WHY JOIN THE AIA SEATTLE BOARD OF DIRECTORS?

AIA Seattle is the strongest professional organization impacting the region where we live and work. Be part of shaping the future of architecture and design in Seattle and beyond. Directors of the AIA Seattle Board engage in:

- **Community and Professional Impact:** Drive change and progress by implementing AIA Seattle's mission, vision, values, and strategic imperatives.

- **Professional Growth:** Develop leadership skills and expand your professional network.

- **Collaboration:** Engage with an aligned organization that amplifies your voice and vision in the industry.

TIME COMMITMENT

Board terms are a three-year commitment beginning in September and ending in August. Board members can expect to spend four to six hours each month fulfilling their responsibilities, with those in officer roles typically investing a larger time commitment.

Regular Board activities include:

- **Monthly Board meetings, in-person and virtual:** Currently scheduled for the third Thursday of each month from 4-6pm. This includes preparation by reviewing relevant Board packets, and occasional action items following meetings.

- **Monthly Steering Committee meetings, virtual:** Each Board member serves on one or more steering committees, dependent on the individual Board member's commitment (see diagram on page 2).

- **Annual Board planning retreat, in-person:** Usually in May/June, mandatory attendance, typically one full-day retreat in the Seattle area.

- **Corporate Allied Partner (CAP) Sponsorship Program:** Participate in the care and stewardship of AIA Seattle's valuable sponsors. Encourage, cultivate and identify sponsors, and engage with them throughout the year.

- **Event Attendance, in-person and virtual:** Attending AIA Seattle and Seattle Design Festival events, including the annual Honor Awards live event and the annual Seattle Design Festival Block Party.

Support and accommodations are available to recognize every individual's unique circumstances and lived experience. In addition to a comprehensive onboarding program to ensure your success, Directors have access to valuable resources and guidance from staff, and opportunities for mentorship from experienced Board members to foster growth and collaboration.

ROLES AND RESPONSIBILITIES

AIA Seattle is a private, not-for-profit (501(c)6) organization. It is affiliated with, but not owned or managed by, AIA National. Guided by the organization's bylaws, AIA Seattle Board Members provide leadership and governance for the chapter.

Leadership Responsibilities:

- Determine mission, strategies, and program priorities for AIA Seattle
- Ensure resources are used towards mission and vision fulfillment
- Determine metrics to evaluate the effectiveness of the organization and Board of Directors
- Bring diverse viewpoints to the decision-making process of the Board
- Represent the organization to the public, the media, and policy-makers
- The AIA Seattle Board hires and manages the work of the Executive Director

Governance Responsibilities:

- Ensure strategic and financial stability to guarantee long-term success and sustainability
- Ensure compliance with laws and regulations relating to non-profit corporations
- Maintain and review bylaws and operating guidelines
- Establish an annual budget and operating objectives
- Participate in resource development through sponsorship drives
- Maintain effective communication and interaction with AIA at the state and national levels

ALIGNED BOARDS OF DIRECTORS – AIA SEATTLE & SEATTLE DESIGN FESTIVAL

Founded in 2011, Seattle Design Festival is a private, not-for-profit (501(c)3) organization. In 2021, AIA Seattle and Seattle Design Festival (formerly Design in Public) began their alignment in leadership and governance, which includes meeting together, engaging in joint strategic planning, and considering paths forward for sustainable growth and resource development for both organizations. Multiple Board Directors of AIA Seattle and Seattle Design Festival serve on both Boards. The Boards continue to work together towards a shared vision.

AIA Seattle & Seattle Design Festival Governance Structure