Three Board meetings will be held in 2013.
- **AEP COA Meetings**: The Architect-at-Large is expected to attend the AEP Transitional Meeting, two AEP COA meetings per year, and all COA monthly conference calls.
- **Statewide & Regional Forum**: The Architect-at-Large is expected to attend the Statewide Forum and the North or South Regional Forum depending upon their home location.
- **Outreach**: The Architect-at-Large is the primary liaison to AIA Architect Members. The
Architect-At-Large is expected to promote the AEP to Architect Members and should be available to advocate on behalf of AEP programs at the local, state, and national level.

- **Mentorship:** The Architect-at-Large shall work with the YAF Directors to assist local chapters in developing or promoting mentorship programs. The AIA College of Fellows is the primary resource for YAF mentorship events and should be contacted for assistance.

- **Awards:** The Architect-at-Large shall advise and assist the VP in coordinating the annual AEP Awards Program.
IV. LOCAL CHAPTER EMERGING PROFESSIONAL COMMITTEE ROLES AND RESPONSIBILITIES

A. Introduction and Structure

While each chapter is structured differently, The AIA California Council (The AIACC) Academy for Emerging Professionals (AEP) recommends the following structure and division of responsibilities to allow for coordinated information flow and to facilitate transition from AIA Student Member (or AIAS Member) to AIA Associate Member and eventually AIA Architect Member.

All California local Chapters are encouraged by The AIACC AEP to develop an Emerging Professionals (EP) Committee. The structure of the EP Committee should be led by an Emerging Professional (EP) Director and should include one committee member representing each membership category of Young Architect, Associate, and Student.

Currently, local Chapter AIA Bylaws allow for one or more Associate Director positions on their Board of Directors. These are voting positions in most cases, and are either appointed or elected seats, depending on the election/nomination procedure in each Chapter. The AIACC AEP recommends that this title is changed to “Emerging Professional Director” and that it can be held by either an Associate or Young Architect Member in good standing who then attends and votes at local Chapter Board meetings.

Through this structure, the EP Director should work with their local Chapter Board or current EP Committee to recommend for election or appointment one Young Architects Forum (YAF) Chair, one Associate Chair and one Student Chair. These three positions comprise the base membership of the Emerging Professionals Committee and serve the EP Director as the Emerging Professionals Committee Co-Chairs.

Ideally, the Chapter Associate Chair is an Associate Member and the Student Chair is a Student Member at the time of his/her original election or appointment. If a Chapter is unable to secure a student for the Student Chair position, a recently graduated Associate Member in good standing is an acceptable candidate. If a Chapter is unable to secure an Associate Member for the Associate Chair position, a recently licensed Architect Member in good standing is considered an acceptable candidate. If the chapter is unable to secure an Architect Member licensed in the past 10 years for the Young Architects Forum (YAF) Chair position, an Associate Member in good standing, expecting to become licensed within the first year of the position is acceptable. Each position should be a minimum of 2 years with overlapping terms of all the EP Committee Co-Chairs to allow for knowledge transfer and mentorship.

While local Chapter governance is up to the Membership of the Chapter, The AIACC AEP recommends that the local Chapter EP Directors be a full voting member of the local Chapter’s Board of Directors and have the title, EP Director, followed by their Chapter (for example: EP Director, AIA Golden Empire).
Suggested Local California AIA Chapter Component
Emerging Professional Leadership Structure

Emerging Professionals (EP) Committee
Emerging Professional (EP) Director
Local Chapter Board of Directors

- YAF Committee
  - Young Architects Forum (YAF) Chair
- Associate Committee
  - Associate Chair
- Student Committee
  - Student Chair

Graphic by: Helen Gipe
B. **Emerging Professional (EP) Director**

Duties and responsibilities of the EP Directors and Co-Chairs will vary from Chapter to Chapter depending on locale and size; however, the primary mission of all chapter EP Directors is to represent the interests of their constituency members in all local AIA Chapter affairs. The Chapter EP Directors should assist in nominating their successors and co-chairs and should ensure that necessary information and responsibilities are passed on to those successors.

**Recommendations of responsibilities, roles and involvement are as follows:**

- **AEP Regional & Statewide Forums**
  The EP Director is the vital link to The AIACC AEP and attendance at AEP sponsored meetings is critical. One primary role of the EP Director is to pass on important AIACC and AIA National information to the chapter EP membership. The EP Director shall attend the AEP Regional Forum every spring in their region. The EP Director shall also attend the AEP Statewide Forum held annually in the late summer or fall. One representative from each local chapter (preferably the EP Director) is funded $125 by AIACC for each of these events. The Statewide Forum is open to all Young Architect, Associate, and Student members and the EP Director should encourage attendance by their chapter membership.

- **Chapter Board Meetings**
  Active participation on the local Chapter Board of Directors is an important aspect of the local EP Director’s duties. Make sure that Emerging Professional viewpoints are considered if they are different from other viewpoints expressed, especially in the case of issues that influence the future of the profession. It is extremely important to then pass local board meeting information onto the rest of the Chapter EP membership through the EP Committee Meetings.

- **Local EP Committee Meetings**
  The EP Director should strive to lead one Emerging Professionals Committee meeting per month. This meeting should coordinate monthly activities among the constituent groups of Young Architects, Associates, and Students. This meeting should also be used as an opportunity to share current AIACC information from attendance at Forums and local chapter information from attendance at Board Meetings. In the absence of an Emerging Professionals Director, the Associate or YAF Chair should be appointed to this position. EP Committee Meetings should be a time for planning the larger Chapter EP Agenda and setting up the framework for holding monthly events that serve the EP membership.

- **IDP Auxiliary Coordinator**
  Each local AIA Chapter should have an IDP Auxiliary Coordinator that serves as the main contact for the IDP State Coordinators. The IDP Auxiliary Coordinator serves as the primary information source for IDP education and presentations at the local level and ensures that your EPs will have the support necessary to complete the IDP process.

- **Best Practices**
  Local Chapter EP Directors should fill out the Program Best Practices Form on a regular basis to document recent programs that they have conducted within their local Chapter and share these programs with other Chapters throughout the state. These forms should be submitted to the AEP Associate Director North or South and will be added to AIACC and national database.
• **Budget**
  
The EP Director has budgetary responsibilities at the local chapter level and should oversee the planning for the year’s programs and budget requirements. The EP Director should assist Young Architect Forum, Associate, and Student Chairs in planning their budgets for local activities. Travel expenses to state and regional meetings, possibly to the national AIA convention, and funds needed for programming are all possible line items in the official budget to be submitted to the local chapter Board of Directors as well as to The AIACC Board of Directors. Local Associate Members gain directly from the EP Director’s attendance at AIACC meetings and these funding requests are appropriate to the local chapter budgets.

C. **Emerging Professional (EP) Committee Co-Chairs**

Duties and responsibilities of the EP Directors and EP Committee Co-Chairs will vary from chapter to chapter depending on locale and size; however, the primary mission of all Chapter EP Committee Co-Chairs is to represent the interests of their constituency members in all local AIA Chapter affairs. The chapter’s EP Committee Co-Chairs consist of the Young Architects Forum (YAF) Committee Chair, the Associates Committee Chair and the Student Committee Chair. These three EP Committee Co-Chairs oversee their respective committees and represent those Members at the EP Committee Meetings, conveying information to the EP Director for consideration at local chapter Board Meetings. The EP Committee Co-Chairs are responsible for holding events relevant to their particular constituency and for assisting the EP Director in organizing chapter-wide Emerging Professional programs, activities, and events. They should also assist in nominating their successors to allow for the successful transfer of necessary information and responsibilities.

**Recommendations of responsibilities, roles and involvement are as follows:**

• **AEP Regional Forum**
  
Local EP Committee Co-Chairs (YAF Committee Chair, Associate Committee Chair, and Student Committee Chair) should attend the annual AIACC AEP Regional Forum when possible. In the absence of a local Chapter EP Director, The AIACC AEP will fund one local chapter chair to attend each meeting. Attendance by at least one local Chapter leader is critical so that The AIACC AEP Council of Advisors (COA) can distribute information to and solicit opinions from the local Chapter Chairs.

• **AEP Statewide Forum**
  
Local EP Committee Co-Chairs should attend the annual AIACC AEP Statewide Forum when possible. In the absence of a local Chapter EP Director, The AIACC AEP will fund one local chapter chair to attend each meeting. Attendance by at least one local Chapter leader is critical so that The AIACC AEP Council of Advisors (COA) can distribute information to and solicit opinions from the local chapter chairs. The Statewide Forum is open to all Young Architect, Associate, and Student members and the EP Director should encourage attendance by their chapter membership.

• **Information Gathering**
  
The EP Committee Co-Chairs have the closest contact with the grassroots Membership of The AIA. Staying in touch with peer groups is extremely important so that their concerns can be heard at all levels of the state and national organization. The EP Committee Co-Chairs serve as the vital link between the local Chapter members and The AIACC AEP through their EP Director.
Programming Each EP
Committee Co-Chair (YAF Committee Chair, Associate Committee Chair, and Student Committee Chair) should plan programming throughout the year that benefits their constituent group. Interaction among groups should be encouraged to facilitate a smooth transition through professional career stages and prevent losing members at “transition” points. For example, the YAF Committee Chair would oversee his/her YAF Committee in providing programming on starting a practice and other career transition programs. If the local Chapter does not have a separate Intern Development Program (IDP) Committee or ARE Committee, the Associate Committee Chair should remain informed of issues concerning licensure and should distribute information relevant to licensure through Associate Member specific programs. The Student Committee Chairs should provide outreach to local schools of Architecture and AIAS chapters. The AIACC AEP COA and the AIACC or National Best Practices Programs Database are both great sources for information on programming ideas for local Chapters. Social programs to encourage interaction among groups are strongly encouraged.

- Networking & Events
  The EP Committee Co-Chairs are encouraged to attend local, state, and national AIA events to engage with the membership and promote EP programs. Networking is an extremely important part of AIA membership and professional development and being involved at the local chapter level is a great way to start.
**APPENDIX A**

**AIACC Calendar (AEP COA events listed in red)**

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<th>JANUARY</th>
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<tr>
<td>1</td>
<td>Tue</td>
<td>Holiday - New Year’s Day (AIACC Office Closed)</td>
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<tr>
<td>8</td>
<td>Tue</td>
<td>California CACE Conference Call</td>
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<td>12</td>
<td>Sat</td>
<td>AEP COA Meeting</td>
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<tr>
<td>21</td>
<td>Mon</td>
<td>Holiday - Martin Luther King Jr. Day (AIACC Office Closed)</td>
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<tr>
<td>31</td>
<td>Thurs</td>
<td>AIACC Executive Committee Conference Call</td>
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<td>TBD</td>
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<td>AIACC Editorial Board Meeting (Los Angeles)</td>
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<tr>
<td>2</td>
<td>Sat</td>
<td>AIA Regional Director Meeting (Sacramento)</td>
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<tr>
<td>8</td>
<td>Fri</td>
<td>AIACC New Board Orientation (Virtual)</td>
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<tr>
<td>12</td>
<td>Tues</td>
<td>AEP Conf. Call 12:00 p.m.</td>
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<tr>
<td>14</td>
<td>Tue</td>
<td>Valentine’s Day (AIACC Office Open)</td>
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<td>18</td>
<td>Mon</td>
<td>Holiday - President’s Day (AIACC Office Closed)</td>
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<tr>
<td>21</td>
<td>Thur</td>
<td>California CACE Annual Meeting (Sacramento)</td>
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<td>21</td>
<td>Thur</td>
<td>AIACC Executive Committee Meeting (Sacramento)</td>
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<td>22</td>
<td>Fri</td>
<td>AIACC Board Meeting (Sacramento)</td>
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<tr>
<td>12</td>
<td>Tues</td>
<td>AEP Conf. Call 12:00 p.m.</td>
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<tr>
<td>20-23</td>
<td>Wed-Sat</td>
<td>AIA Grassroots Leadership Conference (Washington, DC)</td>
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<tr>
<td>31</td>
<td>Sun</td>
<td>Holiday – Easter</td>
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<td>2</td>
<td>Tue</td>
<td>California CACE Conference Call</td>
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<td>9</td>
<td>Tue</td>
<td>AEP Conf. Call 12:00 p.m.</td>
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<tr>
<td>18</td>
<td>Thurs</td>
<td>AIACC Executive Committee Conference Call</td>
</tr>
<tr>
<td>TBD</td>
<td></td>
<td>Advocacy Town Hall Meeting (Virtual)</td>
</tr>
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<tr>
<th>MAY</th>
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<tr>
<td>3</td>
<td>Fri</td>
<td>AIACC Board of Directors Meeting (Virtual)</td>
</tr>
<tr>
<td>7</td>
<td>Tue</td>
<td>California CACE Conference Call</td>
</tr>
<tr>
<td>14</td>
<td>Tues</td>
<td>AEP Conf. Call 12:00 p.m.</td>
</tr>
<tr>
<td>23</td>
<td>Thurs</td>
<td>AIACC Executive Committee Conference Call</td>
</tr>
<tr>
<td>27</td>
<td>Mon</td>
<td>Holiday - Memorial Day (AIACC Office Closed)</td>
</tr>
<tr>
<td>TBD</td>
<td>Sat</td>
<td>Progression Conference (San Francisco)</td>
</tr>
<tr>
<td>TBD</td>
<td></td>
<td>AIACC Convention Resolution Meeting (Virtual)</td>
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<tr>
<td>TBD</td>
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<td>Procedures &amp; Documents Committee Meeting</td>
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<table>
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<tr>
<th>JUNE</th>
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<tr>
<td>4</td>
<td>Tue</td>
<td>California CACE Conference Call</td>
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<tr>
<td>11</td>
<td>Tues</td>
<td>AEP Conf. Call 12:00 p.m.</td>
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<tr>
<td>20-22</td>
<td>Thur-Sat</td>
<td>2013 AIA National Convention (Denver, CO)</td>
</tr>
<tr>
<td>28</td>
<td>Fri</td>
<td>AIACC Board of Directors Meeting (Virtual)</td>
</tr>
<tr>
<td>TBD</td>
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<td>Long Range Planning Committee Meeting (Sacramento)</td>
</tr>
<tr>
<td>TBD</td>
<td>Sat</td>
<td>Now Next Future Conference (Southern California) --??</td>
</tr>
<tr>
<td>15</td>
<td>Sat</td>
<td>AEP COA Meeting (Sacramento – Tentative)</td>
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</tbody>
</table>
JULY
2 Tues California CACE Conference Call
4 Thur Holiday - Independence Day (AIACC Office Closed)
9 Tues AEP Conf. Call 12:00 p.m.
25 Thurs AIACC Executive Committee Conference Call
26 Fri AIACC Board of Directors Meeting (Northern CA)
TBD Long Range Planning Committee Conference Call

AUGUST
13 Tues AEP Conf. Call 12:00 p.m.
TBD National CACE Meeting
15 Thurs AIACC Executive Committee Conference Call

SEPTEMBER
2 Mon Holiday – Labor Day (AIACC Office Closed)
3 Tue California CACE Conference Call
10 Tues AEP Conf. Call 12:00 p.m.
13 Fri AIACC Board of Directors Meeting (Virtual)
26 Thurs AIACC Executive Committee Meeting (Sacramento)
27-29 Fri-Sun Monterey Design Conference (Pacific Grove, CA)

OCTOBER
8 Tues AEP Conf. Call 12:00 p.m.
11 Fri AIACC Board of Directors Meeting (Virtual - if necessary)
24 Thurs AIACC Executive Committee (Conference Call)
31 Thur Halloween (AIACC Office Open)
TBD AIA Large States Meeting
TBD Capitol Forum Health Facilities Forum (San Francisco)

NOVEMBER
7 Thur AIACC Executive Committee Conference Call
8 Fri AIACC Annual Meeting and Installation Celebration (Southern CA)
8 Fri California CACE Meeting (Los Angeles)
11 Mon Holiday – Veterans Day (observed - AIACC office remains open)
12 Tues AEP Conf. Call 12:00 p.m.
28-29 Thur-Fri Holiday - Thanksgiving (AIACC Office Closed)

DECEMBER
4 Tue California CACE Conference Call
10 Tues AEP Conf. Call 12:00 p.m.
13 Fri AIACC Executive Committee Transitional Meeting (Sacramento)
Important Links

The American Institute of Architects (AIA)
www.aia.org

AIA California Council (AIACC)
www.aiacc.org

AIACC Calendar of Events
http://www.aiacc.org/cgi-bin/htmlos.cgi/003667.5.2949396009513191707

Academy of Emerging Professionals
www.aiaccaep.org

Young Architects Forum (YAF)
http://www.aia.org/professionals/groups/yaf/AIAS075198

National Associates Committee (NAC)
http://aia.org/professionals/groups/nac/index.htm

American Institute of Architecture Students (AIAS)
http://www.aias.org/

National Council of Architecture Registration Boards (NCARB)
http://www.ncarb.org/

Internship Development Program (IDP & CIDP)
http://www.ncarb.org/idp/

NCARB Records (Green, Buff & Blue Covers)

California Architects Board (CAB)
http://www.cab.ca.gov/

National Architectural Accrediting Board (NAAB)
http://www.naab.org/

Association of Collegiate Schools of Architecture (ACSA)
https://www.acsa-arch.org/home.aspx

California Architectural Foundation
http://cafsite.org/

Built Environment Education Program (BEEP)
http://cafsite.org/education/beep/

AIA National Bylaws
http://www.aia.org/about/ethicsandbylaws/index.htm

AEP Strategic Plan

The 2009 Strategic Plan Meeting Summary can be found under the AEP section of the AIACC website:
http://aiacc.org/aep/academy-for-emerging-professionals-handbook/

The AIACC Resource Book

The AIACC Resource Book is a valuable instrument for both the leadership and general Membership to gain a better understanding of the operational components of The AIA in California. The 2013 AIACC Resource Book will be available in online January of 2013.
2013 Academy for Emerging Professionals Council of Advisors

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Email: soufang@sandiego.edu

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Email: pwelch@aiacc.org

rev: 1/25/13
# List of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>AA&amp;C</td>
<td>Association Administrators &amp; Consultants</td>
</tr>
<tr>
<td>ACSA</td>
<td>Association of Collegiate Schools of Architecture</td>
</tr>
<tr>
<td>ACTR</td>
<td>Association for California Tort Reform</td>
</tr>
<tr>
<td>A/E</td>
<td>Architect/Engineer (also for A/E Conference of California)</td>
</tr>
<tr>
<td>ACEC</td>
<td>Civil Engineers &amp; Land Surveyors of California</td>
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<tr>
<td>AGC</td>
<td>Associated General Contractors of California</td>
</tr>
<tr>
<td>AIA</td>
<td>American Institute of Architects</td>
</tr>
<tr>
<td>AIBD</td>
<td>American Institute of Building Design</td>
</tr>
<tr>
<td>AOR</td>
<td>Assembly Office of Research</td>
</tr>
<tr>
<td>APACC</td>
<td>American Planners Assoc., California Chapter</td>
</tr>
<tr>
<td>ASCE</td>
<td>American Society of Civil Engineers</td>
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<tr>
<td>BARF</td>
<td>Bay Area Regional Forum (AIA)</td>
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<tr>
<td>BIG</td>
<td>Build It Green</td>
</tr>
<tr>
<td>BEEP</td>
<td>Built Environment Education Program</td>
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<tr>
<td>BOMA</td>
<td>Building Owners and Managers Association</td>
</tr>
<tr>
<td>CA CACE</td>
<td>California Council of Architectural Component Executive Directors</td>
</tr>
<tr>
<td>CACE</td>
<td>Council of Architectural Component Executives (AIA)</td>
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<tr>
<td>CAHHS</td>
<td>California Association of Hospitals and Health Systems</td>
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<tr>
<td>CAL</td>
<td>Chapter Affiliate Member (AIA)</td>
</tr>
<tr>
<td>CALBO</td>
<td>California Building Officials</td>
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<tr>
<td>CASH</td>
<td>Coalition for Adequate School Housing</td>
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<tr>
<td>CAB</td>
<td>California Architects Board</td>
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<tr>
<td>CBIA</td>
<td>California Building Industry Association</td>
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<tr>
<td>CBSC</td>
<td>California Building Standards Commission</td>
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<tr>
<td>CCAE</td>
<td>California Council of Architectural Education</td>
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<tr>
<td>CEFPI</td>
<td>Council of Educational Facility Planners International</td>
</tr>
<tr>
<td>CDC</td>
<td>California Department of Corrections</td>
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<tr>
<td>CIDP</td>
<td>Comprehensive Intern Development Program</td>
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<tr>
<td>CLCID</td>
<td>California Legislative Conference of Interior Designers</td>
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<tr>
<td>CLTA</td>
<td>California Land Title Association</td>
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<tr>
<td>CPC</td>
<td>California Practice Conference</td>
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<tr>
<td>CSAC</td>
<td>County Supervisors Association of California</td>
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<tr>
<td>CSBA</td>
<td>California School Boards Association</td>
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<tr>
<td>CSLB</td>
<td>Contractors State Licensing Board</td>
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<tr>
<td>CSSC</td>
<td>California Seismic Safety Commission</td>
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<tr>
<td>CURT</td>
<td>Construction Users Roundtable</td>
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<tr>
<td>D&amp;C</td>
<td>Design and Construction</td>
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<tr>
<td>DBIA</td>
<td>Design Build Institute of America</td>
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<tr>
<td>DCA</td>
<td>Department of Consumer Affairs</td>
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<tr>
<td>DSA</td>
<td>Division of the State Architect</td>
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<tr>
<td>DGS</td>
<td>Department of General Services</td>
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<tr>
<td>DOE</td>
<td>Department of Education</td>
</tr>
<tr>
<td>DOJ</td>
<td>Department of Justice/Attorney General's Office</td>
</tr>
<tr>
<td>FAIA</td>
<td>Fellow of The American Institute of Architects</td>
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<tr>
<td>HCD</td>
<td>Housing and Community Development</td>
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<tr>
<td>IBD</td>
<td>Institute of Business Design</td>
</tr>
<tr>
<td>ICBO</td>
<td>International Conference of Building Officials</td>
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<tr>
<td>IDD</td>
<td>Interior Designers &amp; Decorators</td>
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<tr>
<td>IDP</td>
<td>Intern Development Program (AIA)</td>
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<tr>
<td>IFMA</td>
<td>International Facility Management Association</td>
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<tr>
<td>IPD</td>
<td>Integrated Project Delivery</td>
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<tr>
<td>KC</td>
<td>Knowledge Communities (formerly PIAs)</td>
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<td>LAO</td>
<td>Legislative Analyst Office</td>
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<td>LCC</td>
<td>League of California Cities</td>
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<td>LEED</td>
<td>Leadership in Energy and Environmental Design</td>
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<td>NCARB</td>
<td>National Council of Architectural Registration Boards</td>
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<td>OES</td>
<td>Office of Emergency Services</td>
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<td>OPDM</td>
<td>Office of Project Development and Management</td>
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<td>OPSC</td>
<td>Office of Public School Construction</td>
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<tr>
<td>OPR</td>
<td>Office of Planning and Research</td>
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<tr>
<td>OSHPD</td>
<td>Office of Statewide Health Planning &amp; Development</td>
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<td>PAL</td>
<td>Professional Affiliate Member (AIA)</td>
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<td>QBS</td>
<td>Qualifications-Based Selection</td>
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<td>SCARF</td>
<td>Southern California Area Regional Forum (AIA)</td>
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<td>SCUP</td>
<td>Society of College and University Planners</td>
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<tr>
<td>SEAOC</td>
<td>Structural Engineers Association of California</td>
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<td>SFM</td>
<td>State Fire Marshall</td>
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<td>TI</td>
<td>Tennant Improvement</td>
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<td>UBC</td>
<td>Uniform Building Code</td>
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<tr>
<td>ULI</td>
<td>The Urban Land Institute</td>
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<td>URM</td>
<td>Unreinforced Masonry</td>
</tr>
<tr>
<td>USGBC</td>
<td>United States Green Building Council</td>
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</tbody>
</table>
2013 AIACC Executive Committee

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Email: dgworldwide@sbcglobal.net
The American Institute of Architects California Chapter Offices  
(Revised on 1/16/2013)

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Unstaffed Chapter</th>
<th>Office Address</th>
<th>Phone Numbers</th>
<th>Email/Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIA California Central Coast</td>
<td></td>
<td>355 Pacific Street, San Luis Obispo 93401</td>
<td>(805) 594-0711 ext. 111 (805) 540-5137</td>
<td><a href="mailto:heidi@studio-2g.com">heidi@studio-2g.com</a> website: <a href="http://www.aiacentralcoast.org">www.aiacentralcoast.org</a></td>
</tr>
<tr>
<td>AIA California Desert</td>
<td></td>
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<td>(760) 799-6240 FAX (909) 792-9474</td>
<td><a href="mailto:mail@aiadc.org">mail@aiadc.org</a> website: <a href="http://www.aiadc.org">www.aiadc.org</a></td>
</tr>
<tr>
<td>AIA Central Valley</td>
<td></td>
<td>1400 S Street, Suite 100, Sacramento 95811</td>
<td>(916) 444-3658 FAX (916) 444-3005</td>
<td><a href="mailto:info@aiacv.org">info@aiacv.org</a> website: <a href="http://www.aiacv.org">www.aiacv.org</a></td>
</tr>
<tr>
<td>AIA East Bay</td>
<td></td>
<td>1405 Clay Street, Oakland 94612</td>
<td>(510) 464-3600 FAX (510) 464-3616</td>
<td><a href="mailto:info@aiaeb.org">info@aiaeb.org</a> website: <a href="http://www.aiacv.org">www.aiacv.org</a></td>
</tr>
<tr>
<td>AIA Golden Empire</td>
<td></td>
<td>1201 24th Street, Suite B110-164, Bakersfield 93301</td>
<td></td>
<td><a href="mailto:info@aiage.org">info@aiage.org</a> website: <a href="http://www.aiage.org">www.aiage.org</a></td>
</tr>
<tr>
<td>AIA Inland California</td>
<td></td>
<td>300 East State Street, Suite 620, Redlands 92373</td>
<td>(909) 792-8464 FAX (909) 792-9474</td>
<td><a href="mailto:director@aiaci.org">director@aiaci.org</a> website: <a href="http://www.aiaci.org">www.aiaci.org</a></td>
</tr>
<tr>
<td>AIA Long Beach/South Bay</td>
<td></td>
<td>6444 E Spring Street, #289, Long Beach, 90815</td>
<td>(562) 989-1399 FAX none</td>
<td><a href="mailto:melissa@aialbsb.org">melissa@aialbsb.org</a> website: <a href="http://www.aialbsb.org">www.aialbsb.org</a></td>
</tr>
<tr>
<td>AIA Los Angeles</td>
<td></td>
<td>3780 Wilshire Boulevard, Suite 800, Los Angeles 90010</td>
<td>(213) 639-0777 FAX (213) 639-0767</td>
<td><a href="mailto:info@aialosangeles.org">info@aialosangeles.org</a> website: <a href="http://www.aialosangeles.org">www.aialosangeles.org</a></td>
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<tr>
<td>AIA Monterey Bay</td>
<td></td>
<td>P.O. Box 310, Monterey 93942</td>
<td>(831) 372-5927 FAX none</td>
<td><a href="mailto:aiamb@sbcglobal.net">aiamb@sbcglobal.net</a> website: <a href="http://www.aiamongteebay.org">www.aiamongteebay.org</a></td>
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<tr>
<td>AIA Orange County</td>
<td></td>
<td>4100 Birch Street, Suite 300, Newport Beach 92660</td>
<td>(949) 225-5900 FAX none</td>
<td><a href="mailto:info@aiaoc.org">info@aiaoc.org</a> website: <a href="http://www.aiacv.org">www.aiacv.org</a></td>
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<tr>
<td>AIA Palomar</td>
<td></td>
<td>4747 N First Street, Suite 140, Fresno 93726</td>
<td>(800) 676-1673 FAX (559) 227-1463</td>
<td><a href="mailto:info@aiapalomar.org">info@aiapalomar.org</a> website: <a href="http://www.aiapalomar.org">www.aiapalomar.org</a></td>
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<td>AIA Pasadena &amp; Foothill</td>
<td></td>
<td>555 S Oak Knoll Avenue, Pasadena 91101-3459</td>
<td>(626) 796-7601 FAX (626) 796-1352</td>
<td>director.aiapa.org website: <a href="http://www.aiapa.org">www.aiapa.org</a></td>
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<tr>
<td>AIA Redwood Empire</td>
<td></td>
<td>P.O. Box 4178, Santa Rosa 95402-4178</td>
<td>(707) 838-2672 FAX none</td>
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<tr>
<td>AIA San Diego</td>
<td></td>
<td>233 A Street, Suite 200, San Diego 92101</td>
<td>(619) 232-0109 FAX (619) 232-4542</td>
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<td>AIA San Fernando Valley</td>
<td></td>
<td>16255 Ventura Boulevard, Suite 515, Encino 91436-2310</td>
<td>(818) 907-7151 FAX (818) 907-7155</td>
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<tr>
<td>AIA San Francisco</td>
<td></td>
<td>130 Sutter Street, Suite 600, San Francisco 94104-4004</td>
<td>(415) 362-7397 FAX (415) 874-2648</td>
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<td>AIA San Joaquin</td>
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<td>4747 N First Street, Suite 140, Fresno 93726</td>
<td>(800) 549-6740 FAX (559) 227-1463</td>
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<td>AIA San Mateo County</td>
<td></td>
<td>307 South B Street, #5, San Mateo 94401</td>
<td>(550) 349-5133 FAX (550) 349-5534</td>
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<tr>
<td>AIA Santa Barbara</td>
<td></td>
<td>229 E Victoria Street, Santa Barbara 93101</td>
<td>(805) 966-4198 FAX (805) 966-5861</td>
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<tr>
<td>AIA Sierra Valley</td>
<td></td>
<td>325 S First Street, Suite 100, San Jose 95113-2406</td>
<td>(408) 298-0611 FAX (408) 298-0619</td>
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<tr>
<td>AIA Ventura County</td>
<td></td>
<td>300 Montgomery Avenue, Oxnard 93036-1008</td>
<td>(805) 746-9692 FAX – none</td>
<td><a href="mailto:info@aiavc.org">info@aiavc.org</a> website: <a href="http://www.aiavc.org">www.aiavc.org</a></td>
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<tr>
<td>CHAPTER PERSONNEL</td>
<td>OFFICE HOURS</td>
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<tr>
<td>AIA California Desert – (760) 799-6240</td>
<td>Hours: 9:00 a.m. – 1:00 p.m.</td>
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<td>F.A. Hagstrom, Executive Director</td>
<td>Monday - Friday</td>
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<tr>
<td>AIA Central Valley – (916) 444-3658</td>
<td>Hours: 9:00 a.m. – 5:00 p.m.</td>
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<td>Kim Anderson, Executive Director</td>
<td>Monday - Thursday</td>
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<td>Marina Hill, Administrative &amp; Events Coordinator</td>
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<td>Don Comstock, FAIA, Chapter Trustee</td>
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<td>AIA East Bay - (510) 464-3600</td>
<td>Hours: 9:00 a.m. – 6:00 p.m.</td>
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<td>Sidney Sweeney, Executive Director</td>
<td>Monday - Friday</td>
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<td>Rochelle Yearwood, Membership &amp; Office Coordinator</td>
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<td>AIA Inland California – (909) 792-8464</td>
<td>Hours: 9:00 a.m. – 1:00 p.m.</td>
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<tr>
<td>Florence A. Hagstrom, Hon. AIACC, Executive Director</td>
<td>Monday – Friday</td>
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<tr>
<td>Will Wright, Hon.AI/LA Director of Government &amp; Public Affairs</td>
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<td>Matt Krisny, Director of Programs and Events</td>
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<td>Steve Tanner, Membership Director</td>
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<td>Nathalia Morales-Evanke, Communications Coordinator</td>
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<td>Junnai Javed, Office Coordinator</td>
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<td>AIA Long Beach/South Bay – (562) 989-1399</td>
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<td>Margaret Fox, Executive Director</td>
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<td>AIA Los Angeles - (213) 639-0777</td>
<td>Hours: 9:00 a.m. – 5:00 p.m.</td>
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<td>Nich Solomons, Hon. AIACC, Executive Director</td>
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<td>Carlo Caccavale, Hon. AIA/LA Associate Director</td>
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<td>Matt Krisny, Director of Programs and Events</td>
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<td>Junnai Javed, Office Coordinator</td>
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<td>AIA Monterey Bay - (831) 372-6527</td>
<td>Hours: 11:00 a.m. – 2:00 p.m.</td>
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<td>BethAnn Skarns, Executive Director</td>
<td>Tuesday - Thursday</td>
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<td>AIA Orange County - (949) 675-8273</td>
<td>Hours: 9:00 a.m. – 1:00 p.m.</td>
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<td>Jeffrey Gill, AIA, Executive Director</td>
<td>Monday - Friday</td>
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<td>Marilee Edgar, Manager of Membership Services</td>
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<td>Sharon Miller, Administrative Coordinator</td>
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<td>AIA Palomar – (800) 676-1673</td>
<td>Hours: 8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td>Marcel Bourdase, Executive Director</td>
<td>Monday - Friday</td>
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<tr>
<td>AIA Pasadena &amp; Foothill - (626) 796-7601</td>
<td>Hours: 10:00 a.m. – 2:00 p.m.</td>
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<tr>
<td>Zelda Wong, Executive Director</td>
<td>Monday - Friday</td>
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<td>AIA Redwood Empire - (707) 838-2672</td>
<td>Hours: 9:00 a.m. – 1:00 p.m.</td>
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<td>Wendy Young, Executive Director</td>
<td>Monday - Thursday</td>
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<td>AIA San Diego - (619) 232-0109</td>
<td>Hours: 9:00 a.m. – 5:00 p.m.</td>
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<tr>
<td>Bastiaan Bouma, Executive Director/CEO</td>
<td>Monday – Friday</td>
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<tr>
<td>Lily Roman, Membership Coordinator &amp; Administrative Coordinator</td>
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<td>Sophia Del Mar, Communications &amp; Special Projects Manager</td>
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<tr>
<td>AIA San Fernando Valley - (818) 907-7151</td>
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<tr>
<td>Leslie A. Nathan, AIA, Executive Director</td>
<td>Tuesday - Thursday</td>
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<td>Veronica Tepatsi, Assistant Director</td>
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<tr>
<td>AIA San Francisco - (415) 874-2628</td>
<td>Hours: 9:00 a.m. – 5:00 p.m.</td>
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<tr>
<td>Margie O'Driscoll, Executive Director</td>
<td>Monday - Friday</td>
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<tr>
<td>Stacy Williams, Deputy Director</td>
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<td>Helen Wong, Communications Director</td>
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<tr>
<td>Jaime Wong, Program Manager</td>
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<td>Michelle Railsback, Program/Membership Manager</td>
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<td>Emi Stilestra, Administrative/Volunteer Coordinator</td>
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<td>Dolma Chuteng, Finance Manager</td>
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<td>Peter Sterling, Communications Coordinator</td>
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<tr>
<td>Loren Wearsch, Program &amp; Marketing Assistant</td>
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<td>January Fuch, Sponsorship Coordinator</td>
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<tr>
<td>AIA San Joaquin – (800) 549-6740</td>
<td>Hours: 8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td>Marcel Bourdase, Executive Director</td>
<td>Monday – Friday</td>
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<tr>
<td>AIA San Mateo County - (650) 348-5133</td>
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<tr>
<td>Martha D'Amico, Executive Director</td>
<td>Monday, Wednesday, Friday 2:00 p.m. – 6:00 p.m.</td>
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<td>Tuesday, Thursday, 10:00 a.m. – 2:00 p.m.</td>
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<tr>
<td>AIA Santa Barbara – (805) 966-4198</td>
<td>Hours: 9:00 a.m. – 2:00 p.m.</td>
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<tr>
<td>Kathy Guidry, Executive Director</td>
<td>Monday - Thursday</td>
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<tr>
<td>AIA Santa Clara Valley – (408) 298-0611</td>
<td>Hours: 9:00 a.m. – 4:00 p.m.</td>
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<tr>
<td>Ray Mascetti, Executive Director</td>
<td>Monday - Friday</td>
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<tr>
<td>Kelly Kane, Membership &amp; Communications Associate</td>
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<td>AIA Ventura County – (805)746-9692</td>
<td>Hours: 8:00 a.m. – 5:00 p.m.</td>
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<td>Marcy Worthy, Executive Director</td>
<td>Monday - Friday</td>
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<td>AIA California COUNCIL PERSONNEL</td>
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<tr>
<td>Paul Welch, Jr., Hon. AIA</td>
<td>(916) 642-1705</td>
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<tr>
<td>Executive Vice President</td>
<td>Mary Sue Benz (916) 642-1711</td>
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<tr>
<td>Suzanne Stalder-Manour, Hon. AIACC</td>
<td>Executive Assistant</td>
<td>(916) 642-1703</td>
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<tr>
<td>Chief Financial Officer</td>
<td>Alyssa Griegs (916) 642-1713</td>
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<tr>
<td>Nicki Dennis Stephens, Hon. AIACC, LEED Green Assoc.</td>
<td>Mandriss Nelson (916) 642-1714</td>
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<td>Senior Director</td>
<td>MTS Coordinator</td>
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<tr>
<td>Kurt Cooknick, Assoc. AIA</td>
<td>Brandie Palmquist (916) 642-1714</td>
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<td>Director of Regulation and Practice</td>
<td>Financial Coordinator</td>
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<tr>
<td>Mark Christian, Hon. AIACC</td>
<td>(916) 642-1719</td>
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<tr>
<td>Director of Legislative Affairs</td>
<td>Marlan Clark (916) 642-1719</td>
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<tr>
<td>Linda Derivi, AIA</td>
<td>Web &amp; Communications Assistant</td>
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<tr>
<td>Director of Design &amp; Practice</td>
<td>Leah Freeman (916) 642-1717</td>
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<td></td>
<td>Financial Assistant</td>
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</tbody>
</table>
AIACC Staff

Executive Vice President
Paul W. Welch, Jr., Hon. AIACC
(916) 642-1705
pwelch@aiacc.org

Senior Director
Nicki Dennis Stephens, Hon. AIACC, LEED Green Assoc.
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mbenz@aiacc.org

Web Content and Design Manager
Alyssa Griego
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Web and Comm. Asst/AEP Liaison
Marian Clark
(916) 642-1719
mclark@aiacc.org

Chief Financial Officer
Suzanne Stalder-Mansur, Hon. AIACC
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sstaldermansur@aiacc.org

Financial Coordinator
Brandi Palmquist
(916) 642-1714
bpalmquist@aiacc.org

MIS Coordinator
Mardriss Nelson
(916) 642-1713
mnelson@aiacc.org

Director of Legislative Affairs
Mark Christian, Hon. AIACC
(916) 642-1708
mchristian@aiacc.org

Director of Regulatory Affairs
Kurt Cooknick, Assoc. AIA
(916) 642-1706
kcooknick@aiacc.org

Director of Design and Practice
Linda Derivi, AIA
(916) 642-1712
AIACC Chapter Associate Director Reimbursement Policy
When an Associate’s Caucus is held in conjunction with a Board of Directors Meeting the Chapter Associate Directors will be reimbursed for travel (mileage for personal vehicle @ $0.565 cents per mile or airfare) and lodging (room + tax) expenses up to $125.00 per Chapter Associate Director (or an alternate in the event that the Chapter Associate Director cannot attend) per forum. No meal expenses will be reimbursable, with the exception of food that is provided during the forum.

All monies remaining in the Associates budget at the end of the year, at the discretion of the Planning and Finance Committee, will be distributed to the Chapter Associate Directors for submitted expenses, which exceeded the $125.00 Associate’s Caucus stipend. To qualify for additional reimbursement, the expenses that exceeded the stipend must have been submitted within the 60-day time allotment subsequent to the attended Associate’s Caucus. For the purpose of additional reimbursement, the Chapter Associate Directors are encouraged to submit all receipts for travel and lodging expenses, though they may exceed the $125.00 stipend, after each Associates Caucus.

No reimbursement will be made after January 1 for the previous year’s expenses, except the reimbursable amount that exceeded the $125 stipend. Copies of all reimbursement checks and expense reports for each Associate Director are automatically forwarded to the Chapter Executive or Chapter President (in situations where the chapter is unstaffed) for their accounting purposes.

Receipts must be obtained and submitted for all expenses subject to reimbursement, with the exception of car mileage expenses. Submit receipts along with a description of the expense (date of expense; payee, such as hotel or restaurant name; description of expense and amount) to the AIACC, 1303 J Street, Suite 200, Sacramento, CA 95814, Attention: Marian Clark.

All requests for reimbursement are required to be accompanied by a Reimbursement Form. A copy of the form is included below for reference, and a digital copy is also posted on the AEP Group site. Please note that there is no need to fill in the Accounting Code information requested.

Reimbursement requests received by the AIACC will be processed within two weeks to four weeks. Associate Directors should receive checks within three to five weeks of submittal. If reimbursement is not received within this time period, please contact the AIACC for information. If you have questions, please contact Marian Clark via email at mclark@aiacc.org.
# AIA California Council Expense Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Committee/Desc of Purpose</th>
<th>Project Code</th>
<th>Carrier</th>
<th>Transportation</th>
<th>Amount</th>
<th>Gabs</th>
<th>Lodging</th>
<th>Meals</th>
<th>Tips</th>
<th>Parking</th>
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**Other Expense Code**

- A. Car Rental
- B. Tolls
- C. Telephone
- D. Copying
- Y. Other (describe): 

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<th>Name (print)</th>
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<th>Contact person</th>
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**Instructions**

1. Complete this report and return it to the AIACC office NO LATER THAN 30 DAYS after the date that the expenses were incurred.

2. Attach all receipts to substantiate the expenses. Individual expenses in excess of $25 will not be reimbursed without a receipt.

3. Enter mileage claimed for use of personal automobile in transportation section. Show mileage under "Carrier".

4. See AIACC Resource Book for additional reimbursement guidelines.

Return envelope to: AIA California Council, 1303 J Street, Ste 200, Sacramento, CA 95814, (916) 448-9082
AIA National Bylaws Concerning Associate Members

2.2 Associate Members

1.21 Eligibility for Associate Membership. Individuals without architectural licenses from the U.S. licensing authority who meet any of the following requirements shall be eligible for Associate membership in the Institute:

   a) Those who are eligible by education or experience and are employed, enrolled or participating in circumstances recognized by licensing authorities as constituting credit toward architectural licensure,
   b) Those who are employed under the supervision of an architect in a professional or technical capacity directly related to the practice of architecture,
   c) Those who have a professional degree in architecture,
   d) Those who are faculty members in university programs in architecture and who are actively involved in research, administration or the teaching of architecture,
   e) Those who have an architectural license or the equivalent from a non-U.S. licensing authority and demonstrate honorable standing in the profession in the locale in which they are licensed. Such persons may be resident within or outside the U.S.

2.22 Rights and Privileges of Associates

2.221 Title. Associates in good standing may indicate that they are Associates of The American Institute of Architects, subject to applicable state laws, and may use the title Associate AIA, but not AIA Associate nor the initials AIA alone, as a suffix of their names.

2.222 Pin and Symbol. Associates in good standing may wear the silver AIA pin. Associates shall not be permitted to use the gold AIA pin nor the AIA symbol.

2.223 Privileges. Associates shall have the same rights and privileges as Architect members, except as noted below and in Section 2.221 and 2.222 above:

   a) Associates may not hold more than two seats or one-third of the total seats, whichever number is greater, on section, chapter, or state organization boards.
   b) Associates may not vote on dues for Architect members.
   c) Associates may not constitute more than one-third of any component delegation to state, regional and national AIA conventions.
   d) Associates shall not be eligible to serve as a national officer, regional director, component officer, or on the National Ethics Council.

2.224 Advancement from Associate to Architect Membership. An Associate who receives an initial license to practice architecture thereby becomes eligible for Architect membership and may not renew membership as an Associate.
2012 AIACC Bylaws Concerning Members of The Academy for Emerging Professionals

6A.3 EX-OFFICIO DIRECTORS

The Ex-Officio Directors include the Officers:, AIA Directors, Regional Associate Director, Associate Directors, Young Architects Forum (YAF) Directors, and Student Directors.

6A.3.7 AIA Regional Associate Director: The AIA Regional Associate Director shall serve as a liaison between the Board, AEP Council of Advisors, and the National Associates Committee (NAC). The AIA Regional Associate Director shall attend the Council Board meetings, meetings of the AEP Council of Advisors, and meetings of the NAC. The AIA Regional Associate Director shall prepare and present reports to the Board, vote at Board meetings, and provide leadership and continuity in identifying and implementing nationwide Associate goals, and may serve on the Executive Committee representing the Academy for Emerging Professionals.

6A.3.7.1 Definition. The AIA Regional Associate Director shall be the California’s representative on National Associates Committee (NAC) and is the Associate membership’s voice at the National level.

6A.3.7.2 Term. The term of AIA Regional Associate Director is for a two-year term beginning January 1 after election and ending on December 31, two years thereafter. For purposes of transition, the current one-year term of office for the AIA Regional Associate Director shall be modified to a two-year term beginning on January 1, 2010.

6A.3.8 Associate Directors.

6A.3.8.1 Definition. Associate Directors shall be Associate members of the Council and provide liaison between the Council, Associate members and organizations of the Associate members. One Associate Director shall represent the Southern Region of California and one Associate Director shall represent the Northern Region of California.

6A.3.8.2 Term. Associate Directors assume office for two-year terms beginning January 1 following election and ending on December 31, two years thereafter. Provided however, that for the purpose of providing for overlapping terms for Associate Directors on the Board, the Board may elect Associate Directors for less than two years pursuant to procedures prescribed in the Rules of the Board.

6A.3.8.3 Responsibilities. Associate Directors shall serve as liaisons between the Board and Associate members of the Council. The Associate Directors shall attend the regional meetings of the Chapter Associate Directors, prepare and present reports to the Board. The Associate Director in the second year of a two year term, shall be able to vote at Board meetings.

6A.3.9 Young Architects Forum (YAF) Directors.

6A.3.9.1 Definition. YAF Directors shall be Architect members of the Council and provide liaison between the Council and California members of the AIA YAF. One (1) YAF Director shall
represent the Southern Region of California and one (1) YAF Director shall represent the Northern Region of California.

6A.3.9.2 Term of Office. YAF Directors assume office for two-year terms beginning January 1 following election and ending on December 31, two years thereafter. Provided however, that for the purpose of providing for overlapping terms for YAF Directors on the Board, the Board may elect YAF Directors for less than two years pursuant to procedures prescribed in the Rules of the Board.

6A.3.9.3 Responsibilities. YAF Directors shall serve as liaisons between the Council and California members of the AIA YAF. Pursuant to the approved Operating Plan & Budget, the YAF Directors shall attend the regional meetings of YAF Chapters and prepare and present reports to the Council. The YAF Director in the second year of a two year term, shall be able to vote at Board meetings.

6A.4. Student Directors.

6A.4.1 Definition. Upon assuming office, Student Directors shall be Members of the American Institute of Architecture Students (AIAS), serve as a liaison between California AIAS chapters and the Council, and serve as a liaison to the California schools of architecture. One (1) Student Director shall represent the Southern Region of California and one (1) Student Director shall represent the Northern Region of California.

6A.4.2 Term of Office. A Student Director assumes office for a two-year term beginning January 1 following election and ending on December 31, two years thereafter. Provided however, that for the purpose of providing for overlapping terms for Student Directors on the Board, the Board may elect a Student Director for less than two years pursuant to procedures prescribed in the Rules of the Board.

6A.4.3 Responsibilities. The Student Directors shall serve as liaisons between the Board and the AIAS, and shall be an ex-officio Regents to the California Architectural Foundation for the purposes of serving on the Mel Ferris Scholarship jury and as liaison to the California schools of architecture in the promotion of the Mel Ferris Scholarship. The Student Directors shall prepare and present reports to the Board, and provide leadership and continuity in identifying and implementing statewide student goals. The Student Director in the second year of a two year term, shall be able to vote at Board meeting.
2012 AIACC Rules of the Board Regarding Members of the Academy for Emerging Professionals

6.2 NOMINATION AND ELECTION OF EX-OFFICIO MEMBERS OF THE BOARD

6.2.1 Nominations.

6.2.1.6 Nominations for Regional Associate Director. The Regional Associate Director shall be nominated and elected in the same manner as Council officers or as described in the Council Bylaws.

6.2.1.7 Nominations for Vice President, Academy for Emerging Professionals. The Vice President, Academy for Emerging Professionals shall be nominated and elected in the same manner as Council officers or as described in the Council Bylaws.

6.2.1.9 Nominations for Associate Directors. The Associate Directors shall be nominated and elected in the same manner as Council officers.

6.2.1.10 Nominations for Student Directors. The Student Directors shall be nominated and elected in the same manner as Council officers or as described in the Council Bylaws.

6.2.1.11 Nominations for Young Architects Forum (YAF) Directors. The Young Architects Forum (YAF) Director shall be nominated and elected in the same manner as Council officers or as described in the Council Bylaws.

6.3.4 Duties of the Vice Presidents.

6.3.4.5 Vice President of the Academy for Emerging Professionals. The Vice President of the Academy for Emerging Professionals shall serve as the principal liaison to the Academy for Emerging Professionals. He/she is responsible for the coordination of all activities pertaining to the Academy for Emerging Professionals including the mentoring program. The Academy for Emerging Professionals shall assume other such responsibilities as instructed by the Executive Committee and the Board of Directors.

12.1 COMMITTEES OF THE BOARD

12.1.5 AEP Council of Advisors.

12.1.5.1 Duties. The AEP Council of Advisors shall consider matters relating to the Emerging Professional members of the Council so that the goals, programs, and resources of the Emerging Professional members will be recognized by and integrated within the structure of the Council.

12.1.5.2 Forums. The committee shall hold one or more call forums per year. The Associate Directors North and South shall chair these forums and each chapter shall be asked to send one Associate representative, preferably the elected Chapter Associate Director.
12.1.5.3 Liaison. The Vice President, Academy for Emerging Professionals shall bring all Emerging Professional matters to the attention of the Executive Committee and Council staff.

12.4 ACADEMIES

12.4.1 Academies of the Council Two Academies reside within the Council: the Academy of Strategic Planning and Development, and the Academy for Emerging Professionals.

12.4.1.2. Academy for Emerging Professionals. The programs and activities of the Academy shall principally focus on the needs of Emerging Professional Members. Included within the Academy are leadership activities such as the Statewide Forums and activities associated with the National AIA Associates Committee. Also included are activities coordinating the Emerging Professional activities of the AIA Chapters.

12.4.1.2.1 Management of the Academy. A Council of Advisors shall manage the Academy for Emerging Professionals. The Council of Advisors shall consist of ten (10) persons who shall serve two (2) year overlapping terms. Initial terms to the Council of Advisors may be less than two years. Four (4) of the members shall be the AIACC Associate Directors North and South, the Regional Associate Director, and the Vice President, Academy for Emerging Professionals, who shall chair the AEP. The remaining six (6) members shall be the AIACC Student Directors North & South, the YAF Directors North and South, one Intern Development Coordinator and one architect member at-large.
Policy Statement Regarding Associates

Adopted: November 6, 1998          Sunset Date: December 31, 2001

The American Institute of Architects, California Council (AIACC), supports and strongly encourages Associate Member participation and representation, consistent with AIA policy, in all of the programs and policy-making bodies of its membership.

Associate Membership in AIA and AIACC shall foster professional development, including opportunities for leadership, mentorship, networking, continuing education and a voice in state government as well as an appreciation and understanding of current issues affecting the profession of architecture. The AIACC urges all of its members to work in partnership toward these goals.

Associate membership in AIA and AIACC shall foster the development of knowledge, resources, and experience necessary for the intern to become a licensed architect. The Associate member is the critical link between student and practitioner and represents the interests of all members in the following categories:

Employment under the supervision of an architect in a professional or technical capacity, licensure track or non-licensure track, directly related to the practice of architecture.

Holder of a professional degree in architecture.

Faculty member in a university program in architecture and actively involved in research, administration or the teaching of architecture.

Holder of an architectural license or the equivalent from a non-US licensing authority, with honorable standing in the profession in the locale where licensed.

Policy Statement Regarding Uncompensated Interns

Adopted: November 6, 1998          Sunset Date: December 31, 2001

The American Institute of Architects, California Council (AIACC) is committed to the highest standards of the architectural profession, and affirms its belief in the profession's future by espousing the equitable treatment of all persons engaged in the practice of architecture.

In keeping with this commitment, the AIA California Council hereby adopts as policy the requirement that any architect desiring to promote or to be promoted by the AIACC, through involvement in any awards programs, publications, speaking engagements, elected or appointed office, or elevation to Fellowship, certify that they and/or their firms refrain from employing unpaid interns in their professional practice.

Further, in an effort to provide a leadership role in the enhancement of the architectural profession, the AIA California Council will pursue a program of education regarding the legal requirements for compensation of interns so that both professional members and interns will be knowledgeable in their efforts to comply with the law. Student interns in a recognized secondary school program in architecture shall be permitted to be compensated with academic credit for the purposes of this policy.
AIA National Code of Ethics & Professional Conduct

CANON I - GENERAL OBLIGATIONS
Members should maintain and advance their knowledge of the art and science of architecture, respect the body of architectural accomplishment and contribute to its growth; learned and uncompromised professional judgment should take precedence over any other motive in the pursuit of the art and science of architecture.

R.1.101 In practicing architecture, members shall demonstrate a consistent pattern of reasonable care and competence, and shall apply the technical knowledge and skill which is ordinarily applied by architects of good standing practicing in the same locality.

R.1.102 Members shall not undertake to provide professional services if their competence is substantially impaired by physical or mental disabilities.

E.S.1.2 Standards of Excellence: Members should continually seek to raise the standards of aesthetic excellence, architectural education, research, training and practice.

E.S.1.3 Public Understanding: Members should strive to improve public appreciation and understanding of architecture and the functions and responsibilities of architects.

E.S.1.4 Allied Arts & Industries: Members should promote allied arts and contribute to the knowledge and capability of the building industries as a whole.

CANON II - OBLIGATIONS TO THE PUBLIC

Members should embrace the spirit and letter of the law governing their professional affairs and should thoughtfully consider the social and environmental impact on their professional activities.

R.2.101 Members shall not in the conduct of their professional practice, knowingly violate the law.

R.2.102 Members shall neither offer nor take any payment or gift to the local, state or federal official with the intent of influencing the official’s judgment in connection with an existing or prospective project in which the members are interested.

R.2.103 Members serving in a public capacity shall not accept payments or gifts which are intended to influence their judgment.

R.2.104 Members shall not engage in conduct involving fraud or wanton disregard of the rights of others.

R.2.105 If, in the course of their work on a project, the members become aware of a decision taken by their employer or client, against the members’ advice which violates any law or regulation and which will be in the members’ judgment materially affect adversely the safety to the public or the finished project, the members shall:

(A) Refuse to consent to the decision, and
(B) Report the decision to the local public building inspector or other public official charged with the enforcement of the applicable laws and regulations, unless the members are able to cause the matter to be satisfactorily resolved by other means.

R.2.106 Members shall not counsel or assist a client in conduct that the architect knows, or reasonably should know, is fraudulent or illegal.

E.S.2.2 National and cultural heritage: Members should respect and help conserve their natural and cultural heritage while striving to improve the environment and the quality of life within it.

E.S.2.3 Civic responsibility: Members should be involved in civic activities as citizens and professional, and promote public awareness of architectural issues.

R.2.301 Members making public statements on architectural issues shall disclose when they are being compensated for making such statements or when they have an economic interest in the issue.

E.S.2.4 Public interest services: Members should render public interest professional services and encourage their employees to render such services.

E.S.2.5 Human rights: Members should uphold human rights in all of their professional endeavors.

R.S.501 Members shall not discriminate in their professional activities on the basis of race, religion, gender, national origin, age, or non-disqualifying handicap.

CANON III - OBLIGATIONS TO THE CLIENT

Members should serve their clients competently and in a professional manner, and should exercise unprejudiced and unbiased judgment on their behalf.