

## **Board of Directors: 2010 Open Positions (A Call for Service)**

**AIA Members interested in becoming more involved in AIA Orlando are invited to run for the following Board of Director positions. The election will be held during the Annual Meeting in September. Interested members should contact a current Board Member or the AIA Orlando office by Friday, August 21st.**

### **Vice President/ President Elect**

#### **(3-year term/President/Past President in following year)**

- . General duties of Board member
- . Assumes Presidency if vacancy occurs prior to term.
- . Member of Executive Committee.
- . Assumes office of President in subsequent year.
- . Attends Grassroots Conference in Washington DC (President Elect).
- . Attends National Convention (President).
- . Coordinates planning process for subsequent year.

### **Treasurer (2 year term)**

- . General duties of Board member.
- . Member of the Executive Committee.
- . Manages financial affairs and keep the records of account of the Chapter; prepare the annual budget.
- . Keeps Chapter financial documents in order, i.e. monthly financial reports provide by the accountant.
- . Signs as authorized Chapter representative on documents as needed.

### **State Director(s) (2 positions/ 2-year term)**

- . General duties of Board member.
- . Attends the Florida Association/AIA Board of Directors meetings, representing Orlando Chapter.
- . Becomes familiar with issues affecting profession at the state, local and national levels.
- . One position elected annually. Terms staggered.

### **(1) Chapter Director (Programs & Events) (2-year term)**

- . General duties of Board member.
- . Manages Program planning for the Chapter (seminars, tours, speakers, special events).
- . Holds regular committee meetings

### **(1) Chapter Director (Newsletter) (2-year term)**

- . General duties of Board members
- . AIA Newsletter Editor
- . Coordinates and writes articles for newsletter

**YAF Director & Emerging Professionals Development  
(1-year term / non-voting position)**

- . General duties of Board member.
- . Plans and schedules with the committee YAF programs & events
- . Assists associate/intern members with information for IDP & ARE information

**Professional Allied Director (1-year term / non-voting position)**

- . General duties of Board member.
- . Assists membership committee in recruiting new Allied members.
- . Acts as liaison to allied industry organizations, such as CFBE, ABC, ASLA.
- . Chairs committee for the Design Party Event in Spring.
- . May assist programs committee.

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\_\_\_ Yes, I would like to be elected to the AIA Orlando Board of Directors. I am interested in the following position:

- |                            |   |
|----------------------------|---|
| ___ Pres. Elect:           | President Elect 2010, President 2011, Past-Pres. 2012 |
| ___ Treasurer:             | 2-year term, ends 2011                                |
| ___ State Director:        | 2-year term ends 2011                                 |
| ___ State Director:        | 2-year term ends 2011                                 |
| ___ Chapter Director:      | 2-year term ends 2011                                 |
| ___ Chapter Director:      | 2-year term ends 2011                                 |
| ___ YAF Director:          | 1-year term ends 2010                                 |
| ___ Allied Representative: | 1-year term ends 2010                                 |

Name \_\_\_\_\_  
Firm \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

My previous leadership experience and/or involvement, also the reason (s) I wish to serve are as follows:

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

Please fax your reply form to AIA Orlando at (407) 898-3399 or email it to [karen@aiaorlando.com](mailto:karen@aiaorlando.com)