

Women in Architecture Fund Committee Charter

Advancing Women in Architecture

Purpose

The **Women in Architecture (WIAF) Committee** is a standing committee of the Board of Directors (the “Board”) of the Minnesota Architectural Foundation (the “MAF”). The mission of the Women in Architecture Fund is to support the advancement of women in the profession of architecture.

Vision

Our vision is to promote equity by increasing the diversity of perspectives in our profession, resulting in more effective design processes and more inclusive design solutions.

Type of Group

Standing committee of the Minnesota Architectural Foundation.

Authority Delegated or Retained

WIAF activities outlined herein are delegated to this committee by the Board of Directors. It is expected that the Committee will at a minimum provide quarterly activity and status updates to the Board. Activities requiring expenditure of funds beyond those outlined in the bylaws, board policies, and annual budget must be reviewed and approved by the 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. The non-board members shall include one AIA MN WIA Committee Co-Chair, or an active committee member appointed by the Co-Chair of the AIA MN WIA Committee. Committee members serve one-year terms beginning January 1st and ending December 31st of that 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 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 chair will develop an agenda in advance of each meeting and communicate meeting details to committee members in a timely fashion.

As necessary, the committee will meet in a joint session with other committees regarding items of concern to both committees.

Staff Support

The Executive Director will allocate AIA Minnesota staff, MAF staff or independent consultant time to provide support of meetings and online activities of the Committee, and any additional staffing as appropriate. AIA Minnesota or MAF 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 also made available.

Activities, Duties, and Responsibilities

Members of the Committee will:

- Participate in regularly scheduled committee meetings.
- Annually review and discuss fundraising efforts, including tracking major donations.
- Follow-up with all major donors with thank you notes and acknowledgement of their donation.
- Annually review the grant criteria and provide updates as necessary.
- Be available to grantees to answer questions and clarifications regarding the grant.
- Ensure the grant criteria are being followed throughout the duration of the grant cycles.
- With the Fundraising Committee, develop, coordinate and support long-term strategies for endowment growth for the WIAF that leverage other AIA Minnesota activities and long-range plans.

- Provide periodic updates to the Board as warranted, but no less than quarterly, on the on-going activities such as grant applications and/or awards, updates regarding on-going grants, major gifts, upcoming fundraising efforts, etc.
- Create annual committee report in preparation for AIA Minnesota Annual Meeting (October). The report will document awarded grants, major donations, and other relative activities to be included in the archival history of this Fund.

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

April 2021

Date this charter was reviewed and approved by the MAF Board of Directors

February 2025

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

2028

A handwritten signature in black ink, reading "Ellie Ziaie". The signature is fluid and cursive, with the first name "Ellie" and last name "Ziaie" clearly distinguishable.

Ellie Ziaie, AIA

Minnesota Architectural Foundation Secretary