

## **Governance Policies - 6**

### **Board Orientation**

#### **Purpose**

To provide new board members with a clear vision of what is required in their new role in our chapter by serving on the board.

To provide new board members with a clear vision of what is required of them while serving on the Board.

Write up mission statement for each board position

Provide mission statement for each board position

Write up recommendations for procedures, protocol and documenting of board meetings

#### **Board positions based on Bylaws**

Main positions :

- President
- 1<sup>st</sup> Vice-president -Elect
- 2<sup>nd</sup> Vice-president
- Treasurer
- Secretary

Section Directors :

- Germany
- France
- Italy
- Switzerland and Liechtenstein
- Northern Europe
- Southern Europe
- Eastern Europe
- International Region

#### **General recommendations for board meetings**

Prepare agenda in advance and communicate to board members for advice Prepare agenda in advance of Board Meeting and forward to Board Members for review and advice

Include requests from Members

Distribute material for meetings in advance

Read material through in advance

Organize meetings according to Robert's rules and respect timing

Take notes and pass them to the Secretary

Include AIA Anti-trust statement on board-meeting agendas

*Italic statements are directly copied from the AIA Continental Europe Bylaws*

### **President**

Mission statement :

*6.32 The President : The President shall exercise general supervision over the affairs of this Chapter, except those matters placed by these bylaws or by the Board of Directors under the administration and supervision of the Secretary and/or the Treasurer; preside at meetings of this Chapter and of the Board of Directors; appoint, with the concurrence of the Board of Directors, all committees; sign all contracts and agreements to which this Chapter is a party; have charge of and exercise general supervision over the offices and employees of this Chapter, and shall perform all other duties usual and incidental to the office.*

*6.321 Authority : The President shall act as spokesperson of this Chapter and as its representative in meetings with other organizations and committees unless otherwise delegated by the Board of Directors. The President shall not obligate or commit this Chapter **unless the obligation or commitment has been specifically authorized by the Board of Directors.***

Recommendations :

- Confer in advance with Board Members on key issues to be discussed during Board Meetings
- The president should regularly include the 1<sup>st</sup> Vice President Elect in the preparation of main decisions and communication with the administration of AIA National as well as the Chapter's Administrative Assistant in order to ensure a continuation in the case the President would be unable to perform his/her duties for whatever reason.
- The President should set a clear address of his or her policy agenda during his or her term during the annual first board meeting.
- Work closely together with the Treasurer and Secretary to keep relationships with sponsors.
- Organize the annual Board Meeting every year in January with help of the Administrative Assistant
- Assist at the AIA Grassroots Event and report back to Chapter
- Assist at the AIA National Conference on Architecture and report back to the Chapter (a total travel expense budget for the President and 1<sup>st</sup> Vice President Elect of 2000€ is available every year)
- Assist in conference calls with AIA National

### **1st Vice-President (Elect)**

Mission statement :

*6.32 A The First Vice President/President-elect : The First Vice President shall assume all the powers and duties of the President in the absence, or the disability, refusal or failure of the President to act, and shall perform other duties properly assigned by the Board of Directors or by the President.*

Recommendations :

- The 1<sup>st</sup> Vice-President (Elect) should closely work together with the President and communicate regularly with him or her in order to get a general appreciation of the work that is expected next year during his presidency.  
...in order to promote a smooth transition to ....
- Assist at the AIA Grassroots Event and report back to the Chapter
- Assist at the AIA National Conference on Architecture and report back to the Chapter (a total travel expense budget for the President and 1<sup>st</sup> Vice President Elect of 2000€ is available every year)
- Assist in conference calls with AIA National

### **2nd Vice-president**

Mission statement :

*6.33 The Vice President : The Vice President shall perform the duties of the President and the First Vice President in the event of their absence, or of the disability, refusal, or failure to act of both, and shall perform such other duties as are properly assigned by the Board of Directors or the President.*

Recommendations :

-2<sup>nd</sup> Vice President should confer with the 1<sup>st</sup> Vice President Elect in order to be informed of the ongoing business in preparation of board meetings, etc.

### **Treasurer**

Mission statement :

*6.35 The Treasurer : The Treasurer shall have charge and shall exercise general supervision of the financial affairs and keep the records and books of account of this Chapter; prepare the budgets, collect amounts due this Chapter, and give receipts for and have the custody of its funds and monies and make all disbursements of funds; have custody of its securities and of its instruments and papers involving finances and financial commitments; conduct the correspondence relating to the office; and perform all duties usual and incidental to the office. 6.351 Reports : The Treasurer shall make a written report to each annual meeting of this Chapter and a written report to each regular meeting of the Board of Directors. Each of said reports shall set forth the financial condition of this Chapter, and its income and expenditures for the period of the report and the Treasurer's recommendations on matters relating to the finances and general welfare this Chapter.*

Recommendations :

-The outgoing Treasurer should observe a 6 months training period to the new Treasurer -The Treasurer is responsible, together with the President, for maintaining and creating new relationships with sponsors, vital to the financial independence of the Chapter

### **Secretary**

Mission statement :

*6.34 The Secretary : The Secretary shall act as the recording and corresponding secretary of the Chapter and the Board of Directors, and shall attend all their meetings and keep minutes of the proceedings; have custody of and shall safeguard and keep in good order all property of this Chapter, except property that is placed under the charge of the Treasurer; issue all notices of this Chapter; keep its membership roll; sign all instruments and matters that require the attestation or approval of this Chapter, except as otherwise provided in these bylaws; keep its seal, and affix it on such instruments as require it; prepare the reports of the Board of Directors and this Chapter; in collaboration with the President, have charge of all matters pertaining to the meetings of this Chapter, and shall perform all other duties usual and incidental to the office.*

Recommendations :

-Edit and communicate meeting minutes within 15 days after each meeting  
-Work closely with administration for record and membership tracking

### **Section directors**

Mission statement :

Communicate with members in section district to collect needs and opinions to be reported to the board

Organize events in each Section to allow Members to meet and communicate and discover outstanding projects

Recommendations :

Each Section has an annual budget of 1000€

Each Section Director has an annual budget of 250€ for travel expenses to assist the Annual Board Meeting organized every year in January by the new president

**International Region Director / Representative**

Mission statement :

Represent the Chapter at IR meetings and conference calls

Report back to the Board and the Chapter on IR decisions and policies

Recommendations :

The IR Director has an annual travel budget (funded by IR) of 2000\$

Assist in conference calls and report back to the Board

**This document will be revised annually by the outgoing board.**

**Approved by the Board on January 10<sup>th</sup> 2019**