

Clarence Wigington Architectural Scholarship Committee Charter

Purpose

The **Clarence Wigington Architectural Scholarship Committee** is a standing committee of the Board of Directors (the "Board") of the Minnesota Architectural Foundation (the "MAF"). The purpose of the committee is to administer the Clarence Wigington Architectural Scholarship Fund and selection process for the scholarship.

Vision

Advancing diversity in the architectural profession, this fund aims to firmly launch the careers of promising black, Indigenous and people of color (BIPOC) students by providing focused and sustained financial support through scholarships. The scholarship provides tuition support for BIPOC students who wish to pursue a professional education in architecture at an accredited school of architecture in Minnesota (currently the University of Minnesota and Dunwoody College of Technology), and who hold promise for succeeding in an architectural career.

Type of Group

Standing committee of the Minnesota Architectural Foundation.

Authority Delegated or Retained

No financial or programmatic authority is delegated to this committee by the Board. However, it is expected that the Wigington Committee will provide recommendation for scholars to the Board. The committee administers the selection process and recommends Wigington Scholar candidates to the Board for final approval.

Membership

Members of the Committee should include at least one Board member at large selected by the Board, and a staff member. It is desirable for a wide range of opinions, and a connection to those served by the scholarship and as such it is recommended that a Wigington scholar alum, representatives from Minnesota schools of architecture and others also serve on the 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 are renewable.

Membership will be confirmed on an annual basis.

Leadership

A chair will be a member of the Board and be recommended by the Committee for Board consideration and approval on an annual basis.

Committee Meetings

The Committee will meet at least quarterly and as often as its chair or a majority of its members deems necessary or appropriate, either in person, telephonically or electronically, and at such times, places and manner as staff may determine. The chair and staff 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 hired time toward the support of meetings and online activities of the Committee and additional staffing as appropriate (i.e. administering the scholarship application and distribution of funds). 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:

- Manage the Wigington Scholarship process. Tasks Included in this effort included, but are not limited to:
 - Develop scholarship application process and selection criteria. (February)
 - Coordinate with Minnesota schools of architecture to advertise the scholarship. (March)
 - Application Due approximately end of May.
 - Review applications. (June)
 - Select an applicant and nominate as a Wiginton Scholar to the Board. (June)

- Notify scholar they have been selected. (June)
- Coordinate with staff to ensure timely payment of scholarship.
- Develop and maintain relationship with Wigington Scholars.
- Identify mentoring opportunities and internship opportunities for Wigington Scholars.
- Assist in fundraising effort for Wigington fund.
- Apply for the AIA National Component Scholarship with assistance from staff.
- Produce a written report at the end of each meeting, which will include an attendance record, a copy of the agenda and a full report of Committee discussions with documented recommendations and decisions. These reports will be completed in a timely manner following the meeting, forwarded to the Committee membership, and accepted for approval at the subsequent meeting and properly filed according to the Records Retention and Destruction policy.
- Create an 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)

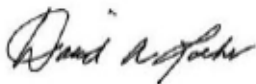
Amber Allardyce, Deputy Executive Director
Keon Blasingame
Bake Baker, FAIA
Matt Finn, AIA
David Eijadi
Stephanie McDaniel, AIA

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