

*AIA Triangle empowers architects by connecting with the community, advocating for our profession, and promoting the quality of local design*

# **2024 BOARD OF DIRECTORS POSITION DESCRIPTION**

#### **Overview**

The AIA Triangle Board of Directors governs the overall execution of the organization’s mission. Principally, the Board manages organizational finances and sets long-term priorities for programs. Overall, the members of the Board contribute professional, managerial, educational, financial, and strategic skills needed to ensure long-term organizational stability and ensure year-to-year excellence for its membership.

Officer terms are for one year or until a successor has qualified. Each elected and appointed Director shall serve a term of two years or until a successor has qualified.

Board Member responsibilities include attendance at approximately six in-person meetings per year, Task Force meetings, and the expectation that they attend AIA Triangle events, as well as attendance at the Annual Membership Meeting, Board retreat(s), and active electronic conversations as part of Board committees. In some years the Board has held additional meetings.

**Declaration of Candidacy**

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next two years, as well as ways to contribute to the development of the organization.

Director Candidates should possess the following minimum qualifications:

* Valid AIA Membership or Associate Membership
* Current or past service on an AIA task force or committee, and/or active participation in an AIA-sponsored leadership program

Resources available to prospective members:

* The organization’s bylaws and list of the current members of the AIA Triangle Board of Directors can be found on our website at [www.AIATriangle.org](http://www.AIATriangle.org) under the ABOUT tab.

**To apply:**

* Submit Board Application (following this document) and your résumé / CV to Linda Frenette, AIA Triangle Executive Director, at linda@aiatriangle.org. Please write AIA TRIANGLE BOARD APPLICATION in the subject line.
* Copies of the application will be distributed to those selecting members and will aid in understanding how you would like to contribute to the organization’s work.

If you have any questions, please send an email to Linda Frenette at linda@aiatriangle.org or call (919) 463-0333.



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**2024 BOARD OF DIRECTORS CANDIDATE APPLICATION**

Name

|  |  |  |  |
| --- | --- | --- | --- |
| First | MI | Last | Familiar Name |

Residential Contact Information:

|  |
| --- |
| Street |
| City | State | Zip Code |
| Home Phone | Cell Phone |
| Email |

Employment Information:

|  |
| --- |
| Employer’s Name |
| Your title |
| Street |
| City | State | Zip Code |
| Business Phone | Business Cell |
| Email |

Preferred method of contact: [ ]  Residence [ ]  Business

Licensure Status: [ ]  Licensed [ ]  Not Licensed

If not licensed, please indicate plan to obtain license:

|  |
| --- |
| Click or tap here to enter text. |

Please list boards and committees that you serve on, or have served on (AIA, business, civic, community, fraternal, political, professional, recreational, religious, social).

|  |  |  |
| --- | --- | --- |
| Organization | Role/Title | Dates of Service |
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Education/Training/Certificates

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| Educational Institution | Degree/Certificate | Date |
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Skills/Experience/Interest

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| --- |
| [ ] Finance, accounting[ ] Administration, management[ ] Nonprofit experience[ ] Community service[ ] Policy development[ ] Program evaluation[ ] Public relations, communications[ ] Education, instruction[ ] Special events[ ] Grant writing[ ] Fundraising[ ] Outreach, advocacyOther: Click or tap here to enter text. |

Have you received any awards or honors that you’d like to mention?

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| --- |
| Click or tap here to enter text. |

# How would AIA Triangle benefit from your involvement on the Board?

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| --- |
| Click or tap here to enter text. |

What makes our mission meaningful to you?

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| --- |
| Click or tap here to enter text. |

Do you have personal aspirations that could be enhanced by board service?

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| --- |
| Click or tap here to enter text. |

How much time a month can you commit to meetings and serving the mission?

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| --- |
| Click or tap here to enter text. |

## **What professional or personal constraints on your time or service might you anticipate?**

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| Click or tap here to enter text. |

## **What expectations do you have from the management of organizations on whose boards you serve?**

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| --- |
|  Click or tap here to enter text. |

Do you have any worries or concerns about joining the board?

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| --- |
| Click or tap here to enter text. |

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of AIA Triangle.

|  |
| --- |
| Click or tap here to enter text. |

Special Interests/Hobbies

|  |
| --- |
| Click or tap here to enter text. |

Please tell us anything else you’d like to share.

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| Click or tap here to enter text. |

Date of availability for Board Service: Click or tap to enter a date.

Please supply two references. At least one should be from someone with whom you have worked in an employment capacity or as part of a group. (Note: references will not be contacted until after meeting with Board Chair/Executive Director).

Reference 1

|  |
| --- |
| Name |
| Street |
| City | State | Zip Code |
| Phone | Cell Phone |
| Email |

Reference 2

|  |
| --- |
| Name |
| Street |
| City | State | Zip Code |
| Phone | Cell Phone |
| Email |

Please allow my name to stand for nomination to the AIA Triangle Board of Directors. I am willing to commit my time, energy and passion to AIA Triangle organization.

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for applying

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| **For Board Use:*** Nominee has had a personal meeting with either chief executive, board chair, or other board member. Date \_\_\_\_\_\_
* Nominee reviewed by the committee. Date \_\_\_\_\_\_
* Nominee attended a board meeting. Date \_\_\_\_\_\_
* Nominee interviewed by the board. Date \_\_\_\_\_\_Action taken by the board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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