



AIA Vermont Executive Director Roles and Responsibilities

February 1, 2018

The Vermont Chapter of the American Institute of Architects is a member service organization dedicated to promoting the profession, providing technical resources, supporting continuing education, and fostering public outreach.

Executive Director Position Description:

General:

The Executive Director is a full-time position for the Vermont Chapter of the American Institute of Architects (AIAVT). The administrative and executive offices of AIAVT shall be in the charge of the Executive Director, who shall be employed by and report to the Board of Directors. The Executive Director is responsible for the administration of the affairs of the Chapter and such other duties as the Executive Committee may assign. The scope of services for the Executive Director includes, but is not limited to: coordinating and assisting in AIA board meetings and programs, maintaining and administering all AIA finances, maintaining files and communication with membership, coordinating the annual design awards, monitoring and reporting on legislature affairs, assisting in the coordination of the newsletter and website, acting as a liaison to the national and regional organizations, and soliciting sponsors for program development.

Working with the Executive Committee and Board of Directors, the Executive Director ensures that the association achieves its mission, its programming, and its financial objectives. The Executive Director will direct, coordinate and be responsible for the association programs and activities in conformance with the policies and the budget approved by the Board of Directors, within National and Chapter bylaws, and guidelines expressed by the Board of Directors and The American Institute of Architects.

In addition to the above the Executive Director will provide the following services for the AIA Vermont Chapter:

Administration

- Tend to the day- to -day management of the Chapter office (currently virtual), including telephone calls, correspondence, and collection and distribution of Chapter funds;
- Implement on a continuing basis the general policies established by the Board of Directors and assurance of their compliance with AIA Standards of Service;
- Maintain effective relationships with and outreach to AIA Headquarters in Washington, AIA New England and other organizations promoting the built environment in Vermont, the New England region and nationally, for the purpose of promoting the Chapter, its members, mission, and objectives;

- Direct all other activities necessary for the successful functioning of the Chapter as agreed upon by the Board and the Executive Committee;
- Maintain files, membership, and mailing lists;
- Coordinate mailings to Chapter members, including the Chapter e-communications, program notices, web site up dates, and other information;
- Publish listings of jobs available for members and people seeking jobs in architectural firms;
- Submit accreditation materials to AIA every three years;
- Develop and and manage relationships with sponsors as part of the the organization fund raising for programs, enents, and the web site;

Financial Responsibilities

- Assist the Treasurer and Executive Committee with development of an annual budget and oversee its implementation;
- Assist the Treasurer as necessary:
 - Attend to the appropriate expenditure of Chapter funds as directed by the Board;
 - Make sure that physical assets, and other property of the Chapter are appropriately administered and safeguarded;
 - Deposit all moneys received from all sources, issue all checks in payment of Chapter bills (after consultation with the Treasurer when appropriate);
 - Maintain records for individual committee budgets and expenditures, as required;
 - Prepare a monthly Treasurer’s report of income and expenses prior to the Board of Directors meeting, including overview of the annual and monthly budget;
 - Oversee Chapter finances, including receiving, depositing and transferring funds as necessary for the Chapter in Chapter accounts;
 - Create an effective cost management system, including accurate records of membership and dues payment;
- Provide information/reports to accountant for tax filing;
- Hire staff to assist board as necessary/Manage contracts (newsletter, website);
- Provide architect and associate dues rates to AIA annually;

Board of Directors and Executive Committee

- Prepare for monthly meetings with the Board of Directors and the Executive Committee; make necessary arrangements for a meeting location and related meeting needs;
- Attend all Board and Executive Committee meetings;
- Keep the Board/ExCom fully informed on the status of Chapter activities, finances, National developments and media relations;

- Execute decisions of the Board relative to Chapter policies and business affairs; edit meeting minutes and post minutes on the web site.

Event/Program Responsibilities

- Work with board and committees to plan and implement all AIAVT events including the annual design awards celebration.
 - This includes securing venue, contracts, catering, invitations, marketing and working with venue to ensure clear communication and planning.
 - Assist the planning committees with securing sponsorship for the events.
- Continuing education
 - Submit programs for acceptance by AIA CES (includes getting program information from presenters);
 - Record attendance at programs and submit for credit.

Membership Responsibilities

- Maintain an up-to-date list of Chapter membership and addresses, and a Membership Roster; Maintain membership files include netFORUM (National AIA Membership database) and email list serve;
- Maintain chapter records and files;
- Oversee collection of annual dues from the membership; work with AIA National on rates, invoices, etc.;
- Maintain communications with National AIA regarding membership benefits and problems;
- Reach out to potential allied professional members, welcome new affiliate members, add to allied member distribution list;
- Coordinate member listings on website directory (e.g., deletions and changes)
- Coordinate “lending library” of ARE study guides for associate members. Mail study materials as necessary;
- Assist associate members with licensing issues/queries;
- Maintain contact with state licensing advisors; coordinate SLA trips to summit meetings hosted by AIA;

Communications

- Maintain Web site pages and secure outside technical support as needed; Coordinate with and provide information to web site manager.
- Update and improve Web pages as needed; update database, events calendar, job board; update content on pages as needed, etc.
- Serve as editor of AIAVT Newsletter: write 75-100% of original content, coordinate design layout with Web Editor, proofread drafts, obtain photos to accompany stories; work with Communications Committee to develop editorial calendar;
- Find and solicit advertising for the web site and newsletter;

Experience and Skills

- Excellent oral and written communication skills
- Ability to operate independently
- Experience with non-profit and/or volunteer organizations
- Excellent computer and organizational skills
- Self-motivated, flexible, adaptable, quick study, and strategic thinker
- Able to perform a variety of tasks
- Enjoys working with people
- Financial management, and book keeping experience
- Experience in marketing and promotion

Compensation

- To be determined based upon experience