

## **DIVERSITY IN LEADERSHIP FUNDS + PROCESS**

### **What are Diversity in Leadership funds? What are the goals of having these funds in place?**

Diversity in Leadership Funds support AIA Seattle's commitment to diversity in the profession and in leadership, as embodied in the JE:DI Imperative, to nurture universal inclusion and fairness in the built environment, for the communities we impact. Proposed leaders whose employers do not cover their AIA dues and who are from historically-marginalized backgrounds (due to disability, gender identity, class, race/ethnicity, immigration status, sexual orientation, or other factor) have the option to request the chapter cover dues as a new or reinstating membership for the duration of their leadership service (generally two years). AIA Seattle will distribute funds based on the resources of the organization at the time of the request for diversity in leadership funds.

**Are other supports available from AIA and AIA Seattle?** There are other mechanisms for support for membership dues for AIA, including a dues installment program and support for dues waiver if a member is experiencing hardship. AIA dues can also be waived in circumstances such as medical disability, family leave, sabbatical, or unemployment. AIA Seattle provides full support for members to self-identify hardship and support processing the hardship request form through national. In addition, AIA Seattle provides support for members by offering scholarship support for programs. Please review the scholarship information for a specific program you are interested in joining, found on the event page for that program.

### **WHO: Who has access to these funds? Who identifies the need for leadership funds?**

Incoming or returning members of the AIA Seattle Board of Directors, co-chairs of AIA Seattle's member committees, members of AIA Seattle's steering committees, and members of AIA Seattle planning taskforces may access these funds on a self-assessed basis. When a new leader is chosen to join a leadership space, as a new or reinstating member, and/or when they are chosen to join and/or lead a steering committee, they can make a confidential communication to the Member Engagement staff and self-identify as being eligible to have AIA Seattle fund their dues.

### **When does an individual self-identify they are eligible to receive these funds?**

An individual can self-identify they are eligible to receive diversity in leadership funds as part of the regularly occurring leadership onboarding process, usually in August. A proposed leader who is not already a member will complete a membership form around October 1 to qualify for the National "15 for 12" deal and cover their membership through the end of the following year. If a co-chair is a current member, they will coordinate their renewal sometime after the beginning of October when dues renewals begin to be sent to members. AIA Seattle will reimburse Diversity in Leadership fund recipients for their dues paid, for a maximum of two years.

**What steps does a person take to receive the funds? What is the process?**

- New leadership candidate is identified by the committee for leadership position (August)
- Proposed candidate reaches out to Member Engagement staff to self-identify as eligible to receive funds. AIA Seattle does not collect supporting information about the diversity in leadership request, and relies on the self-identification by the member (August/September)
- Candidate completes an AIA National membership application form. If they are able to pay for membership, they will submit payment along with their application, and will send receipts to Member Engagement staff to coordinate reimbursement. If they are unable to pay for membership, they will coordinate with Member Engagement staff to submit payment to National on their behalf. (October, after launch of new membership campaign)

AIA Seattle will connect with the member who has received the first year of diversity in leadership funds to coordinate AIA Seattle payment of the second year of AIA dues for their second year of leadership.