

# Ralph Rapson Traveling Study Fellowship Committee Charter

---

## Purpose

The **Ralph Rapson Traveling Study Fellowship (RRTSF) Committee** purpose is celebrating discovery and fostering development for architectural graduates and practitioners through an annual competition focused on provocative narrative, meaningful place-making, thoughtful resolution, succinct presentation, and inspiring travel plans.

## Vision

Our vision is to promote exploration and learning in the profession of architecture resulting in improved design solutions in our communities and better informed designers.

## Type of Group

Standing committee of the Minnesota Architectural Foundation with outside advisor participants as determined by the Committee.

## Authority Delegated or Retained

Committee activities outlined herein are delegated to this committee by the MAF Board of Directors. It is expected that the Committee will at a minimum provide quarterly activity and status updates to the MAF Board. Activities requiring expenditure of funds beyond those outlined in the bylaws, board policies and annual budget must be reviewed and approved by the MAF Board.

## Membership

Members of the Committee should include a minimum of three MAF Board members at large selected by the Board and may include non-board members selected by the Committee members. Committee members serve one-year terms, beginning January 1st and ending December 31st of the same year, or until the new appointment is complete. Terms may be renewable.

Membership will be confirmed on an annual basis.

## Leadership

The Committee will recommend a chair to the MAF Board for their consideration and approval.

## Committee Meetings

The Committee will meet quarterly, or as often as its chair or a majority of its members deems necessary or appropriate, either in-person or remotely, and at such times, places and manner as the chair may determine. The execution of the RRTSF competition process requires special meetings that are determined by the Committee in order to facilitate the annual event. The chair will develop an agenda in advance of each meeting and communicate to committee members in a timely fashion.

## Staff Support

The Executive Director will allocate AIA Minnesota staff, MAF staff or independent consultant time to provide support for the Committee and the facilitation of the competition. AIA Minnesota or MAF staff will also ensure that a physical meeting space is available when required and that opportunities for remote participation (via conference call, video-based, or internet-based remote technology) are also made available.

## Activities, Duties, and Responsibilities

Members of the Committee will:

- Prepare competition brief and adjust execution of the competition based on lessons learned from previous competition cycles
- Facilitate advertisement of the annual competition in the AIA Minnesota newsletter and/or other publication opportunities
- Identify all annual dates, deadlines and timeframes necessary in advertisement of the competition.
- Identify and recruit jury members and facilitate jury discussion.
- Organize event for final jury presentations.
- Coordinate with staff on a press release and any other media coverage of the awarded fellow.
- Assist staff in coordinating for each fellow to present a final report of their studies to the full MAF Board, ideally within one year of travel completion.
- Create annual committee report in preparation for AIA Minnesota Annual Meeting (October). The report will document awarded scholarships, sponsorships, major donations and other relative activities to be included in the archival history of this Fund.

**Primary Author(s)**

Bill Blanski, FAIA

Shida Du, AIA

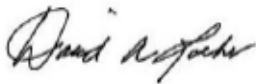
Julie Esch, AIA Minnesota Allied Member

**Date this charter was approved initially by the MAF Board of Directors**

April 2021

**Anticipated date of charter review / potential revision by the MAF Board of Directors, with input from group leadership and staff**

2024



David Loehr, AIA

Minnesota Architectural Foundation Secretary