

Charter for the Research Committee

Purpose

To serve as volunteer partners in conducting primary and secondary research on issues of significant concern to the Board of Directors of AIA Minnesota, in conjunction with staff and additional committees as appropriate, and within the constraints of staffing and budgetary resources, as communicated by the Executive Vice President. The Committee's purpose is primarily programmatic in nature (directly involved in the work of implementing AIA Minnesota programs and services, rather than advisory or governance in nature).

Type of Group

Standing Committee (serving a continuing purpose).

Authority Delegated or Retained

No financial or programmatic authority is delegated to this committee by the AIA Minnesota Board of Directors.

Area(s) of Focus (organizational activity area, program(s) and/or topics)

Two focus areas of research are to be the focus of the Research Committee's work during its first few years of operation: 1) data gathering, tracking, and analysis related to diversity, inclusion and equity in the profession of architecture, particularly as outlined in the AIA Minnesota Diversity Policy and the 2015 Diversity Task Force Report; and 2) research related to the architecture industry in Minnesota, as informed by AIA Minnesota's Government Affairs Committee and legislative priorities. Additional or revised research focus areas would be determined by the AIA Minnesota Board of Directors.

Membership

Members of the Research Committee must be: members of AIA Minnesota (Assoc. AIA, AIA, FAIA, Allied, Hon. AIA, or Emeritus); faculty of or students enrolled in architecture degree programs at the University of Minnesota or Dunwoody; faculty of or students enrolled in degree programs related to the focus areas of research identified in this charter or by the AIA Minnesota Board of Directors; or individuals with research-related expertise employed by firms in the architecture and construction industry. Any individual who is otherwise eligible for membership will be required to join at the appropriate category. Exceptions to this membership stipulation may be granted on a case-by-case basis by the

Executive Committee of AIA Minnesota, understanding that engagement in the work of the Committee is a benefit of AIA membership.

The membership of the Committee should include one or more representatives of the AIA Minnesota Women in Architecture (WIA) Committee, one or more representatives of the local chapter of the National Organization of Minority Architects (NOMA), one or more representatives from greater Minnesota, and one or more faculty of the architecture degree programs at the University of Minnesota or Dunwoody.

Membership will be confirmed on an annual basis, with inactive members (those who have not attended meetings or directly contributed to the work of the committee in between meetings) being dropped from the Committee membership listing. Members may sign up again for Committee membership if they have been dropped from the membership listing; however, two consecutive years of being listed as a member of the Committee without being active in at least 75 percent of its work may result in further conversation regarding the member's commitment to the Committee's work going forward.

Leadership

AIA Minnesota volunteer leaders and staff will strive to recruit candidates for the positions of co-chair (2) and co-chair elect, in accordance with the AIA Minnesota Policy on Committees. Facilitation of Committee meetings will be regularly led by the outgoing co-chair, with the incoming co-chair and the co-chair elect serving as facilitator in the senior co-chair's absence. The co-chairs, co-chair elect, and staff assigned to the Committee are expected to collaborate in the development of meeting agendas.

Staff Support

The Executive Vice President will allocate AIA Minnesota staff time toward the support of meetings and online activities of the Committee and additional staffing as appropriate. AIA Minnesota staff will also ensure that a physical meeting space is available and that opportunities for remote participation (via conference call, video-based, or Internet-based remote technology) are pursued for all Committee meetings, and information related to these remote opportunities are shared with Committee members and the broad AIA Minnesota membership.

Activities, Duties, and Responsibilities

Members of the Research Committee are expected to commit to specific research tasks and can engage in the work of the Committee online or in person. Activities of the Committee should include micro-volunteering opportunities (short-term engagements) that are promoted to the AIA Minnesota membership. Committee Members also should participate in the AIA Minnesota Learning Community on Diversity, Inclusion & Equity pilot program, to be launched during 2017.

Primary Author(s):

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Date this charter was approved initially by the AIA Minnesota Board of Directors: March 3, 2017

Anticipated date of charter review / potential revision by the AIA Minnesota Board of Directors, with input from group leadership and staff:
March 2020

Claire Lonsbury, AIA
AIA Minnesota Secretary